

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

**Gable Cottage, Ismays Road
IGHTHAM, TN15 9BE**
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AGENDA

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 February 2026** 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 January 2026**
6. **Public Open Session**
7. **Highways & Footpaths - Highways Improvement Plan (HIP)** - Update from HIP Review meeting on 22 January 2026. Road Closure Hildenborough Road and Shipbourne Road, between the junctions with Underriver House Road and A227 Tonbridge Road for road surface improvement works Wednesday 18th February 2026. Road Closure - Puttenden Road, Shipbourne - 2nd March 2026 new sign installation works. Drain clearing at Budds scheduled for 16/02/2026
8. **Matters arising**
 - 8.1. **Grass Cutting at Wightwicks and at Dunks Green 2026** - Confirm schedule
 - 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. Update
 - 8.4. **Climate Change Group** - Update on project -CASP Climate Action Fair 25th April 2026.
 - 8.5. **Little Mead** - Update 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 repairs
 - 8.7. **Bus Stop** - Repairs to timber - update. KCC Bus Stop Shelter Grant application - acceptance form signed.
 - 8.8. **Shipbourne Sign** - update - sandblasting/repainting quotes
 - 8.9. **Reports from KALC T&M Area Meeting 15.1.26 & PPP 5.2.26**
9. **Shipbourne Village Hall - Update**
10. **Communications** - *Circulated in advance of the meeting. *Please contact Clerk for details*
 - KALC Training Bulletin
 - KALC News
 - Tonbridge Town Council Community Governance Review consultation results and recommendations
11. **Chairs Action and Correspondence** - Chairs meeting Monday 16th February 2026 at East Peckham to discuss NPPF/LGR (Organised by East Peckham PC)
12. **Finance & Policy**
 - 12.1 **Payment of Accounts** - Accounts for agreement to pay:

Parish Clerk Salary & Expenses January 2026	£704.68
HMRC – Clerks Tax & NI Contribution	£129.20
SCRIBE – Monthly subscription DD [paid]	£24.00
St Giles' Church – Grass cutting	£675.00
Open Spaces Society - Annual subscription	£45.00
Bank Charges 30.1.26	£6.00

Balance at 30.1.26: Unity Bank £12,637.72

SVH Accounts – HSBC balances at 5.1.25 tbc

- 12.2 Policy Documents** – Update
- 12.3 Confirmation of appointment of Internal Auditor**
- 12.4 Timesheet Report** - Circulated

13. Planning Matters - *No planning applications have been received and there are no decisions published (this is due to the upgrade to the planning portal)*

- 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 9 March 2026 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