

# SHOREHAM

Parish Clerk:  
Amanda Barlow

Amanda Barlow  
PO Box 618  
Sevenoaks  
TN13 9TW

# PARISH COUNCIL

07912 611048

[clerk@shorehamparishcouncil.gov.uk](mailto: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 4 October 2023 at 7.30pm**. Members of the Press and Public are warmly invited to attend.

Parish Clerk 29 September 2023

## AGENDA

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. Public Forum
4. County/District Councillor Reports
5. 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
6. To receive and authorise for signature by the Chairman, the Minutes of the meetings held Wednesday 20 September 2023
7. **Matters arising from the minutes not covered by Agenda items**
  - 7.1 Shoreham Parish Parking Survey
  - 8.0 Well Hill Update
  - 10.0 Tennis Court Membership & Maintenance
  - 11.1.4 The Honey Pot
8. **A225 Speed Reduction Project**

To receive an update and agree next steps
9. **Darent Valley Community Rail Partnership**

To discuss the proposals put forward by Sarah Newman at the meeting on 20 September 2023
10. **Correspondence and Information**
  - 10.1. Correspondence from residents
    - 11.1.1 Salt bin for crossroads at top of Well Hill
  - 10.2. Sevenoaks District Council – Code of Conduct Training
  - 10.3 General correspondence
11. **Finance**
  - 11.1. To agree items received, payable and paid
  - 11.2 Request for a Grant from the Citizen Advice Bureau in North & West Kent
  - 11.3 Request for a Grant from Beams
  - 11.4 External audit report
  - 11.5 Bank account
12. **Next meetings** (all starting at 7:30pm in Shoreham Village Hall unless otherwise stated)
  - a. **Planning (if required) Committee– Wednesday 18 October 2023**
  - b. **Planning (if required) Committee and Council Meeting – Wednesday 1 November 2023**

1. To receive any apologies for absence.

Apologies received from Cllr Sheward, Cllr Owen, Cllr Roy (District)

5. 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

7.11.1.14

6. To receive and authorise for signature by the Chairman, the Minutes of the meetings held Wednesday 20 September 2023

**MINUTES of a MEETING of SHOREHAM PARISH COUNCIL**

*Well Hill Church, Well Hill on 20 September 2023 at 7:30pm*

*Present: Cllrs R Blamey, B Jeffery, J Histed (Chair), A Montgomerie (in part), N Powell, M Sheward and J Thorpe*

*Also Present: 9 members of the public, Amanda Barlow (Clerk)*

*Apologies: Cllrs Owen, Cllr Gough (County), Cllr Eadwards-Winser (District) and Cllr Roy (District)*

1. *To receive any apologies for absence.*

*Apologies were received and accepted from Cllrs Owen, Cllr Gough (County), Cllr Edwards-Winser (District) and Cllr Roy (District)*

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

*None*

3. *Public Forum*

- Sarah Newman of the Darent Valley Community Rail Partnership explained to the meeting that the Partnership are looking at ways of improving the station at Shoreham. Previous projects have been done at the Bat and Ball and Enysford stations. Sarah explained the plans for meeting rooms and a disabled toilet. The cost will be in region of £100,000. The restoration of old stations is taking place in quite a few rail partnerships. South Eastern will be the contractor to do the work. There would be an opportunity for the Parish Council to be involved and if the Parish Council were involved it would unlock funding but it does not involve the Parish Council putting money into the project. Members asked the Clerk to put it on the next Agenda for further discussion.*

*Cllr Montgomerie arrived at the meeting.*

4. *County/District Councillor Reports*

*Cllr Gough submitted a report and a copy is attached at Appendix A.*

*Members agreed to take the Agenda items in the following order:*

9. **A225 Speed Reduction Project**

*To receive an update and agree next steps*

*Cllr Jeffery updated the meeting on the current position:*

- Councillors Histed, Powell, and Jeffery met with Cllr Roger Gough (County), Chris Koningen and Nigel Rowe from KCC to finalise the A225 speed reduction scheme.*
- Chris Koningen, Design & Delivery Principal Engineer at Kent Highways, has looked at the scheme and has made alterations to it.*
- Mr Koningen has said that there will be no reduction from national speed limits from Eynsford railway bridge through to the end of the layby opposite Shoreham station where the speed limit will be reduced to 40mph through to The Otford 30mph speed limit.*
- It will be possible to have white gates at the end of the layby to highlight the change in speed and Mr Koningen would look at having a red road surface at this point.*

