

SHOREHAM

Parish Clerk:
Sarah Moon

Old Livery Store
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PARISH

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COUNCIL

MINUTES of a MEETING of SHOREHAM PARISH COUNCIL

at Well Hill Mission Church on 6 July 2016 from 7:30pm

Present: A Collins, P Dodd, J Histed, R Inniss, N McDonell, M S Parkes and L Spence

Also Present: District Cllr J Edwards-Winsor,
County Councillor Roger Gough
2 members of the public

Clerk: Sarah Moon

1. Apologies for absence were received from Cllr Blamey.
2. No disclosures of interest were made.
3. The minutes of the meetings held on Wednesday 1st and 15th June 2016 were agreed.
4. District/County Councillor Reports
A request was made to District Councillor John Edwards-Winsor to ask for ragwort to be removed.
County Councillor Roger Gough confirmed that works have been carried out on Firmingers Road relating to a property which was particularly affected by flooding.
5. Chairman's Report
No report was given.
6. Report from the Clerk.
 - (a) On Tuesday 14th June I attended the Clerk's Conference. Topics covered included roles and responsibilities of Clerk, Chairman, Councillors and Council as well as powers and finance.
 - (b) Sevenoaks District Council have come to inspect the Old Livery Store to verify whether Shoreham Parish Council is eligible for Small Business Relief on its Business Rates. We have since received a £0.00 bill.
 - (c) The July edition of the Shoreham Post was published and distributed.
 - (d) A 'Clean up the Cross' day has been organised for Sunday 10th July and a plea for volunteers has gone out in the Shoreham Post and on Facebook.
 - (e) Letters have been sent to the Shoreham Society and the Shoreham Historical Society requesting they vacate the Old Livery Store by the end of July.
 - (f) Down to Earth have been instructed to commence works to the trees on the Recreation Ground. Additionally, the Tree Officer has confirmed that as long as the alder on the Village Green is dead, then this can be felled without having to seek permission. Down to Earth have been sent photographs of the tree and a request made to fell this tree at the same time as the works to the trees on the Recreation Ground are carried out.
 - (g) Accounts for the year 2015/2016 have been checked by our internal auditor and the Annual Return completed and agreed by Council at a special council meeting held on 15th June. The Annual Return has now been sent to the external auditors, PKF Littlejohn.
7. Traffic and Parking

- (a) The meeting was formally closed and opened to the public. Notes, which were compiled collectively by the Traffic and Parking Working Party were read out by Brian Alleeson. A copy of these notes is appended to these minutes.

Cllr Histed commended Mr Alleeson's work but questioned whether the proposed scheme reflected the design element of the scheme. In other words, the scheme was drawn up to prevent cars parking on corners. If these proposals were about safety or the access of large vehicles, then this was not part of the design. At this point, the Chair did not wish to allow further discussion between members and the public and this was argued for some time – how could Mr Alleeson respond to Council if he was not allowed to speak and why could members not air their views at this time. At this point, Cllr Inniss resigned from the Parish Council and Cllr Dodd was elected as Chair for the duration of the meeting.

County Councillor Roger Gough agreed to take the proposals from the Working Party and to test them with traffic staff at Kent County Council by saying 'if you were looking at all of these schemes from a safety point of view, what would you do?'

- (b) It was agreed that another meeting of the Working Party would be required to discuss the how best to proceed with the consultation process.

8. Cleaning of War Memorial, Darenth Way

The Clerk was authorised to instruct Burslem's of Frant to professionally clean and restore the war memorial on Darenth Way at a cost of £925.

9. Letter to Police

In light of the recent unauthorised encampment on the Village Green it was agreed that no letter of complaint should be written to the Police as the force had acted appropriately, there being no evidence of intention to cause criminal damage. There is also a plan by the private owners of nearby houses on the Village Green to install staggered gates to prevent access to unauthorised motor vehicles, horses and cyclists but allow (as currently) unimpeded progress for pedestrians, pushchairs. The matter of installing signs in the area will be deferred to the Amenities Meeting.

