

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 9 June 2025** to transact the undermentioned business. **Sarah Huseyin, Parish Clerk**

1. **Apologies for absence**
2. **Dispensations and Declarations of Interest**
3. **Report from Beat Officer**
4. **Reports: County Councillor & Borough Councillors**
5. **To approve as a correct record Minutes of the Parish Council meeting on 12 May 2025**
6. **Public Open Session**
7. **Highways & Footpaths - Highways Improvement Plan (HIP) Update.** Plaxtol Lane planned closure from 28th July to 8th August – SE Water. Drainage issues Little Banks, Reeds Lane. Ambleside Stopping Up – update.
8. **Matters arising**
 - 8.1. **Grass Cutting at Wightwicks and at Dunks Green 2025** - Update
 - 8.2. **Shipbourne Farmers Market** - Nothing to report
 - 8.3. **Website Upgrade** - Nothing to report
 - 8.4. **Climate Change Group** –Request for donation towards costs £100. Appointment of Committee once grant funding comes in to manages funds
 - 8.5. **Little Mead** – Update.
 - 8.6. **Bus Stop** - Repairs to timber – Update
9. **Shipbourne Village Hall**
 - 9.1 **Window repairs** – Order update
 - 9.2 **Garden Party** - Feedback
10. **Communications** – *Circulated in advance of the meeting.
Parish Partnership Panel – Update from 29.5.25 meeting
Parish Partnership Panel - Thursday 28 August 2025 - 7.30pm **online meeting.**
 KALC Training Bulletin
 KALC News
 Notification of EGM - 19th June 2025 - Local Government Reorganisation – 1.30pm Aylesford International Hotel – Clerk attending
 Consultation on a town council for Tonbridge – runs to 14th July
 TMBC - Local Government Reorganisation
 Clerks' Forum 15th July 2025
 Chairs Forum 22nd July 2025
 Kent's Plan Bee release the Community Pollinator Toolkit and Pollinators of Kent guide
 Parish Infrastructure Statement – Evidence base required
 Shipbourne Sign – Email request
 Information on Henry Tadworth - Email request
11. **Chairs Action and Correspondence**
12. **Finance & Policy**
 - 12.1 **Payment of Accounts** – Accounts for agreement to pay:

Parish Clerk Salary & Expenses May 2025	£689.65
HMRC – Clerks Tax & NI Contribution	£124.20
SCRIBE – Monthly subscription	£24.00
AJG Community Schemes – Insurance Policy	£740.99
Community Energy Pathways – Website (<i>from grant money</i>)	£96.00
Bank Charges 31.5.25	£6.00

Balances at 31.5.25
Unity Bank £23,023.07

SVH Accounts – I&E to June 2025 Bank Statements tbc

- 12.2 **Timesheet Report** May (Circulated)
- 12.3 **Insurance Policy Renewal**
- 12.4 **Removal of James Sheldrick from Unity mandate – 2 signatures required**
- 12.5 **Pensions Regulator Declaration – Clerk to complete in July**
- 12.6 **Review of Policy Docs: Emergency Report**
- 12.7 **AGAR – Approval and signing of the Certificate of Exemption 2023/4**
- 12.8 To Note the Annual Internal Audit Report signed by Marian Hemsted on 30.5.24
- 12.9 To approve and sign the annual governance statement 2023/4
- 12.10 To approve and sign the Accounting Statements 2023/4
- 12.11 To note the bank reconciliation and analysis of variance
- 12.12 To note the notice period for the exercise of public rights
- 12.13 VAT Reclaim form 126 submitted for £932.43 October 2023-March 2025

13. Planning Matters

13.1 Planning Applications

25/00854/PA Great Oaks House, Puttenden Road, Shipbourne, Tonbridge, TN11 9RX. Single storey rear extension.

13.2 Planning Decisions

25/00451/PA Shipbourne County Primary School, Stumble Hill, Shipbourne, Tonbridge, TN11 9PB. 2 x horse chestnut (applicant ref: T001 and T002) circled green on location plan - reduce crowns by 2-3m. *No Objection*

25/00750/PA The Wood House, Upper Green Road, Shipbourne, Tonbridge, TN11 9PQ. Mature Willow Tree T1 (Applicants ref.) - To remove to ground level due to proximity of the tree to the pool and any possible damage. *No Objection*

25/00752/PA LAND AT FAIRLAWNE PARK, Ightham Road, Shipbourne, Tonbridge. Felling Licence Consultation: Works as specified in submitted documents. *No Objection*

13.3 Update on Local Plan – www.tmbc.gov.uk/local-plan - Nothing to report

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

Part 2 Matters to be discussed in private (Public Bodies Admission to Meetings Act 1960)

Signed: *S R Huseyin*

Parish Clerk & Responsible Finance Officer