- The footpaths that cross the A225 further back towards Eynsford would have the entrances enhanced so that they were more visible to other road users
- Mr Koningen would look at a pedestrian island near to the station road junction but this would not be part of the revised scheme.
- Mr Koningen has to sign off the schemes for KCC and would not pass the original scheme as it was.
- The cost of the new scheme would be paid for by KCC not Shoreham Parish Council.
- The Parish Council is currently waiting for the drawings of the new scheme
- A meeting with Cllr Roger Gough was proposed to discuss our overall dissatisfaction in the way KCC has handled this project over the last 3 years.

**It was agreed that the Clerk should arrange a meeting with Cllr Gough before 28 September 2023.**

5. 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

*There were no items to discuss in confidence.*

6. To receive and authorise for signature by the Chairman, the Minutes of the meetings held Wednesday 5 July 2023

**Members resolved to agree the minutes of 5 July 2023.**

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

7.1 9.1.3 Shoreham Parish Parking Survey

*The Clerk advised that the survey closes on 30 September 2023.*

7.2 9.1.2 Millenium Path, Wildlife signs and Metal Soldier

*There is a quote for the gate, the Clerk has asked about the wildlife signs (KCC) and the metal soldier (Village Hall) and will respond to the resident.*

7.3 7.2 Shoreham Woods

*Cllr Histed advised that he attended a walk around Shoreham Woods with SDC. It was an excellent afternoon attended by many residents.*

**Members asked the Clerk to thank the wardens at Sevenoaks District Council for their excellent efforts.**

7.4 7.4 Shoreham Village Hall

*The Clerk confirmed that an invoice for 7oaks Electrical of £1,240 had been settled.*

*The Clerk asked Members to confirm that the Parish Council would pay for the new installation of the Fire Detection and Alarm system quoted at £11,800.*

**Members agreed, as per the previous resolution, that as this was a health and safety matter the Council should pay for the new alarm system.**

## 8. **Well Hill**

*An opportunity for any residents from Well Hill to bring matters to the Council's attention.*

- *Residents expressed their concern over the low barriers on Parkgate Road over the M25 motor. **Members agreed to include this item on the Highways Improvement Plan.***
- *Overgrown paths and bridle ways – all horse accessible routes are very overgrown. Members asked the Clerk to send to the Well Hill residents details of how to report overgrown paths on the KCC Public Right of Way (PROW) map.*
- *Speeding in Well Hill and Rock Hill. There are lots of people speeding and many of the residents have driveways that go directly onto the road. The matter has been exacerbated by the extension to the ULEZ. It was suggested that white lines are painted on the roads to make it appear narrower. Members asked the residents to provide more information to the Clerk so the matter could be discussed with Highways and included on the Highways Improvement Plan.*

## 10. **Tennis Courts**

### 10.1 *Tennis Court membership scheme*

***Members resolved to reinstate the membership scheme at a cost of £20 per family and issue membership cards. A diary for booking is in the village shop. Residents should contact the Clerk for further details on the membership scheme.***

### 10.2 *Tennis Court maintenance*

*Cllr Blamey advised that the allotment working party would do some clearing up around the bench and pavilion.*

***It was agreed that the Clerk should ask Down to Earth for a quote to cut back the trees.***

## 11. **Correspondence and Information**

### 11.1. *Correspondence from residents*

#### 11.1.1 *Litter bins by the River*

***Members agreed to take no action.***

#### 11.1.2 *Defibrillator at Mount Vineyard*

***Members agreed to take no action.***

#### 11.1.3 *Fatal accident on A225*

*The Clerk advised that she had sent condolences to the family and Members noted the comments contained in the email.*

#### 11.1.4 *The Honey Pot*

***Members agreed that there was no action should be taken.***

#### 11.1.5 *Shoreham Car Park*

*The Clerk advised that she has GF Maintenance to do the work.*

#### 11.1.6 *Shoreham Village Sign*

*Cllr Jeffery advised about the history of the sign. Members agreed to discuss this item for inclusion in the budget next year.*

