

**SHOREHAM**

Parish Clerk:

Sarah Moon  
PO Box 618  
Sevenoaks

**PARISH**

07912 611048

[clerk2012@shorehamparishcouncil.gov.uk](mailto:clerk2012@shorehamparishcouncil.gov.uk)

**COUNCIL**

---

**MINUTES of a MEETING of SHOREHAM PARISH COUNCIL**  
at Shoreham Village Hall, Shoreham on 8<sup>th</sup> May 2019 from 7:30pm

Present: Jonathan Histed (in the Chair)  
R Blamey, M Cockburn, A Collins, A Hibbins, S Hubble, A Collins, B Jeffery,  
N Powell and M Sheward

Also Present: 2 members of the public

Clerk: Sarah Moon

Question Time: A member of the public enquired as to whether there was any update regarding the water leak at the allotments. The Clerk explained that this was still being dealt with but was hopeful that it should be fixed soon.

1. **Election of Chairman**

The current Chairman gave his thanks to outgoing members Cllrs Spence, Parkes and McDonnell.  
Cllr Jeffery nominated Cllr Histed as Chairman. This was seconded by Cllr Hibbins.  
Cllr Histed was elected Chairman of Shoreham Parish Council.

2. **Declaration of Acceptance of Office**

Cllr Histed signed his Declaration of Acceptance of Office.

3. **Apologies for Absence**

Apologies for absence were received from County Cllr Roger Gough and from District Councillor John Edwards-Winser. Apologies for lateness were received from Cllr Powell.

4. **Election of Vice Chairman**

Cllr nominated himself as Vice Chairman. This was seconded by Cllr Histed.  
Cllr Jeffery was elected Vice Chairman of Shoreham Parish Council.

5. **Members' Declaration of Acceptance of Office**

All elected members signed their Declarations of Acceptance of Office.

6. **Co-Option of Members**

Applications for co-option from Roy Blamey, Alison Collins and Suzanne Hubble were received

Roy Blamey was co-opted onto the Parish Council  
Suzanne Hubble was co-opted onto the Parish Council  
Alison Collins was co-opted onto the Parish Council

7. **Appointment of Committees and Working Parties**

Members were appointed to the following committee and working parties:

- a) Planning Committee : Brian Jeffery, Roy Blamey, Miranda Cockburn, Suzanne Hubble, Jonathan Histed, Martin Sheward, Andrew Hibbins, Sarah Parkes, Richard Boyle,
- b) Amenities Committee : Roy Blamey, Brian Jeffery, Alison Collins, Suzanne Hubble, Jeremy Tooley
- c) Finance Committee: Brian Jeffery, Roy Blamey, Miranda Cockburn, Jonathan Histed, Andrew Hibbins
- d) Community Warden/Police Contact : Andrew Hibbins
- e) Emergency Planning Group : Lesley Spence, Roy Blamey, Brian Jeffery, Martin Sheward, Nick Copeland
- f) Footpaths Contact : Neil Powell
- g) Internal Auditor : Yes Accounting

8. **Terms of Reference**

The Terms of Reference for the Planning, Amenities & Services and Finance Committees were reviewed and approved in their entirety.

9. **Representation on Other Bodies**

Representatives were appointed to the following organisations

- a) KALC : Roy Blamey
- b) Shoreham Allotments Association Roy Blamey, Alison Collins
- c) Shoreham Society Miranda Cockburn
- d) Trustees of the Village Hall Jonathan Histed, Brian Jeffery and Roy Blamey confirmed they would be willing but would firstly like more information to understand exactly what this entails. Alison Collins agreed to continue liaising with the Village Hall Committee for the time being that the appointment of trustees would be deferred until the next meeting.. Defer appointing trustees until next meeting when they have received more information.
- e) Lullingstone Liaison Committee Sarah Parkes

10. **Annual Subscriptions**

Annual subscriptions to the following organisations were approved:

- a) Kent Association of Local Councils (KALC)
- b) Action with Communities in Rural Kent
- c) National Society of Allotments and Leisure Gardeners (NSALG)
- d) Campaign for the Protection of Rural England (CPRE)

It was agreed not to renew members to the SLCC as KALC provides all the advice we require. It was also agreed not to renew the accountancy software licence (Scribe) as financial data is being migrated to Xero.

