

**SHIPBOURNE PARISH  
COUNCIL**

**SARAH HUSEYIN**  
Clerk to the Council

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**Minutes of the Meeting of the Parish Council held at 7.00 p.m. on Monday 9 June 2025**

**Present:** Cllr Redman (Chair), Cllr Leach (Vice Chair), Cllr Dagger, Cllr Hollobon, Cllr Oram, The Parish Clerk and County Cllr Rayner

- 1. Apologies for absence** - Cllrs Bond and Davis (reasons given and accepted) and Cllr Lark
- 2. Dispensations and Declarations of Interest** – Cllrs Redman and Leach signed the acceptance of Office forms for Chair and Vice Chair respectively
- 3. Report from Beat Officer** - None
- 4. Reports: County Councillor** -Cllr Rayner reported that there had been no committee meetings due to cancellations therefore nothing to report. Cllr Rayner left at 7.05pm.
- 5. To approve as a correct record Minutes of the Parish Council meeting on 12 May 2025 –**  
Minutes were approved and signed as a true record.
- 6. Public Open Session** - No members of the public were present.
- 7. Highways & Footpaths - Highways Improvement Plan (HIP) Update.** Noted that Plaxtol Lane has a planned closure from 28<sup>th</sup> July to 8<sup>th</sup> August for SE Water repairs, this has been moved to the school holidays to reduce any disruption. The diversion will be via Puttenden Road. Drainage issues Little Banks, Reeds Lane – Cllr Leach has been in contact with Southern Water about recurrent flooding at Little Banks; the pumping station that serves the property is no longer fit for purpose and Cllr Leach has requested planned maintenance and clearance of sewerage that is flowing onto the property. Ambleside Stopping Up – update – The Clerk reported that the consultation is currently at an internal stage at KCC and we will be separately consulted if they decide to go ahead with the order. We are awaiting the results of a Land Registry search.
- 8. Matters arising**
  - 8.1. Grass Cutting at Wightwicks and at Dunks Green 2025** - Update – Cllr Leach reported that Dunks Green had been cut, confirmation required on whether Wightwicks has been cut yet.
  - 8.2. Shipbourne Farmers Market** - Nothing to report
  - 8.3. Website Upgrade** - Cllr Davis has circulated an email confirming that he has spoken to Saul and he is happy to proceed as per the scope of introducing a new theme. If it is possible to do the work providing it is within 1 day, if not then assess what work is needed to get it done. We have allowed a budget of £300 for Saul to do this. The Clerk agreed to email Saul to confirm this. Cllr Davis has sent Saul some of the Shipbourne photo's from the competition. We hope to have some results by July meeting. Cllr Hollobon said that he was happy to help out with the website if necessary.
  - 8.4. Climate Change Group** –CASP has requested a donation towards the catering cost of the launch of the Retrofit event on 29<sup>th</sup> June. Plaxtol PC has already agreed to donate £100 and we have approx. £150 left over from the TMBC grant from 2024. It was agreed that we would contribute up to £100. Our internal auditor, who is also on the CASP Committee has suggested that both Parishes appoint a Committee to make financial decisions on behalf of both Parishes and CASP once the £40,000 grant funding comes in. The suggestion is that the committee is made up of 2 members from each parish plus Marian Hemsted who has financial expertise and Jenny Bate who is the current Chair. This was agreed in principle, more details will follow once grant money come in. Cllr Oram reported that CASP have been attending all local events such as Plaxtol school fete, the Plaxtol duck race, the Shipbourne garden party and weekly farmers markets.
  - 8.5. Little Mead** – Update – discussed under Part 2.
  - 8.6. Bus Stop** - Repairs to timber – Cllr Leach has received a quote for £450 to repair the timber although needs to check that it is the correct specification.
- 9. Shipbourne Village Hall**

**9.1 Window repairs** – Order update – Cllr Leach reported that one set is already ready and the second set is due to be finished at the end of this month. Cllr Leach is awaiting details of the final payment and it was agreed that once he received the invoice that he would circulate for agreement to pay so that we can arrange payment straight away as the overseas transfer takes a few days to organise. Cllr Leach has someone lined up to fit the windows.