#### 11.1.7 *Grit/Salt bin request for Mesne Way*

***Members agreed to put a salt bin in Mesne Way and Romney Street.***

### 11.2. *General Correspondence*

*Noted.*

- 11.3 *Kent Police newsletter*  
*Noted.*

**12. Shoreham Society**

*To receive an update following their meeting.*

*Cllr Powell updated Members as follows:*

- *The Society would like to add Filston Lane to the HIP to extend the 30mph. Members asked for more information from the Society as they need to specify the reasons and concerns for extending the 30mph.*
- *Shoreham Shine on 14 October 2023 – the Society would like to extend it to all the Parish not just the village and Cllr Jeffery thought it a good idea to include EastHill/ Romney Street and Well Hill.*
- *Cricket Pitch – advertising boards – does the Parish Council control the advertising boards. **Members resolved that the Clerk should write to the cricket club and ask them to take down the advertising hoarding.***

**13. Finance**

- 13.1. *To agree items received, payable and paid*

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

- 13.2. *Request for a grant from the Church for mowing the churchyard*

***Members resolved to award a grant of £1,000 for cutting the churchyard.***

- 13.3. *Request for a grant from Anthony Roper Pre-School and Kindergarten*

***Members agreed not to reward a grant.***

- 13.4. *Internal audit report*

***Members noted the internal audit report.***

- 13.5. *Bank account*

*The Clerk advised that it was a priority to try and gain access to the Parish Council's Co-op Bank account.*

**14. Next meetings** *(all starting at 7:30pm in Shoreham Village Hall unless otherwise stated)*

***a. Planning (if required) and Council Meeting – Wednesday 4 October 2023***

***b. Planning (if required) and Amenities Committee Meeting – Wednesday 18 October 2023***

*Amanda Barlow, Clerk to Shoreham Parish Council*

## 7. Matters arising from the minutes not covered by Agenda items

7.1 Shoreham Parish Parking Survey  
Update at meeting.

8.0 Well Hill Update

Regarding speeding, there is very strong support amongst residents for the introduction of a 30mph speed limit. Well Hill, whilst rural, is a residential area, with narrow winding lanes with high hedges and blind bends. Many properties have entrances directly on to the lanes. The lanes are not wide enough for two cars to pass other than extremely slowly, and in some areas they cannot pass at all other than in the fairly infrequent passing places. We have suffered for years from increasing traffic, much of which speeds. Our own house is at the crossroads of Rock Hill and Well Hill and we frequently hear screeching brakes as speeding motorists come up over the blind top of the hill and meet something coming the other way. We have many walkers, cyclists and horse riders using the lanes. We have had at least one incidence of a horse rider being hit this year, multiple scratches and bumps on cars, 2 cats killed this summer alone, and too many near misses to count. Even 30mph is actually too fast. 20mph would be safer, but I imagine that this would be unrealistic to expect. With the advent of the increased ULEZ zone, we have all noticed yet more vehicles using the lanes, particularly Rock Hill and Daltons Road, trying to avoid the zone. Many of these haven't a clue how to drive in these lanes!

Part of the problem is there is a sign at the boundary of Bromley / Kent which has a 40mph sign as you go out of Kent into Bromley, but which has the National Speed limit sign on the other side as you go from Bromley into Kent at the bottom of Rock Hill. This inevitably means drivers put their foot down, but the lane up Rock Hill is actually narrower and more dangerous with high hedges and blind bends than the section in Bromley.

I will try to put a map together before your meeting of where we think a 30mph speed should apply.

### **M25 Barriers**

**Cllr Waterton (District) has advised that this area falls within Crockenhill Parish Council not Shoreham.**

-----Original Message-----

From: "Cllr Waterton, Rachel" <cllr.waterton@sevenoaks.gov.uk>

Sent: Thursday, 21 September, 2023 7:41pm

To: "Parish.Council, Shoreham" <clerk@shorehamparishcouncil.gov.uk>

Subject: M25 Bridge on Parkgate Rd

Hi there

Anne Ball asked me to contact you to remind councillors that I am currently working in raising the motorway barriers on the bridge on Parkgate Rd.

Yours sincerely  
Cllr. Rachel Waterton  
Independent

Member of Sevenoaks District Council  
District Councillor for Crockenhill and Well Hill

10.0 Tennis Court Membership & Maintenance

The Tennis Court is now completed and details of membership are available from the Clerk.

