

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

**Gable Cottage, Ismays Road
IGHTHAM, TN15 9BE**
Telephone: 01732 886402
email: shipbourneparishcouncil@gmail.com

MINUTES

Meeting of the Parish Council held at 7.00 p.m. on Monday 12 January 2026

Present: Cllr Redman (Chair), Cllr Leach (Vice Chair), Cllr Bond, Cllr Davis, Cllr Hollobon, Cllr Oram, The Parish Clerk, County Cllr Rayner, Borough Cllr Lark

1. **Apologies for absence** - Cllr Dagger
2. **Dispensations and Declarations of Interest** - None
3. **Report from Beat Officer** - None
4. **Reports:** **Borough Councillor Lark** reported that the Local Plan consultation had now closed. Due to recent water outages in the area, there are concerns around water provision for the new homes under the Local Plan. **County Councillor Rayner** reported that there were further issues with South East Water with outages spreading. There have been a lot of leaks due to burst pipes and the water is being moved to areas where there are outages causing further issues with loss of pressure and water. There has been no capital investment over the last 10-15 years, and this is a consequence of under investment. There have been no new reservoirs in the last 40 years. This is a major concern with a significant number of new homes due to be developed under the Local Plan. It was noted that there is still a hose pipe ban in force. Cllr Rayner reported that Reform was increasing the budget by 3.99%, his view was that that they would supplement the budget by running down reserves on the basis that under local government reform, KCC would cease to exist in March 2028.
5. **Minutes of the Parish Council meeting on 8 December 2025** were approved as a true record and signed by Cllr Redman.
6. **Public Open Session** - No members of the public were present.
7. **Highways & Footpaths - Highways Improvement Plan (HIP)** - Meeting on 15 January 2026 – The Clerk said that she would raise speeding on Stumble Hill and Back Lane. Cllr Hollobon mentioned that there had been a couple of accidents along Hamptons Road, he will send details to the Clerk. We have been asked to complete a highways survey for KCC/KALC. The Clerk was also asked to mention clearing the verges, parking on Upper Green Road/A227 side and condition of Upper Green Road parking area and flooding at Budds.
8. **Matters arising**
 - 8.1. **Grass Cutting at Wightwicks and at Dunks Green 2026**- Confirm schedule on the same basis as 2025.
 - 8.2. **Shipbourne Farmers Market** - Nothing to report
 - 8.3. **Website Upgrade** - Requirement to have Gov.UK domain, email addresses and fulfil accessibility requirements WCAG2.2AA for April 2026. Saul Cullen is dealing with the technical requirements with Aubergine. Cllr Davis will sort out the Shipbourne.org website for the church once the new website is up and running.
 - 8.4. **Climate Change Group** –Update on project – A signed copy of The Grant Funding Agreement for £40k (Great British Energy Community Fund GBECF) was received on 16.12.25. We will not receive the grant in a lump sum, instead when we receive invoices from the 3 contractors (CEP, CEE and CFR), we must send them to GBFCF for approval and they will send us the money to pay the contractors direct We have received a breakdown of likely costs from each of the contractors to complete the project and their costs are within the £40K budget. We have received one invoice already and Jenny Bate has raised some issues which are being dealt with. There is a CASP Social planned for 22.1.26, Cllr Oram reported that we have around 12 people so will likely go to the Rifleman. The Clerk will email the Chair of CASP to decide, Cllr Oram said that she would be happy to organise it.

Signed..... Dated.....

- 8.5. **Little Mead** – Update – Tree work – completed. 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. Discussed in Part 2.
- 8.6. **Damaged bench at Dunks Green** - Bollards at Dunks Green - Councillors/Clerk to check that they have been repaired. Cllr Davis has spoken to Will about building a new bench and is waiting for some costings.
- 8.7. **Bus Stop** - Repairs to timber – awaiting a date. Our application for the KCC Bus Stop Shelter Grant application was successful and we have been granted £370 towards the cost of the repairs.
- 8.8. **Shipbourne Sign** – update – sandblasting/repainting quotes – Cllr Leach has approached another contractor and is awaiting a response.
- 8.9. **Local Government Reorganisation** – Nothing to report.
- 8.10. **KALC T&M Area Meeting 15.1.26** – The Clerk and Cllr Oram will attend, the meeting is via Teams.
- 9. **Shipbourne Village Hall** – Cllr Leach reported that he would be arranging a meeting to discuss the social diary for 2026. The Clerk reported that she had uploaded the new Trust Deed onto the Charity Commissions website. The Clerk said that we needed to add another contact to the Charity Commission website and will add Cllr Leach's details. Cllr Leach reported that the HSBC permissions to pay in cheques have now been updated for Helen Leach.
- 10. **Communications** – *Circulated in advance of the meeting. *Please contact Clerk for details*
 - KALC Training Bulletin
 - KCC Road Safety & Active Travel Group Newsletter
 - TMBC – Register of Electors
- 11. **Chairs Action and Correspondence** - None
- 12. **Finance & Policy**
 - 12.1 **Payment of Accounts** – Accounts presented for agreement to pay: Cllr Redman initialised the bank reconciliations and HSBC statements. Cllrs Hollobon and Oram initialised invoices. Cllrs Redman and Leach will approve the online payments.

Parish Clerk Salary & Expenses December 2025	£705.34
HMRC – Clerks Tax & NI Contribution	£129.20
SCRIBE – Monthly subscription DD [paid]	£24.00
Bank Charges 31.12.25	£6.00
Balance at 31.12.25: Unity Bank	£13,502.26
 - SVH Accounts** – HSBC balances at 4.1.26 £1,167.75 & £17,015.40
 - Timesheet Report** December (Circulated)
 - 12.2 **Agree Precept and budget items for 2026** – The draft budget was circulated and approved. It was agreed that we should set the precept at £18,500 (up from £17,515 last year) which represents an 8% increase for band D properties (£5 per month) Most expenses are routine (Clerks' salary, grass cutting, newsletter) plus a capital item of £7,500 being for improvements to the village hall.
 - 12.3 **Policy Documents** – The Standing Orders and Financial Regs were circulated and no changes were made; The Clerk will redate them and add them to the website. The Emergency Report is a work in progress.
- 13. **Planning Matters**
 - 13.1 **Planning Applications** - None
 - 13.2 **Planning Decisions – APPROVED**
 - 25/01680/PA HOOKWOOD FARM, PUTTENDEN ROAD, SHIPBOURNE, TONBRIDGE, TN11 9QY. Installation of swimming pool, erection of plant/storage building with associated works
 - 13.3 **Update on Local Plan** – Parish response submitted to TMBC and Matt Boughton December 2025. Next stage is Reg 19.
- 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 9 February 2026 at 7pm

The meeting went into Part 2 and closed at 8.03pm

Signed..... Dated.....

Signed..... Dated.....