

SHOREHAM

Parish Clerk:
Amanda Barlow

Amanda Barlow
PO Box 618
Sevenoaks
TN13 9TW

PARISH

07912 611048

COUNCIL

clerk@shorehamparishcouncil.gov.uk

You are hereby summoned to a Meeting of the Shoreham Parish Council to be held at **Shoreham Village Hall on Wednesday 1 February 2023** at 7:30pm. Members of the Press and Public are warmly invited to attend.

Parish Clerk 27 January 2023

There will be a 10 minute Public Forum before the meeting and further representations from the public at the Chairman's discretion during the meeting.

AGENDA for MEETING of SHOREHAM PARISH COUNCIL

1. To receive any apologies for absence.
2. To receive any disclosures of interest from members in respect of items of business included on the agenda for the meeting.
3. District/County Councillor Reports
4. To consider, and approve if appropriate, which agenda items are sufficiently confidential as to warrant exclusion of members of the press and public under the provisions of The Public Bodies (Admission to Meetings) Act 1960
5. To receive and authorise for signature by the Chairman, the Minutes of the meetings held Wednesday 18 January 2023
6. Matters arising from the minutes not covered by Agenda items
 - 6.1 Re-surfacing of Tennis Courts
 - 6.2 Refurbishment of Public Convenience
 - 6.3 Shoreham Cross
 - 6.4 Notice Boards
7. **Shoreham Path**
 - 7.1 Update on construction of path
 - 7.2 Construction of steps to link footpath SR32 to new Station Road path.
 - 7.3 Discuss restricting parking on Station Road from Station steps to new path entrance
 - 7.4 Sign posting of path adjacent to A225 from Fackenden Lane to Shoreham Station
8. **Highways Working Party**
 - 8.1 A225 Speed reduction
 - 8.2 Highways Improvement Plan
9. **Village Green**

To agree the siting of 3 steel posts (removable) to prevent cars driving down the path

10. **Electrical Charing Points**

11. **Picnic Benches**
To agree the siting of 3 picnic benches in storage

12. **Well Hill Mission Church**
To discuss the status of Well Hill Mission Church as a Community Asset.

13. **Shoreham & Otford Cricket Club – Trees**
 - 13.1 To agree quote to remove trees
 - 13.2 To agree quote to replant 3 trees

14. **Finance**
 - 14.1 To agree items paid, payable and received

15. **Correspondence**
 - 15.1 KALC Community Awards Scheme
 - 15.2 The King's Coronation
 - 15.3 General Correspondence

16. **Next meetings** (all starting at 7:30pm in Shoreham Village Hall)
 - 16.1 Amenities and Planning (if required) Committee – Wednesday 15 February 2023
 - 16.2 Parish Council Meeting – Wednesday 1 March 2023

Amanda Barlow, Clerk to Shoreham Parish Council

Agenda Item 5.0

To receive and authorise for signature by the Chairman, the Minutes of the meetings held Wednesday 18 January 2023

MINUTES of a MEETING of SHOREHAM PARISH COUNCIL

Shoreham Village Hall 18 January 2023 at 7:30pm

Present: Cllrs J Austin, R Blamey, M Cockburn, B Jeffery (Chair), N Powell and M Sheward

Also Present: 9 members of the public (in part), Cllrs Edwards-Winser (District) (in part), Cllr R Gough (County) (in part), Amanda Barlow (Clerk)

Apologies: Cllr R Waterton (District) and Cllr I Roy (District)

Public Forum:

- Members of the public asked that the chairs are placed closer to the table and for Members to speak clearly to make hearing the Councillors easier.
- Cllr Powell commented that there seems to be a lot of crime happening in the village. Cllr Jeffery asked members of the public to report anything to the police.
- A resident advised he was attending the meeting in relation to the Agenda item 11.2 and he explained the history as to why he has dogs in his year, which were to protect him after being a victim of crime.
- Cllr Edwards advised that there is a spate of crime where catalytic converters are being stolen.

1. To receive any apologies for absence.

Apologies were received and accepted from Cllrs Histed.

2. To receive any disclosures of interest from Members in respect of items of business included on the agenda for the meeting.

None.

3. District/County Councillor Reports

District – Cllr Edwards-Winser gave his report and a copy is attached at Appendix A

County – Cllr Roger Gough commented as follows:

- o *A225 scheme was approved by the JTB and full costings should be ready by the next Full Council meeting.*
- o *The Highways Improvement Plan has been redesigned and the Clerk advised that she had received the email during the meeting.*
- o *Cllr Austin advised about the issue over people racing fast cars on the road from Hewitts to Well Hill.*
- o *There has been a lot of concern over the various flooding incidents on the A225 and a lot of work is being undertaken around the gulleys.*
- o *Homes for Ukraine – the scheme nationally was set up to run to March and there was a lot of concern. KCC up the rates for the people who were hosting to March. There is a new scheme coming from the Government.*
- o *The budget is being brought forward but it will be brutal. The current proposal is to bring the Member grant down to £6,300 (from £10,000).*
- o *Cllr Jeffery asked when the salt bins are being refilled. Cllr Gough advised that he will check up on when it will be done.*
- o *Cllr Powell asked about the overhead cables being put underground. Cllr Gough advised that he would check what is happening.*
- o *Cllr Jeffery asked about the passing points in Magpie Bottom and agreed with Cllr Gough that it would not be a viable project.*

4. *To consider, and approve if appropriate, which agenda items are sufficiently confidential as to warrant exclusion of members of the press and public under the provisions of The Public Bodies (Admission to Meetings) Act 1960*

None.