- Contact the Clerk to obtain an annual subscription at a cost of £20. On receipt of payment, you will be issued with a membership card which can be used by any member of your household.
- Check availability of the court at the village shop and book your chosen time. Please ensure that you show your membership card at the time of booking as proof of payment.
- If you do not wish to take up an annual subscription, then the cost of hiring the court will be £5 per hour. The court should be booked in the same way as above and the £5 paid directly to the shop. The £5 charge will also apply to non –residents.

11.1.4 The Honey Pot – confidential item

**8. A225 Speed Reduction Project**

As Cllr Gough had been away and it was too short notice to arrange a meeting, the Clerk and Chairman agreed that Cllr Histed would call Cllr Gough to discuss the issues over the A225 project.

**9. Darent Valley Community Rail Partnership**

To discuss the proposals put forward by Sarah Newman at the meeting on 20 September 2023

## 10. Correspondence and Information

### 10.1. Correspondence from residents

#### 11.1.1 Salt bin for crossroads at top of Well Hill

Residents have confirmed that there are 2 salt bins situated in Well Hill as per the map. They have asked that SPC arrange for them to be filled.



10.2. Sevenoaks District Council – Code of Conduct Training – sent to Members

10.3 General correspondence – none

**11. Finance****11.1. To agree items received, payable and paid****Items received 20 September to 3 October 2023**

3 October 2023 (2023-2024)

**Shoreham Parish Council  
RECEIPTS LIST**

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
15	Allotment rent	22/09/2023		NatWest current account		Allotments rents	Allotment Holders	X	20.00		20.00
13	Precept	29/09/2023		NatWest tax saver		Precept	Sevenoaks District Council	X	22,605.00		22,605.00
14	Interest on Precept	29/09/2023		NatWest tax saver		Bank interest	NatWest Bank	X	18.27		18.27
<b>Total</b>									<b>22,643.27</b>		<b>22,643.27</b>

**Items paid 20 September to 3 October 2023**

3 October 2023 (2023-2024)

**Shoreham Parish Council  
PAYMENTS LIST**

Voucher	Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
119	Computer/Printer Consumables	21/09/2023	Website	Hugo Fox	S	29.99	6.00	35.99
123	Tennis courts	21/09/2023	Completion invoice for tennis courts	Trevor May Contractors Ltd	S	3,562.00	712.40	4,274.40
121	Hall/Emergency Room Hire	21/09/2023	Hall hire	Shoreham Village Hall	X	30.00		30.00
120	Printing Gazette/Shoreham Post	21/09/2023	Printing Shoreham Post	Silver Pines Services	X	90.06		90.06
122	Shoreham Cross	21/09/2023	Cleaning Cross	Jeremy Tooley	X	150.00		150.00
125	Toilets	29/09/2023	Water charges	Castle Water	L	38.20	1.91	40.11
126	Allotments	29/09/2023	Water charges	Castle Water	L	44.28	2.21	46.49
124	Car Park	02/10/2023	Business Rates	Sevenoaks District Council	X	88.00		88.00
128	Office Rent/Storage	03/10/2023	Office Allowance	Mrs A C Barlow	X	30.00		30.00
127	Broadband	03/10/2023	Broadband	Mrs A C Barlow	X	10.00		10.00

**Items to be paid @ 4 October 2023**

3 October 2023 (2023-2024)

**Shoreham Parish Council  
PAYMENTS LIST**

Voucher	Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
133	Emptying litter bins	04/10/2023	Dog waste bin and litter bin collection	Sevenoaks District Council	S	341.90	68.38	410.28
134	Toilets	04/10/2023	Toilet Supplies	Goldservice Contract Cleaning Ltd	S	33.24	6.65	39.89
136	Clerk's mileage	04/10/2023	Mileage	Mrs A C Barlow	X	68.40		68.40
131	Hall/Emergency Room Hire	04/10/2023	Hall hire	Shoreham Village Hall	X	30.00		30.00
135	Refuse freighter	04/10/2023	Refuse freighter	Sevenoaks District Council	S	152.80	30.56	183.36
132	Grant	04/10/2023	Grant for Churchyard grass cutting	St Peter & St Paul Church	X	1,000.00		1,000.00
<b>Total</b>						<b>1,626.34</b>	<b>105.59</b>	<b>1,731.93</b>

## 11.2 Request for a Grant from the Citizen Advice Bureau in North & West Kent

-----Original Message-----

From: "Carol Hunt" <carol.hunt@nwkent.cab.org.uk>

Sent: Monday, 18 September, 2023 2:49pm

Subject: Request for support - Cost of Living Crisis

Request for Support.