11. **Disclosures of Interest**

There were no disclosures of interest.

12. **The minutes of the meeting held on Wednesday 3<sup>rd</sup> April 2019 (copy previously distributed) to receive and authorise for signature by the Chairman.**

13. **District/County Councillor Reports**

No District or County Councillor was present.

14. **Chairman's Report**

No report was given.

15. **Report from the Clerk.**

- a) Year-end processes are complete and the Annual Return is being prepared. Accountancy software has been changed in order to streamline process for the future.
- b) The Clerk reported that she was still waiting to hear whether the grant application to assist with financing the playground upgrade had been successful.
- c) The table tennis table should be installed in around 6 weeks time.
- d) Work to install a new fence along the boundary with the High Street and the allotments will be commence early June.
- e) Repairs to the steps to the right of the Village Hall is due to commence 29<sup>th</sup> May.
- g) Around 50 members of the public attended the Annual Parish Meeting. Seven people have volunteered to help with drafting the Neighbourhood Plan but no volunteers came forward to join the Village Hall committee.
- h) KCC have given permission for the Parish Council to install a new bin in the car park. This will cost £312 plus £125 for installation plus the cost of emptying.

16. **Romney Street Caravan Park**

Cllr Jeffery gave an update on the recent development at the Romney Street Caravan Park. The site has been bought by a park home company (Serenity Homes), which will be building larger, more luxurious park homes on the current site. All existing residents have been evicted. Cllr Jeffery attended an exhibition at Brands Hatch where the developers answered questions from local residents about the site. No planning permission is required for this development as it has permitted development rights.

17. **Community Award**

Presentation of the Community Award to a nominated resident of the parish. Ann Ball was presented with a Community Award in recognition of her tireless commitment to the community for over 40 years including being a church warden and editor of the Gazette.

18. **Chalk**

Cllr Jeffery reported that he had been to look at a large quantity of chalk which had kindly been offered by a local resident to top up the surface level of the Cross.

19. **Tree Surgery**

The Clerk reported that she had only been able to obtain two quotes for the tree surgery identified as part of the recent tree inspection report. These were as follows:

- 1. £5288.00 (£4694 for 3mth, £594 for 6 month)
- 2. £4460 (£4080 for 3 mth, £380 for 6 mth)

It was agreed to accept the second quote for all work including the 6 month priority items, on the condition that the work can be completed quickly.

Cllr Histed agreed to contact KALC to determine the situation if two rather than three quotes are obtained.

20. **Correspondence/Information**

- a) A letter has been received from Dr Pav Ramewal, CEO of Sevenoaks District Council confirming that the barns at Timberden should NOT be marketed as a new home and that the Council have requested that their agents remove this tag from the sales particulars.
- b) A letter has been received from Sevenoaks District Council inform parishes that KCC have requested that dog waste must now be mixed with litter in order for it to be disposed of at the facilities. Existing dog bins will continue to be emptied by SDC as normal. Any new bins required should combine dog waste and litter.
- c) The Spring/Summer edition of Kent Voice (CPRE Kent's quarterly magazine) has been received.
- d) The Spring edition of the Countryside Voice (CPRE's quarterly magazine) has been received.
- e) Issue 2 2019 of the Allotment & Leisure Gardener has been received.
- f) The May edition of 'Clerks and Councils Direct' has been received.

21. **Financial Matters**

- a) Accounts/Payments: The Schedule of Payment was authorised.

22. **Dates of next meetings (all starting at 7:30pm unless otherwise stated)**

- a) Planning/Finance: Wednesday 22<sup>nd</sup> May, Shoreham Village Hall
- b) Planning Council Meeting : Wednesday 3<sup>rd</sup> June, Shoreham Village Hall
- c) Planning/Amenities & Services : Wednesday 19<sup>th</sup> June 2019, Shoreham Village Hall

The meeting closed at 9.58pm.

Sarah Moon, Clerk to Shoreham Parish Council