5. *To receive and authorise for signature by the Chairman, the Minutes of the meetings held Wednesday 7 December 2022*

Members resolved to agree the minutes of the meeting held on 7 December 2022.

Cllrs Gough and Edwards-Winser and Cllr Gough left the meeting.

6. *Matters arising from the minutes not covered by Agenda items*

- 6.1 *Darent Valley Landscape Partnership Scheme – Shoreham Path*

Work has already begun the path.

The hedges may need to be cut by hand which could mean increased costs and Members agreed that the Clerk may need to get an alternative quote.

- 6.2 *Re-surfacing of Tennis Courts*

Works to be carried out are the resurfacing of both the tennis and MUGA, replacement of the existing basketball goals with combination small sided football and basketball goals, with additional rigid mesh panels to either side of combination goal at far end only.

Tennis surface to be coloured in two tone green, dark green play and lighter green surround, MUGA to be the same lighter green as the tennis court run offs.

It is currently looking like the work will be starting in April 2023, provided the access across the sloping field has dried out sufficiently by then. Anticipate 2-3 weeks to complete the preparation and resurfacing and installation of the goals. Minimum curing time for new asphalt surface is 3 weeks, before surfaces can be colour sprayed and line marked. Tennis lines only on tennis court, basketball lines only on MUGA, if small-sided football share use of the shooting circles for basketball. Otherwise, an extra set of shooting circles for small-sided football to be added at small extra cost. Drawing to be sent to allow line options to be considered and an instruction issued. Details and exact cost for combination goals to be forwarded for sign off.

Members asked Cllr Jeffery to request that they put something down to protect the grass.

- 6.3 *Refurbishment of Public Convenience*

The ceiling will be painted, the light replaced and the arm for the disabled toilet fixed.

- 6.4 *Gate at Parish Church*

The work has begun to install the gate and it will be known as the Jubilee Gate.

- 6.5 *Cricket Club – Trees*

All Tree Consultancy have been instructed to fell the trees identified at 1 (apple), 8 (Hawthorn) and 9 (Goat Willow) and carry out the work at 7 (Goat Willow). They have been asked to suggest 3 suitable trees to replace those felled.

- 6.6 *Path by recreation ground*

The Clerk and Cllr Jeffery are meeting with the contractor to finalise the work and it should be done imminently.

6.7 Shoreham Cross

The Clerk is continuing to make enquiries regarding the Cross and its previous restoration.

6.8 Notice Board

A new notice board has been ordered for the wall immediately outside the door to the village hall. This notice board will be for Shoreham Community Notices.

7. **Finance**

7.1 To review the 2022-23 budget as at 18 January 2023
Noted.

7.3 To review the draft 2023-24 budget

Members resolved to agree the 2023-24 budget as presented.

7.4 To set the precept for 2023-24

Members unanimously resolved to set the precept for 2023-24 at £45,210 with the per household charge of £62.91 remaining unchanged from 22-23.

23-24 Budget

Payments:	£67,070
Less Income:	£14,963
Less Reserves:	<u>£ 6,897</u>
Precept:	£45,210

7.5 To review grant application from Sevenoaks Voluntary Transport

Members resolved to award a grant to the SVT of £50.00

7.6 To agree items paid, payable and received

Members resolved to agree the items paid, payable and received at Appendix B.

8. **Highways Working Party**

8.1 A225 Speed reduction

Cllr Gough had already discussed the matter. Cllr Jeffery advised that once the Council received the details and costings from KCC Highways the further plan would be agreed. Funding would come for Cllr Gough, Highways and Parish Council.

8.2 Highways Improvement Plan

The Clerk advised that she has just received a new format for the HIP and it was agreed that the HIP would be reformatted and presented at the next meeting.

8.3 Well Hill

A resident advised about speeding at Hewitts roundabout down the M25 spur. Residents would like to get the national speed limit which is in place from the border of Sevenoaks onwards to be changed and it was agreed to put this the HIP.

9. **Well Hill Mission Church**

To discuss the status of Well Hill Mission Church as a Community Asset.

The Clerk advised that she had received some basic information from KALC as the legal advisor had been off sick for some time. The Clerk advised that she had received advice to contact Rural Kent and had done so.

10. **Shoreham Village Hall**

To review and agree, if appropriate, funding the CCTV for the Village Hall.

Cllr Jeffery advised that village hall had requested for further cameras for surrounding area following break ins at the shop. The Village Hall Committee would be responsible for the data from the camera.