Dear Clerk

During the past 12 months we helped 35 clients in the Parish of Shoreham with more than 168 issues. We believe this is the tip of the iceberg. We are appealing today for a donation to help us reach more clients in the Parish of Shoreham.

Why do we believe this is the tip of the iceberg?

Unfortunately, due to the sharp rise in cost of living, we're finding that more and more people are approaching us at crisis point. This means they require advice and support for multiple and often complex issues.

Complex cases are resource intensive and this impacts on the number of clients we can see at a time when demand for our services has tripled.

In response, we have successfully recruited additional volunteer advisers who are currently nearing the end of their training programme. However, we need to continue recruiting so we can reach more clients in crisis.

Although running our services with volunteers drawn from the local community is cost effective, we do have a need to pay for volunteer training, premises, utilities, equipment, travel expenses, and some staff costs which is why we are appealing for a donation today.

One of our main sources of income is Sevenoaks District Council, however, the pressure upon council resources has meant that we are seeking as much support as possible from the wider community to maintain our service. We do not receive any core funding from the national Citizens Advice organisation or from central government.

I do hope that Shoreham Parish Council will be able to support us to continue our services in the area, as it is a valued free advice resource for the community.

To make a donation please pay by BACS to

Citizens Advice in North & West Kent

Acc 00022969

Sort Code 40 52 40.

Or visit our website <https://citizensadvicenwk.org.uk/support-us/donate/>

You can see our full range of advice services on our website at

[www.citizensadvicenwk.org.uk](http://www.citizensadvicenwk.org.uk)<<http://www.citizensadvicenwk.org.uk>>

Yours sincerely

Carol Hunt

Funding Officer

[Carol.hunt@nwkent.cab.org.uk](mailto:Carol.hunt@nwkent.cab.org.uk)<<mailto:Carol.hunt@nwkent.cab.org.uk>>

### 11.3 Request for a Grant from Beams

Dear Amanda,

#### **RE: Beamers Holiday Playscheme**

It was great speaking to you a few moments ago and thank you for explaining how We Are Beams can apply for funding. We are seeking funds of £2,000 towards the costs of our Beamers Playschemes 2023.

We Are Beams is a local charity based in Hextable that supports disabled children and their families in Kent. We are currently supporting families who reside within the parish of Shoreham, who would directly benefit from the support from the Parish Council.

Beamers Playscheme provides a wide range of activities during the School Holidays, an opportunity for disabled children to take part activities they would not otherwise have the chance to do and giving the family a few hours respite.

We need to raise £2 million in order to continue our care services to the most vulnerable in society and currently have 450 families as members accessing our support at any one time and we rely heavily on the local community and businesses for donations.

Please find attached further information about Beamers and our audited accounts for your perusal.

Should you require any further information and have any questions, please do not hesitate to contact me.

Thank you

Kind Regards

**Marie Moorey**  
**Fundraising Executive**  
**Mob 07707 286211**  
**[marie.moorey@wearebeams.org.uk](mailto:marie.moorey@wearebeams.org.uk)**



wearebeams Ltd | Registered Company in England & Wales No 3179785 | Registered Charity No 1054129

Allsworth Court  
40 St David's Road, Hextable, Kent, BR8 7RJ  
01322 668501  
[admin@wearebeams.co.uk](mailto:admin@wearebeams.co.uk)  
[www.wearebeams.org.uk](http://www.wearebeams.org.uk)

-----Original Message-----

From: "Marie Moorey" <marie.moorey@wearebeams.org.uk>

Sent: Monday, 25 September, 2023 6:59am

To: "'clerk@shorehamparishcouncil.gov.uk'" <clerk@shorehamparishcouncil.gov.uk>

Cc: "jonathan.histed@shorehamparishcouncil.gov.uk"

<jonathan.histed@shorehamparishcouncil.gov.uk>

Subject: RE: Donation for Beams

Good Morning Amanda,

It is lovely to hear from you and I hope you are well.

