

SHIPBOURNE PARISH
COUNCIL

SARAH HUSEYIN
Clerk to the Council

Gable Cottage, Ismays Road
IGHTHAM, TN15 9BE

Telephone: 01732 886402
email: shipbourneparishcouncil@gmail.com

To: The Members of the Parish Council of Shipbourne - I hereby summon you to attend a **Meeting of the Parish Council** to be held at **7.00 p.m. on Monday 7 October 2024** to transact the undermentioned business. **Sarah Huseyin, Parish Clerk**

1. **Apologies for absence** - Cllr Bond, Cllr Oram, Borough Cllr Lark
2. **Dispensations and Declarations of Interest**
3. **Co-option Councillor Hollobon**
4. **Reports: County Councillor & Borough Councillors**
5. **To approve as a correct record Minutes of the Parish Council meeting on 9 September 2024**
6. **Public Open Session**
7. **Highways & Footpaths - Highways Improvement Plan (HIP) – Update –** Pedestrian Crossing sign at Chaser added to HIP and awaiting assessment from Kent Highways. Puttenden Crossroads – request for mirrors & other items for HIP. Puttenden Road - Road Narrow signage - installed. Dunks Green Road Closure 14-18 December for SE Water works.
8. **Matters arising**
 - 8.1. **Grass Cutting at Wightwicks and at Dunks Green 2024** - Nothing to report
 - 8.2. **Shipbourne Farmers Market** - Nothing to report
 - 8.3. **Website Upgrade** - Update – Results of photo competition at SVH Garden Party on 21 September 2024
 - 8.4. **Climate Change Group** –Update –Feedback from Climate Change workshop event on Saturday 14th September “Our Burning Issue” . .CASP CEF Application – Agreement to sign off on 2 applications for £40k grant for (1) Community Hub and (2) Solar Array – to be used for feasibility studies for consultants.
 - 8.5. **Little Mead** – Tree Survey
9. **Shipbourne Village Hall**
 - 9.1 **Quote for window repairs**
 - 9.2 **Charity Commission & Banking mandate – Update. Annual Return due**
 - 9.3 **SVH Garden Party – Saturday 21st September 5-8pm Feedback**
 - 9.4 **SVH Quiz Night – Saturday 30th November 2024**
- 10 **Communications** –*Circulated in advance of the meeting.
 - KALC NEWS October 2024
 - KALC Weekly Training Bulletins
 - KALC - Register for KALC Website**
 - TMBC/KALC – Thermal Imaging Camera available on loan
 - KCC - Road Safety & Active Travel Group Newsletter
 - KCC – Winter Jumbo Salt delivery
 - Kent Police Fraud Alert - Parking Scam Text message
 - TMBC – Update to register of electors
 - PPP Meeting – 6th February 2025
 - Kent Prepared - 5 steps to become better prepared
 - Kent Police - PCC launches consultation on the new police and crime plan for Kent
 - Kent County Council Local Transport Plan consultation – Deadline 8th October 2024
11. **Chairs Action and Correspondence**
12. **Finance & Policy**
 - 12.1 **Payment of Accounts** – Accounts for agreement to pay:

Parish Clerk Salary & Expenses October	£610.38
HMRC – Clerks Tax & NI Contribution	£95.40
Information Commissioners Office (Reimburse S Huseyin)	£40.00
From balance of TMBC Grant for Climate Change	
Jenny Bate – Reimbursement of climate change expenses 14.9.24 event	£165.04
Sandy Oram – Reimbursement of climate change expenses 14.9.24 event	£41.70

Balances at 30.9.24

Unity Bank £13,070.82 HSBC – £tbc
 Unity Bank Charges – £18.00
 SVH Balance as at 31.8.24 – tbc awaiting statements

Income

TMBC – Precept £7,678.83

12.2 Timesheet Report September (Circulated)**13. Planning Matters****13.1 Planning Applications**

24/01522/PA & 24/01522/LB- The Wood House, Upper Green Road, Shipbourne, Tonbridge, TN11 9PQ - Listed Building Application: Minor internal alterations to existing dressing room and family bathroom, to create a bedroom.

24/01424/PA - Providence Cottage, Upper Green Road, Shipbourne, Tonbridge, TN11 9PL - 1 x Norway Maple. Remove it to ground level. This tree has declined rapidly and is almost completely dead. 5 x lime trees. Re-pollard these back to the knuckles and remove deadwood. 1 x Ash tree. Remove deadwood and assess for disease and risk of further deterioration.

24/01418/PA - Tree Preservation Order Consent - Providence Cottage, Upper Green Road, Shipbourne, Tonbridge, TN11 9PL. 1 x Pine tree (T1) - Remove deadwood and reduce the weight of the branch tips on the south side of the trunk, which is towards the house, by 20-30%. This is the side with the greater weight, where branch tips are now almost above the house. The trunk already leans southwards. Standing in garden at front of property.

24/01391/PA - Barn West Of Ambleside, Reeds Lane, Shipbourne. Conversion of gamekeepers storage barn used to store pheasant shoot apparatus and equipment into five dwellings with associated external works and parking facilities (amendment to Planning Permission TM/23/00073/FL) to add a single storey rear extension to units 2 and 4.

13.2 Planning Applications Approved/Refused –

24/01085/PA 2, Springfield Cottages, Reeds Lane, Shipbourne, Tonbridge, TN11 9RR. Lawful Development Certificate Proposed: Remove existing rear window and door and replace with bi-fold door. Insertion of beams for structural support. Certified.

13.3 Update on Local Plan – Reg18B delayed due to changes in NPPF

14. **To review submission to Parish October Newsletter**
15. **Urgent Business that occurs and requires attention before the next meeting**
16. **Date of next meeting – Monday 11th November at 7pm**

Signed: *S R Huseyin*

Parish Clerk & Responsible Finance Officer