The quote for the 2 cameras of £1,900 plus £862 for the APNR camera.

Members resolved to agree to purchase the cameras at the cost of £1,900 and £862.

11. **Correspondence**

11.1 To review requests for memorial benches from two families

Members agreed that the first request should be referred to Kent footpaths.

Members agreed that the second request should be declined but that the family should be invited to plant a tree in memory in the millennium woods.

11.2 Dogs from Longland Farm

Cllr Austin advised that residents are anxious about the dogs at Longland Farm.

The owner of the farm and the dogs advised that the dogs are locked up and the dogs are in the yard and cannot get out. The owner has taken action and the dogs are now secure.

11.3 Elections – May 4th 2023

The Clerk advised that elections will take place on 4 May 2023.

11.4 General Correspondence

Noted at Appendix

12. **Next meetings** (all starting at 7:30pm in Shoreham Village Hall)

12.1 Parish Council Meeting – 1 Wednesday February 2023

12.2 Amenities and Planning (if required) Meeting – 15 Wednesday February 2023

Amanda Barlow, Clerk to Shoreham Parish Council

The meeting ended at 21.045.

Appendix A – District Report

Council report Jan 23

Budget

SDC are in a very good shape financially due to the decisions that members have made through this and previous budgets and the work of officers in implementing these decisions.

The budget will come to Full Council on the 21st.

No Idling Campaign

SDC have run a competition with local schools for a poster to promote “No Idling Week” which runs from the 30th of January, this supports our work on Air Quality, Net Zero and the wider ambitions around the Movement Strategy

Ukrainian Refugees

Talks have taken place with top Civil Servants about the challenges we are facing in the district around re-matching for Ukrainians whose accommodation under the Homes for Ukraine scheme comes to an end. SDC along with KCC and Sevenoaks Welcomes Refugees are arranging two New Host events next week. They will be in Swanley on Wednesday 18th and Sevenoaks on Thursday 19th 6:30-8:30pm. We are hopeful we can get a few new host families to sign up, the housing we are in particular need of is for three people plus.

Voter identification awareness campaign and other changes

The Electoral Commission has launched a public awareness campaign ahead of the introduction of photographic identification at the May 2023 elections. The campaign will include a mass advertising campaign across mixed media (TV, Out-of-Home i.e. Billboards, Video on Demand, radio, print, social media and more). In addition, the Commission has published new Voter ID resource packs for partners to use to help amplify messages to key groups.

The SDC elections team has been hard at work putting in place all of the changes required for May, which go beyond Voter ID and include accessibility of venues and the provision of a separate private room, as you will know across the district we have traditionally used a variety of locations including pubs and older buildings and making sure these fit the new regulations is a mammoth task, we also need to train poll staff, many of whom have been carrying out the role for decades, around all the new procedures.

Voter ID at elections

Voter ID at elections

The UK Government has introduced a requirement for voters to show photo ID when voting at a polling station.

This new requirement will apply for the first time at the District and Town and Parish Council elections on Thursday 4 May 2023.

Which forms of ID can I use to vote?

You may already have a form of photo ID that is acceptable. Only original documents can be accepted at the polling station; scanned images or copies cannot be accepted.

If your photo ID has expired it will be accepted as long as the photograph is still a good likeness to you.

You can use any of the following:

- Passport
- Driving licence (including provisional license)
- Blue Badge
- Certain concessionary travel cards
- Identity card with PASS mark (Proof of Age Standards Scheme)
- Biometric Immigration document
- Defence identity card
- Certain national identity cards

For more information on which forms of photo ID will be accepted, visit [The Electoral Commission website](#) or call their helpline on 0800 328 0280.

If you don't have an accepted form photo ID

If you don't already have an accepted form of photo ID, or you're not sure whether your photo ID still looks like you, you can apply for a free voter ID document, known as a Voter Authority Certificate.

Apply for Voter ID

Alternatively, you can complete [a paper application form](#). If you would like a copy of the application form sent to you please contact electoral.service@sevenoaks.gov.uk or call 01732 227000.

