

**SHIPBOURNE PARISH
COUNCIL**
SARAH HUSEYIN
Clerk to the Council

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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 8 September 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 14 July 2025**
- 6. Public Open Session**
- 7. Highways & Footpaths - Highways Improvement Plan (HIP) - Request for speed calming on Hildenborough Road.**
- 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 -**Changes. Requirement to have Gov.UK domain, email addresses and fulfil accessibility requirements WCAG2.2AA for April 2026
 - 8.4. Climate Change Group – New constitution and bank account for CASP to become a separate entity. Meeting 27.8.25 update. Update on project.**
 - 8.5. Little Mead – Update – Tree work due October 2026.. Request from Little Mead to purchase a strip of land incorporating the driveway to the house and woodland adjoining their boundary with the roadside to the right of Dunks Green.**
 - 8.6. Damaged bench at Dunks Green - Bollards at Dunks Green and bench need to be fixed**
 - 8.7. Bus Stop - Repairs to timber – Quote. KCC Bus Stop Shelter Grant**
 - 8.8. Shipbourne Sign – update**
 - 8.9. Defibrillator – Pads replaced and checked.**
- 9. Shipbourne Village Hall**
 - 9.1 Window repairs – Update. Installation cost retrospective approval**
 - 9.2 Trust Deed – Awaiting approval by the Village hall committee**
 - 9.3 HSBC Business Deposit card application form – SH & VR to sign**
 - 9.4 Insurance renewal - Renewed 18 August 2025 £664.60. Hall valuation £620k**
 - 9.5 Charity Commission Return – Submitted 01.04.24-31.03.25 Income: £6445, Expenditure £6,425**
 - 9.6 Wine Tasting – 4th October 2025**
- 10. Communications –***Circulated in advance of the meeting.
Parish Partnership Panel - Thursday 28 August 2025 & 20 November, 7.30pm
KALC Training Bulletin
KALC News August & September 2025*
NALC – Updated Local Councils Explained – online version
KCC 2025-26 Community Transport Grant Launch
Kent Bus Service Changes Bulletin - June, July, August & September 2025
KCC Budget Consultation <https://letstalk.kent.gov.uk/budget-consultation-2026-27> to find out more and have your say by 29 September
KALC - call for motions for KALC AGM
KCC – Updated Highways Information Pack
UK Government Emergency Alerts system test on Sunday 7th September 2025 at 3pm
TMBC - Your chance to shape the future of Tonbridge survey
TMBC – Annual Canvass 2025
TMBC – Local Government Reorganisation presentation at PPP 28.8.25
KCC Active Travel Business Grants 2025 open for applications

NALC – Local Government pay scale agreement 2025-6* (Clerks pay scale increase from £22.65-£23.37 per hour backdated to April 2025)

11. Chairs Action and Correspondence

12. Finance & Policy

12.1 Payment of Accounts – Accounts for agreement to pay:

AUGUST

Parish Clerk Salary & Expenses July 2025 (paid)	£685.40
HMRC – Clerks Tax & NI Contribution (paid)	£124.20
SCRIBE – Monthly subscription DD [paid]	£24.00
Inscope – Reimbursement village hall windows balance (paid)	£6,270.00
Bank Charges 30.7.25	£6.00

SEPTEMBER

CPRE Annual subscription	£36.00
Open Spaces Society subscription	£45.00
ICO – Data Protection Fee	£52.00
Parish Clerk Salary & Expenses August 2025	£814.26
HMRC – Clerks Tax & NI	£158.60
SCRIBE – Monthly subscription	£24.00
Bank Charges 30.8.25	£6.00

Balance at 31.7.25: Unity Bank £12,487.27

Balances at 31.8.25: Unity Bank £11,647.67

Sarah Huseyin Refund to SPC £84.99 – duplicate payment of Microsoft renewal.

SVH Accounts – HSBC balances 4.8.25 £18,056.22 & 2,572.86

12.2 Timesheet Report July & August (Circulated)

12.3 Removal of James Sheldrick from Unity mandate – completed

12.4 Pensions Regulator Declaration – completed

12.5 Review of Policy Docs: Emergency Report

12.6 Interview IIA – Cllr Bond

12.7 Gov.uk email addresses – See above

13. Planning Matters

13.1 Planning Applications

24/01391/PA BARN WEST OF AMBLESIDE, REEDS LANE, Shipbourne, Tonbridge. Erection of a single storey rear extension to Units 2 and 4. “No objection.”

25/01291/PA FAIRHILL COURT RIDING LANE Hildenborough Kent TN11 9QL. Section 73 Application for the removal of conditions 4 and 5 (permitted development rights restriction) relating to planning approval TM/11/03278/FL. “No objection.”

25/01233 HOME FARM FAIRLAWNE, SCHOOL LANE, SHIPBOURNE, TONBRIDGE, TN11 9RT. Change Of Use Of Three Agricultural Buildings To Class B2 Business Use With Associated Parking And Landscaping Works

13.2 Planning Decisions

13.3 Update on Local Plan – www.tmbc.gov.uk/local-plan - Due in November

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 13th October 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