**9.2 Garden Party** - Feedback – It was reported that the garden party was a success and that we had good weather. Approx 130 people attended throughout the afternoon. Cllr Leach said that the BBQ didn't do as well as expected. We made around £662 profit and lots of new residents attended. Tom Tugendhat attended and presented the KALC award to Peter and Helen Leach for outstanding services to the community and Shipbourne Village Hall.

**10. Communications** – \*Circulated in advance of the meeting.

**Parish Partnership Panel** – Update from 29.5.25 meeting – Cllr Oram reported that there had been a presentation on housing and a presentation on the ASB Community funded scheme.

**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 14<sup>th</sup> July

TMBC - Local Government Reorganisation

Clerks' Forum 15th July 2025

Chairs Forum 22<sup>nd</sup> July 2025

Kent's Plan Bee release the Community Pollinator Toolkit and Pollinators of Kent guide

Parish Infrastructure Statement – Evidence base required – The Clerk reported that we had received an email from TMBC requesting detailed costings for a new village hall which we had added to our s.106 statement. It was agreed that as we didn't have these available it would have to be removed from the statement for now.

Shipbourne Sign – Email request

Information on Henry Tadworth - Email request

**11. Chairs Action and Correspondence** - None

**12. Finance & Policy**

**12.1 Payment of Accounts** – Accounts were presented and approved:

Cllr Redman signed the bank reconciliation. Cllrs Hollobon and Oram initialled the invoices. Cllr Redman and Cllr Leach to authorise online payments.

Parish Clerk Salary & Expenses May 2025 (inc Land Registry Fees)	£713.60
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HMRC – Clerks Tax & NI Contribution	£124.20
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SCRIBE – Monthly subscription	£24.00
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AJG Community Schemes – Insurance Policy	£740.99
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Community Energy Pathways – Website ( <i>from grant money</i> )	£96.00
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Bank Charges 31.5.25	£6.00
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#### **Balances at 31.5.25**

Unity Bank £23,023.07 (Reconciles with Scribe cashbook)

**SVH Accounts** – Helen Leach has sent the I&E to June 2025 for the Clerk to check. Cllr Leach and Cllr Dagger initialled HSBC Bank Statements £2,473.00 & £17,085.53 as at 5.5.25

**12.2 Timesheet Report May** (Circulated)

**12.3 Insurance Policy Renewal** – The Clerk has reviewed and renewed the policy with Hiscox for £740.99

**12.4 Removal of James Sheldrick from Unity mandate** – Cllrs Oram and Redman signed to bank mandate to remove Cllr Sheldrick, The Clerk will upload on the portal.

**12.5 Pensions Regulator Declaration – Clerk to complete in July**

**12.6 Review of Policy Docs: Emergency Report** – The Clerk circulated the Emergency report which needs updating. Councillors to look at the report and provide feedback with a view to finalising in September.

**12.7 AGAR** The Certificate of Exemption 2024/5 was approved and signed by the Clerk

and Cllr Redman. The Clerk will return a copy to Forvis Mazars.

- 12.8** The Clerk circulated the Annual Internal Audit Report signed by Marian Hemsted on 03.06.24 and the contents were noted and agreed.
- 12.9** The Annual Governance Statement 2024/5 was read by the Clerk and approved by Councillors and then signed by The Clerk and Cllr Redman.
- 12.10** The Accounting Statements for 2024/5 were circulated in advance of the meeting and approved and signed at the meeting by the Clerk and Cllr Redman.
- 12.11** The bank reconciliation and analysis of variance were circulated in advance of the meeting and agreed.
- 12.12** The notice period for the exercise of public rights will commence 17 June 2025 for 30 days.
- 12.13** The Clerk has submitted the VAT Reclaim form 126 for £932.43 which covers the period October 2023-March 2025.
- 12.14** The Clerk reported that we should carry out an interview with our internal auditor and suggested Cllr Bond. The Clerk will ask him at the next meeting.

### **13. Planning Matters**

#### **13.1 Planning Applications**

25/00854/PA Great Oaks House, Puttenden Road, Shipbourne, Tonbridge, TN11 9RX. Single storey rear extension."No objection."

#### **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](http://www.tmbc.gov.uk/local-plan)** - Nothing to report

- 14. To review submission to Parish Newsletter** - agreed.
- 15. Urgent Business that occurs and requires attention before the next meeting** - None
- 16. Date of next meeting** - Monday 14<sup>th</sup> July at 7pm

The meeting went into Part 2 and closed at 8.20pm