Appendix B

Items Paid 1 December to 18 January 2023

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
142	Car Park	01/12/2022		NatWest current account		Business Rates	Sevenoaks District Council	X	84.00		84.00
145	Toilets	05/12/2022		NatWest current account		Electricity	EDF Energy	X	191.00		191.00
146	Office telephone	06/12/2022		NatWest current account		Office telephone	O2	S	11.55	2.31	13.86
150	Subscriptions - KALC/SLC	08/12/2022		NatWest current account		SLCC Subscription (50%)	SLCC Enterprises Ltd	X	139.50		139.50
151	Tree Inspection	08/12/2022		NatWest current account		Tree Inspection	SL Tree Care	S	200.00	40.00	240.00
152	Computer/Printer Consumables	08/12/2022		NatWest current account		Website	Hugo Fox	S	29.99	6.00	35.99
154	Hall/Emergency Room Hire	08/12/2022		NatWest current account		Hall hire	Shoreham Village Hall	X	60.00		60.00
153	Printing Gazette/Shoreham Post	08/12/2022		NatWest current account		Printing Shoreham Post	Silver Pines Services	X	60.45		60.45
155	Street lighting	08/12/2022		NatWest current account		Street lighting repairs	PSR Lighting and Signs Ltd	S	349.00	69.80	418.80
158	Toilets	28/12/2022		NatWest current account		Water charges	Castle Water	X	31.66		31.66
159	Allotments	28/12/2022		NatWest current account		Water charges	Castle Water	X	53.08		53.08
161	Car Park	03/01/2023		NatWest current account		Business Rates	Sevenoaks District Council	X	84.00		84.00
162	Toilets	04/01/2023		NatWest current account		Electricity	EDF Energy	X	191.00		191.00
163	Office telephone	05/01/2023		NatWest current account		Office telephone	O2	S	11.55	2.31	13.86

Items to be paid 19 January 2023

18 January 2023 (2022-2023)

Shoreham Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
164	Office telephone	19/01/2023		NatWest current account		Office telephone	O2	S	11.55	2.31	13.86
165	Broadband	19/01/2023		NatWest current account		Broadband	Mrs A C Barlow	X	10.00		10.00
167	Hall/Emergency Room Hire	19/01/2023		NatWest current account		Hall hire	Shoreham Village Hall	X	60.00		60.00
170	Refuse freighter	19/01/2023		NatWest current account		Refuse freighter	Sevenoaks District Council	S	285.04	57.01	342.05
166	Office Rent/Storage	19/01/2023		NatWest current account		Office Allowance	Mrs A C Barlow	X	30.00		30.00
171	Payroll	19/01/2023		NatWest current account		Payroll	DM Payroll Services Ltd	X	60.00		60.00
172	Dog waste bins	19/01/2023		NatWest current account		Empty dog waste bins	Sevenoaks District Council	S	354.90	70.98	425.88
173	Emptying litter bins	19/01/2023		NatWest current account		Emptying Litter Bins	Sevenoaks District Council	S	104.00	20.80	124.80
176	Clerk's mileage	19/01/2023		NatWest current account		Mileage	Mrs A C Barlow	X	55.08		55.08
175	Heat Energy Project	19/01/2023		NatWest current account		Heat Project	BHESCo	S	5,416.67	1,083.33	6,500.00

Appendix C

1. SDC - Kent Public Health - Strep A FAQs
2. SDC - Ukraine Host Scheme – posted on social media
3. SDC: Views sought on Homelessness and Rough Sleeper Strategy
4. NALC Newsletter
5. SDC: Community Safety News Issue 63 - December 2022
6. KALC - M20 Moveable Barrier: project update
7. SDC - Here for you - Cost of Living leaflet – posted on social media
8. SDC: Free event offers information and support for disabled people

Agenda Item 6.0

Matters arising from the minutes not covered by Agenda items

- 6.1 Re-surfacing of Tennis Courts
Work to start in April 2023 – awaiting contract and invoice for deposit which will hopefully be paid before 31 March 2023.
- 6.2 Refurbishment of Public Convenience – electrician will mend light and Cllr Jeffery kindly offered to paint the ceiling. The arm for the disabled toilet will also be fixed. Arrangements to be confirmed at Amenities Committee Meeting
- 6.3 Shoreham Cross –

The Cross was repaired by SDC in 1989 at a cost of £1,300.

20 cubic metres of chalk was used in the past

The advice he was given was to Scrape away a small amount, remove the roots of deep weeds fill those holes in then fill it with chalk

It is 1600 square feet in area.

Clerk has contacted SDC for some further information.
- 6.4 Notice Boards – awaiting delivery of notice board for village hall for Shoreham Community notices.

6. Shoreham Path

7.1 Update on construction of path

Hello

I know there have been a few comments locally about the width at the start of the path (near the railway bridge) currently being too narrow. I went to site yesterday myself and I'm liaising with the contractors to increase the width as much as we can. It is tricky to do given that the gate post is on one side and a large tree on the other but I will do my best to sort this out as much as is possible within the restrictions of the terrain.

Also I'd be grateful if you could let me know when I will receive a copy of the signed agreement from the parish council please with regards to the maintenance of the path.

The contractor plans to have the path finished by the end of next week if not sooner. Permissive posts will be being installed at each end of the path but the fingers saying 'permissive path', I have been informed by KCC PROW, are on order and they are expecting them imminently. I will also ensure necessary signage about no horses and that cyclists need to dismount to use the path are in place and again these are expected imminently. I just wanted to make you aware of this in case you receive questions from residents on why posts have been installed with no signs on them!

If you could let me know about the agreement, I'd be most grateful.

Best wishes and thanks,

Jennifer
Jennifer Smith
Interpretation and Community Learning Manager

Darent Valley Landscape Partnership Scheme
The Tea Barn
Castle Farm, Redmans Lane

Shoreham, Kent
TN14 7UB

Cllr Jeffery to talk on these items.