We Are Beams currently supports 9 families within your parish. They access our direct payments, payroll and family advice services. I have attached a leaflet about Beams to some detail about what these services do to support the families but it is not exhaustive.

Kind Regards

Marie Moorey

Fundraising Executive

T: 01322 668501 x5

M: 07707 286211

W: [www.wearebeams.org.uk](http://www.wearebeams.org.uk)

**Family Advice**

The role of Family Advice Service is to ensure parents and carers receive the right information at the right time in order to help them make the best choices for their disabled child. The experienced team can offer advice on education, EHCPs, benefits, transport, health and financial matters.

The support given includes:

- Telephone advice line
- Parent support groups
- Crisis support
- 1-1 meetings
- Parenting programmes (also offered to professionals)
- Support with statutory assessment and EHC plans.

**A Parent Quote from the 2021 Family Advice Survey**

*"Beams have been vital for our family. We utilise many of the services. Help with school issues and EHCPs, Annual Reviews, support groups, play schemes for some holiday respite, family trips, family advice, many, many things! Our boys wouldn't be in the position they are without Beams."*

**We Need Your Help**

Every year we need to raise £2 million in order to continue our care services to the most vulnerable in society. We currently have 450 families as members accessing our support and we rely heavily on the local community and businesses for donations.

A regular donation of just £5 would make a big difference to our charity and the children we support. For more information and to donate please visit [www.wearebeams.org.uk/support-us/](http://www.wearebeams.org.uk/support-us/)

**Challenge Events**

Take part in one of our challenge events including cycling, running or skydiving and raise sponsorship to support our services. See our website for up to date event listings.

**Community Fundraising**

Host your own event such as a tea party, disco or quiz night or create your own challenge at school or youth group. Our fundraising team can support you to ensure your event is a great success.

**Corporate Fundraising**

A corporate partnership with Beams is a great way to engage employees. Taking part in challenge events or volunteering can improve staff morale and empower staff.

**Leave a gift in your will**

Remember Beams in your will and your legacy will help future generations of disabled children.

**In Memory Giving**

A donation in memory of a loved one is a meaningful and special way of remembering them. We can support by setting up a tribute fund and supply in memory envelopes for funeral or memorial events.



Registered charity no 1064129

**We Are Beams**

Allswoth Court  
38-40 St David's Rd, Hextable,  
Kent BR8 7RJ  
T - 01322 668501  
E - [admin@wearebeams.org.uk](mailto:admin@wearebeams.org.uk)  
[www.wearebeams.org.uk](http://www.wearebeams.org.uk)

**We Are Beams**

A local charity that supports disabled children and their families

The disabled children and young people who access our services will typically have one or more learning difficulties, complex health needs, physical or sensory impairment, challenging behaviour, autism or severe ADHD.

Our services are divided into 6 key areas:

- Family Advice Service
- Short Break Service
- Dragon's Retreat Respite Unit
- Direct Payment Service
- Brokerage Service
- Payroll Service



**Beams**

Supporting disabled children & families

[www.wearebeams.org.uk](http://www.wearebeams.org.uk)

Tel: 01322 668 501

**Short Breaks**

Our short break service offers a range of leisure activities for disabled children and young people up to the age of 25 years.

**We offer**

- Specialist holiday play schemes
- Inclusive play schemes
- Day trips
- After school clubs
- Family fun events
- Family support - a commissioned service
- Parties, workshops and theatre trips.

We provide appropriate activities focused on the young person's needs. Above all, we ensure the children and young people are safe and have fun during their time with us.

A short break allows children and young people to make friends and have fun.

**Dragon's Retreat Respite Unit**

Dragon's Retreat is a residential 6 bedded respite unit, providing overnight short breaks for children and young people up to the age of 18 years.

The young people enjoy a home from home experience developing independent skills whilst, giving the families a break from the 24/7 cycle of care.

We work closely with professionals such as social services, schools and healthcare professionals.

Dragon's Retreat is Ofsted registered and facilities include:

- 6 fully equipped bedrooms
- Fully fitted wet room
- Height adjustable hydro bath
- Soft play area with colourful ball pit
- Sensory room
- Secure garden with interactive play equipment
- Communal lounge with large flat screen TV/DVD and computer
- Play room with lots of toys, games console, music and sensory equipment
- Kitchen with height adjustable work surface
- Lift to the first floor and hoists.