- 7.2 Construction of steps to link footpath SR32 to new Station Road path.
- 7.3 Discuss restricting parking on Station Road from Station steps to new path entrance
- 7.4 Sign posting of path adjacent to A225 from Fackenden Lane to Shoreham Station

Agenda Item 8. Highways Working Party

8.1 A225 Speed reduction

Awaiting further information from Kent Highways.

8.2 Highways Improvement Plan

Hello Amanda,

As you may or may not be aware, the former Schemes Planning and Delivery Team have recently undergone a major redesign and now operate under the wider Road Safety and Active Travel Group. Since these changes have been implemented, our team Community Engagement have been in the process of recruiting staff to be responsible for managing HIP's. As we are now at full capacity and we have a process of working in place, I would be happy to offer a virtual meeting initially to explain a little further about what our primary functions are and how the HIP will now be managed. We can also use this opportunity to discuss the HIP and plan to progress your priorities.

The best approach for new highway improvement requests from the parish council would be to use the Highway Improvement Plan (HIP) process. The HIP is essentially a live document which is shared between KCC Highway Improvements Team and the Parish Council. The HIP was developed to support parish/town councils and elected bodies in working with their communities, to enable them to record and prioritise potential highway improvements. Together we will discuss issues and identify merit in potential schemes to take forward for further investigation and ensure they comply with the highway designs standards. It may not always be achievable or practical to implement a desired request, but we can consider alternatives wherever possible.

I have taken a look on our system and can see that we do not have an active HIP for Shoreham Parish Council. Please find attached the HIP template and complete this form with your priorities listed in order (1 being the highest priority). Realistically, we can look to progress 1-2 requests per year so please only add up to 5 priorities on your HIP. The HIP should not be used for maintenance requests (lining refresh/damaged signing etc), these should be reported to our operations team using the online reporting tool which I have included a link for below.

<https://www.kent.gov.uk/roads-and-travel/report-a-problem>

Once you have completed the HIP form, please also let me know some suitable dates/times for a catch up and I can get something set up. I am happy to meet either face to face or virtually.

Many thanks and kind regards

Nigel

Nigel Rowe | Community Engagement Officer (West) | Road Safety & Active Travel Group |
Highways, Transportation & Waste | Kent County Council |
03000 41 81 81 | www.kent.gov.uk/highways



Highway Improvement Plan

Submission Date:

(Please remember that the HIP is for new initiatives/measures/schemes in your community – it is NOT to be used as a maintenance log, as these MUST be logged using the online reporting tool via this link <https://www.kent.gov.uk/roads-and-travel/report-a-problem>)

HIP Front Cover	Submitted by (Name)	HIP Date	Record Of Meeting Dates with KCC Virtual or Face to Face	County Member
1				
Please list below the funding opportunities/Sources for HIP initiatives/Measures				(e.g., County Member, Parish Precept Donation, LTP
Are you an active member of the Speed Watch Scheme?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you an active member of the Lorry Watch Scheme?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name of HIP Representative		Contact Telephone Number		Email Address
Name of Clerk		Contact Telephone Number		Email Address
Name of Chair		Contact Telephone Number		Email Address
KCC Project Manager Team	Nigel Rowe	Contact Telephone Number	03000 418181	Email Address west.highwayimprovements@kent.gov.uk

- Please note the Priority column **MUST** be those issues which are regarded as the most important (No 1 being your highest priority, then filtering down) KCC is unable to guarantee that all your requests will be deliverable, but Project Managers can investigate your top 1 or 2 priorities per year.

Please Note: Highway Improvement Plans will only be accepted if they are in this prescribed template format. **PLEASE DO NOT ALTER IN ANY WAY.** Whilst this is intended to be a living document for your Parish Council, KCC can only make resources available to review your HIP annually – **XXXX's review is on or after XXXX each year.**



Highway Improvements Team working in Partnership with xxxxxxxx Parish Council Highway Improvement Plan

Live Priorities Record

Priority	Location	USRN	Problem/Concern	What do you feel are the potential solutions?	KCC Comments (This column is to be completed by Project Manager ONLY)



Highway Improvements Team working in Partnership with xxxxxxxx Parish Council Highway Improvement Plan

Historical Priorities Record

No	Location	USRN	Problem/Concern	What do you feel are the potential solutions?	KCC Comments

Agenda Item 9. Village Green

To agree the siting of 3 steel posts (removable) to prevent cars driving down the path

Hi Amanda

Met with Brian fine, and basically they want 3no decent sized removable, lockable steel posts fitted to a path in which cars keep going down.

We can supply these, fitted, and painted, with a fancy ornate top cap, 1000mm high, lockable - £250.00 plus vat each - Total £750.00 plus vat.

Let me know your thoughts.
Kind regards

Richard Neale
Flash Mobile Welding Services Ltd
t. 07843389306
w. www.flashmobileweldingservices.co.uk

Agenda item 10. Electrical Charing Points

Update at meeting.

Agenda Item 11. Picnic Benches

To agree the siting of 3 picnic benches in storage

Agenda Item 12. Well Hill Mission Church

To discuss the status of Well Hill Mission Church as a Community Asset.

The Clerk has contacted Rural Kent for further advice as suggested by KALC – Clive Powell advised that he was not an expert on this matter and it maybe the Council would need to seek legal advice.

Agenda Item 13. Shoreham & Otford Cricket Club – Trees

13. 1 To agree quote to remove trees



Shoreham Parish Council
 Mrs Amanda Barlow
 49A, Half The Old Livery Store
 High Street
 Shoreham
 TN14 7TB

Date Sent: 19/01/2023
Quote information
 Account No: 2544
 Quote No: SLT-212399
 Surveyor: Steve Launchbury
 Site Ref No: 3393
 Order No:

Quotation

Site Address Shoreham & Otford Cricket Ground, Shoreham Road, Shoreham, TN14 7RP

Item No	Item	Work Description	Rate	Quantity	Value
		Works as per Tree Report 800841 by Alltree Consultancy Ltd. 1 (T1) Apple The tree is mostly dead with a little portion of the tree towards the fence having life. The tree is potentially unstable with extensive decay and may also fall apart in sections Fell ASAP 2 (T8) Hawthorn Entirely clad with Ivy. The tree appears to be dead and has fallen (exposed dead root showing) into the neighbouring trees into a stable configuration. Fell ASAP 3 (T9) Goat Willow Dead medium sized tree. Fell ASAP 4 (T7) Goat Willow Multi stem with several large dead sections of stem and dead branches. Hanging deadwood lodged over the bench. Ivy on the trunk Remove deadwood and dead stems. Remove lodged branch over the bench. Sever the ivy ASAP While the Area 2 of TPO 2/1950 is unlikely to refer to the trees currently quoted for, due to their age, we will liaise / notify Sevenoaks Council re the TPO and the works required to ensure compliance. This will be done following instruction to proceed with the works.	N/A	N/A	£1,445.00

Total Value: £1,445.00
 Vat(20%): £289.00
 Total Inc Vat: £1,734.00

SL TreeCare Ltd
 'Lochinvar'
 Kingsingfield Road
 West Kingsdown
 Kent. TN15 6LH

Steve Launchbury Dip Hort. (Kew) R.F.S.Cert Arb.
 Tech. Cert. (Arbor A.) TechArborA.

01474 853749
 0800 44 88 496



13.2 To agree quote to replant 3 trees



Shoreham Parish Council
Mrs Amanda Barlow
49A, Half The Old Livery Store
High Street
Shoreham
TN14 7TB

Date Sent: 19/01/2023

Quote information

Account No: 2544
Quote No: SLT-212400
Surveyor: Steve Launchbury
Site Ref No: 3393
Order No:

Quotation**Site Address** Shoreham & Otford Cricket Ground, Shoreham Road, Shoreham, TN14 7RP

Item No	Item	Work Description	Rate	Quantity	Value
	Tree Planting	Supply and plant 3No trees suitable for the Cricket Ground. Recommendation is Crataegus laevigata 'Pauls Scarlet' in a 25 Litre pot, stem girth 8 - 10cm. The tree is a pretty, red flowered Hawthorn that will fit in nicely at the Cricket Ground.. Cost is for collection, Planting and Sundries. (Stake, Tie, Compost etc) Plant Cost is extra and also subject to availability.	N/A	N/A	£500.00
	Tree	Crataegus laevigata 'Pauls Scarlet' 8 - 10 cm Girth, 25 Litre Pot. Price is currently £275 per tree. (approx £230+vat) PER tree. Total Tree Price = £825 ((approx £690+vat). Please note that stock changes regularly and so the tree choice / price is subject to change without notice. We will if acceptable, make a similar choice / price alternative also suitable if required.	N/A	N/A	£690.00

Total Value: £1,190.00
Vat(20%): £238.00
Total Inc Vat: £1,428.00

SL TreeCare Ltd
'Lochinvar'
Kingsingfield Road
West Kingsdown
Kent. TN15 6LH

Steve Launchbury Dip Hort (Kew) R.F.S. Cert Arb.
Tech. Cert. (Arbor A.) TechArborA.

01474 853749
0800 44 88 496



Registered in England No. 06250997

Vat Registration No. 923 4685 12

Agenda Item 14. Finance**14.1 To agree items paid, payable and received****Items Paid 18 January to 1 February 2023**