**Direct Payments**

This is a countywide service that helps the parents purchase their disabled child's assessed support needs. Instead of having services organised for them, families are given money via the local authority as a direct payment so they can recruit a PA to care for their child.

A Direct Payment often provides a far greater level of choice, control, and flexibility for families. It allows parents or the young person to decide what care and support they receive and how and when they receive it.

**Payroll Service**

We can also offer a quality, competitively priced payroll service to pay employees or carers. The service is ideal for parents of a disabled child in receipt of direct payment or small businesses.

**Brokerage Service**

This service can offer person centered planning for young people reaching adulthood. A Support Broker can assist a young person to write a personalised support plan to enable them to have a voice and be included in the decisions that are made around how they will live their life. This plan could encompass their dreams and aspirations for the future including where they want to live, managing money, what support they will need and what they would like to do with their lives.



[facebook.com/wearebeams](https://www.facebook.com/wearebeams)



[twitter@wearebeams](https://twitter.com/wearebeams) Tel: 01322 668 501

[www.wearebeams.org.uk](http://www.wearebeams.org.uk)

## 11.4 External audit report



The Corner  
Bank Chambers  
26 Mosley Street  
Newcastle upon Tyne  
NE1 1DF  
  
Tel: +44 (0)191 383 6300  
[www.mazars.co.uk](http://www.mazars.co.uk)

Ms A Barlow  
Shoreham Parish Council  
The Post Box, Shoreham Village Hall  
31 High Street  
Shoreham  
Sevenoaks  
Kent TN14 7TB

Direct line: +44 (0)191 383 6348  
Email: [local.councils@mazars.co.uk](mailto:local.councils@mazars.co.uk)  
Date: 27 September 2023

Dear Ms Barlow

#### Completion of the audit for the year ended 31 March 2023

We have completed our audit for the year ended 31 March 2023 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the audit, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2022". This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

#### Action you are required to take

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the audit. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement:

- that the audit has been concluded and that the statement of accounts has been published;
- of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
- the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

*The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website but this period must be reasonable.*

#### Mazars LLP

Mazars LLP is the UK firm of Mazars, an integrated international advisory and accountancy organisation. Mazars LLP is a limited liability partnership registered in England and Wales with registered number OC308299 and with its registered office at 30 Old Bailey, London, EC4M 7AU. Registered to carry on audit work in the UK by the Institute of Chartered Accountants in England and Wales. Details about our audit registration can be viewed at [www.auditregister.org.uk](http://www.auditregister.org.uk) under reference number C001139861. VAT number: GB 839 8356 73

***Minor scope for improvement in 2023/24***

In undertaking the review of the 2022/23 Annual Governance and Accountability Return it came to our attention that in 2023 the Council has not met the requirements of the 2015 Accounts and Audit Regulations to start the period of 30 working days for the public to inspect the accounts as soon as possible after it was approved. The Council should ensure that in 2023/24 they comply with the Regulations.

The Council has ticked 'No' to Box 11b in Section 2 of the Annual Governance and Accountability Return (AGAR) blank, in spite of the fact that the Council has no trust funds. Although the true answer could be inferred from other answers on the AGAR, the Council should ensure all boxes are marked nil or not applicable where appropriate.

***Accessibility Regulations***

We are aware that the Accounts and Audit Regulations requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

***Audit fee***

Our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at <http://www.localaudits.co.uk/fees.html> will follow.

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Yours sincerely



**Gavin Barker**  
Engagement Lead  
For and on behalf of Mazars LLP

## Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

**Shoreham Parish Council**

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a **lower level** of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor's limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Not applicable

### 3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

\*We do not certify completion because:

Not applicable

External Auditor Name

**Mazars LLP, Newcastle upon Tyne, NE1 1DF**

External Auditor Signature

*Mazars LLP*

Date

**26 September 2023**

11.5 Bank account

The Parish Council can change the signatories and authorised user on the account by completing the change of signature forms and returning them to the bank with a covering letter.

Recommendation that the Finance & Personnel Working Party – Cllrs Histed, Jeffery and Thorpe are the signatories on the account and the Clerk is authorised as a user but not a signatory.

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

**a. Planning (if required) Committee– Wednesday 18 October 2023**

**b. Planning (if required) Committee and Council Meeting – Wednesday 1 November 2023**