1 February 2023 (2022-2023)

**Shoreham Parish Council
PAYMENTS LIST**

Voucher	Code	Date	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
164	Office telephone	19/01/2023	NatWest current account		Office telephone	O2	S	11.55	2.31	13.86
170	Refuse freighter	19/01/2023	NatWest current account		Refuse freighter	Sevenoaks District Council	S	285.04	57.01	342.05
172	Dog waste bins	19/01/2023	NatWest current account		Empty dog waste bins	Sevenoaks District Council	S	354.90	70.98	425.88
173	Emptying litter bins	19/01/2023	NatWest current account		Emptying Litter Bins	Sevenoaks District Council	S	104.00	20.80	124.80
165	Broadband	19/01/2023	NatWest current account		Broadband	Mrs A C Barlow	X	10.00		10.00
175	Heat Energy Project	19/01/2023	NatWest current account		Heat Project	BHESCo	S	8,610.00	1,722.00	10,332.00
167	Hall/Emergency Room Hire	19/01/2023	NatWest current account		Hall hire	Shoreham Village Hall	X	60.00		60.00
174	Tax and NI	19/01/2023	NatWest current account		HMRC Nov to Jan	HM Revenue & Customs	X	1,084.79		1,084.79
176	Clerk's mileage	19/01/2023	NatWest current account		Mileage	Mrs A C Barlow	X	55.08		55.08
166	Office Rent/Storage	19/01/2023	NatWest current account		Office Allowance	Mrs A C Barlow	X	30.00		30.00
171	Payroll	19/01/2023	NatWest current account		Payroll	DM Payroll Services Ltd	X	60.00		60.00
177	Toilets	30/01/2023	NatWest current account		Water charges	Castle Water	X	31.66		31.66
178	Allotments	30/01/2023	NatWest current account		Water charges	Castle Water	X	53.08		53.08
180	Office Rent/Storage	01/02/2023	NatWest current account		Office Allowance	Mrs A C Barlow	X	30.00		30.00
179	Broadband	01/02/2023	NatWest current account		Broadband	Mrs A C Barlow	X	10.00		10.00

Items Received 18 January to 1 February 2023

1 February 2023 (2022-2023)

**Shoreham Parish Council
RECEIPTS LIST**

Voucher	Code	Date	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
15	Heat Energy Project	23/01/2023	NatWest current account		Heat Project	Cambridge & Peterborough	X	5,000.00		5,000.00
								Total	5,000.00	5,000.00

Items to be Paid @ 2 February 2023

1 February 2023 (2022-2023)

**Shoreham Parish Council
PAYMENTS LIST**

Voucher	Code	Date	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total	
184	Refuse freighter	02/02/2023	NatWest current account		Refuse freighter	Sevenoaks District Council	S	165.46	33.09	198.55	
185	Defibrillators	02/02/2023	NatWest current account		Defibrillator - signs	Brian Jeffery	S	94.25	18.85	113.10	
181	Hall/Emergency Room Hire	02/02/2023	NatWest current account		Hall hire	Shoreham Village Hall	X	60.00		60.00	
182	Grasscutting Shoreham	02/02/2023	NatWest current account		Grass cutting	GF Garden Maintenance	X	270.00		270.00	
183	Centenary Wood	02/02/2023	NatWest current account		Hedge Cutting	GF Garden Maintenance	X	490.00		490.00	
								Total	1,079.71	51.94	1,131.65

Agenda Item 15. Correspondence

15.1 KALC Community Awards Scheme

KALC COMMUNITY AWARDS SCHEME 2023 (SUPPORTED BY KENT COUNTY COUNCIL and MAYOR OF MEDWAY) OUTLINE

Aim of the Scheme: To acknowledge and give recognition to those that have made a significant contribution to their local community.

Implementation: The closing date for nominations will be Tuesday 28th February 2023, so that the presentation of the awards can take place at the 2023 Parish, Town and Community Council or Parish Meeting (Local Council) Annual Meetings, which take place between March and 1 June 2023. It is recognised that some Local Councils already have their own well-established Community Awards Schemes in place. Where that is the case the KALC Scheme could be presented as an additional award.

It is also recognised that some principal authorities have their own Awards Scheme for their area. The KALC Awards Scheme will operate on a more local level and should therefore avoid duplication or overlap with the principal authority.

Who can be nominated for an Award?

Anyone that the Local Council/public think merits an Award for having made a significant contribution to their local community. The person/group must live or work within the Local Council boundary. We are unable to accept nominations for campaign groups.

What is the nomination process?

The Local Council would make their own decision as to how they want to identify those that have made a significant contribution to the local community. For example, the Local Council might already know who that person might be, or they might decide to formally invite nominations from their local community with the winner being the one with the most nominations.

What is the criteria for making an Award?

There will be no pre-determined criteria on what a “significant contribution to the local community” might be, although as above we are unable to accept nominations for campaign groups. These criteria would be determined by the Local Council taking into account what was important to them locally. However, some examples of criteria that Local Councils might want to consider are set out in Annex A.

What does the winner receive?

This will be a Certificate signed by those supporting the Scheme, including the Kent County Chairman/representative from Medway and the KALC Chairman. The Local Council will provide no more than 30 (thirty) words that they would like inserted on the Certificate to explain the reason for the Award. The Local Council can decide whether it wants to also present something to the winner or to all nominees.

Who presents the Award?

The Award should be presented by the Local Council Chairman/Mayor at their 2023 Annual Meeting. If the Council would like one of the Supporters of the Scheme to participate in the presentation, then please let KALC know so that we can see who would be available to attend. The Awards would provide an opportunity to promote the Local Council and the Award winner in the local media.

Is there any funding available to support the Award?

The Award Scheme has been designed to avoid creating undue time or financial burdens on the Local Council. The cost of the Certificates and frames will be met by Kent County Council.

ANNEX A

Examples of possible criteria

A significant contribution to the local community could be any or all of the following:

- a) Long and sustained service to the community or part of it;
- b) Achievements or actions of an inspiring nature to the local community;
- c) Such other activities which have reflected credit on or brought benefits to the village/town or its people;

In reaching its decision, the Council might want to take into account any or all of the following:

- The level of commitment shown;
- Any obstacles that had to be overcome;
- The amount of benefit derived by the community;
- The number of people benefited or affected;
- The length of service;
- Such other matters that in the opinion of the Council promote the purpose of the Award.

15.2 The King's Coronation - May 6th 2023 – Public Holiday May 8th 2023

15.3 General Correspondence

1. SDC - Proposed conservation area appraisals for Eynsford, Farningham and Kemsing
2. SDC - Easter & Summer Family Fun Days 2023
3. SDC - UKSPF Presentation
4. SDC - Kent Communities Programme Consultation
5. KALC - How Councils can more Effectively Engage with Young People
6. KALC - How to Recruit and Retain a Diverse Pool of Councillors
7. KALC – Chief Executive's Bulletin

8. **SDC - Elections:**

I hope all's well.

Lee Banks, our Assistant Chief Executive, has confirmed that he will be writing to all Town and Parish Clerks in due course with further details and timescales for the May elections. He has confirmed that the Purdah period aligns to the date we choose to publish the Notice of Election. That will be from 17 March for 4 May polls.

The LGA has recently updated its website page - please see <https://www.local.gov.uk/our-support/guidance-and-resources/pre-election-period> - providing advice and guidance on the publicity restrictions that should be observed by local authorities during the pre-election period.

Many thanks

Sarah

Sarah Robson
Deputy Chief Executive
Chief Officer - People and Places
Sevenoaks District Council | Council Offices | Argyle Road | Sevenoaks | Kent | TN13 1HG

URGENT ITEM – WALNUT TRUST – Health & Safety Item

From: Jill Aisher

Date: 31 January 2023 at 23:16:20 GMT

To: Jonathan Histed <jhisted421@aol.com>

Subject: Fwd: Possible Health and safety Issue with Recreation ground at Shoreham

Dear Amanda,

I am contacting you as clerk of Shoreham PC as I believe the council has responsibility for the recreation ground . As you may be aware from the chat on Facebook both on the village page and the Walnut Tree Trust page, the collapse of the abattoir adjacent to the Rec has obliged us to organise health and safety work very swiftly to secure and stabilise the structure as well as put into safe storage all salvageable historic material . However the remaining structure in situ on our land seems to be experiencing , not unexpectedly , significant downward thrust upon it from the rec land above . It seems prudent to investigate whether the land is secured by any retaining structure as a matter of urgency and I have communicated with Sevenoaks

District council as below. They may well send a surveyor tomorrow.

It perhaps needs to feature under AOB on the agenda .

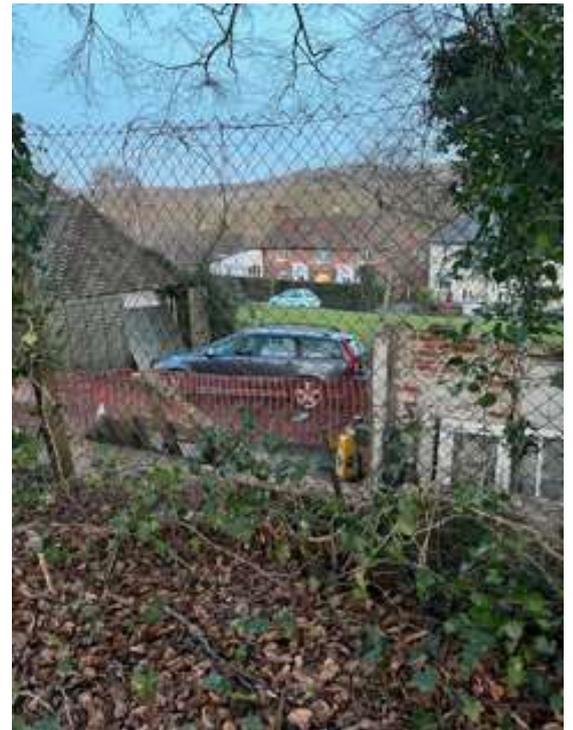
It could not have been scheduled as this has come to light today on completion of the safety work.

I will be available at the meeting should concerns or queries relating to WTT arise .

Best wishes

Jill





Agenda Item 16. Next meetings (all starting at 7:30pm in Shoreham Village Hall)

- 16.1 Amenities and Planning (if required) Committee – Wednesday 15 February 2023
- 16.2 Parish Council Meeting – Wednesday 1 March 2023