10. Parish Office and Storage Requirements

- (a) An update on the progress of the toilet conversion was provided as follows:

(i) Planning consent for the change of use of the public toilets (D1) to Parish Clerk's office and storage (B1) and alterations to fenestration and internal alterations has been granted. The internal alterations specifically involve converting the existing ladies toilet into a storeroom and the storeroom previously used as a gents toilet, to an office.

(ii) Works to convert the Gents toilet to a storeroom have already been completed. Partitions and sanitary wear have been removed, plumbing has been disabled and the empty space has been plastered and painted.

(iii) The costs to date on the project are £2100 for the work to convert the Gents toilet to a store, £192.50 for the planning application and £100 for the building regulations fee, the latter two amounts being unexpected charges accrued for an application which was thought to be zero cost. These two payments have been made in good faith, despite them not being explicitly authorised at a meeting. In addition to this, an invoice for £1350 has been received from the surveyor for drawing up the specification. This was never agreed by the full council and has therefore not yet been paid.

(iv) It can be concluded that the works already undertaken to convert the toilets to a store ensure that the facility is fit for purpose.

(v) A minor addition to the works already carried out would be the installation of a light.

- (b) Having agreed that the store is already fit for purpose, it was also agreed that complications could arise should the Clerk be required to work at the proposed new office. Her contract would need to change and the parish council would need to make further amendments to the specification in order to comply with the Lone Worker Directive. As the Clerk is happy to continue to work from home, there does not appear to be the need for an office. It was therefore agreed that the converted store room would not be converted into an office, that the Clerk would continue to work from home and that the converted gents toilet would continue to be used as a store. Records will be stored in the converted store. The Clerk was asked to establish whether the photocopier is leased or owned. If the former, it can be returned. If the latter, it could be sold as it is surplus to requirement. If the situation materially changes in the future, these plans can be revisited but for the moment, a motion was proposed by Cllr Histed to progress no further with the conversion works. The motion was seconded by Cllr Dodd and all members present voted in favour to pass the motion.

A motion was proposed to move all Parish Council belongings from the Old Livery Store to either the converted store or the disused ladies toilets. All members were in favour.

Finally a motion was passed to empower the clerk to change the details with Came and Company and to call them regarding the move and insurance of the store.

- (c) As there was no decision to change the current utility of the converted toilets, it was not necessary to discuss the specification in any further detail.
- (d) As the specification was not required to be discussed in any further detail, it was not necessary to formally endorse the appointment of a surveyor to manage the project.

10. Communication

A complaint regarding the lack of two way communication at Parish Council meetings has been made and it was agreed that this should be discussed in further detail at a meeting of the Complaints Committee on Wednesday 20th July.

11. Correspondence/Information

- (a) An email has been received from KCC updating us on the situation with ground water in the area following the oil theft last year. It confirms that groundwater levels have remained stable since April 2016 and that no impacts relating to the theft have been noted in the river.
- (b) An email has been received from a resident requesting that the Traffic and Parking Working Party consider extending residents parking permits to include the High Street and Church Street.
- (c) The Summer 2016 edition of LCR, the magazine of the National Association of Local Councils has been received.
- (d) An email has been received from Old Chalk New Downs containing an action plan for Shoreham, i.e. a list of actions that the OCND project aims to deliver should they be successful in their bid to obtain funding the the Heritage Lottery Fund.
- (e) A letter has been received from Landscape Services, the mowing contractors, apologising for the overgrown grass and shrubs. They have confirmed the matter is in hand and that Shoreham will be attended to as soon as possible.
- (f) The grant application for £150 received from Well Hill Residents Association to help finance the Chelsfield Show, was agreed.
- (g) An email of complaint against a member of the Parish Council has been received from a parishioner. The Complaints Committee will be convene at 6.45pm on Wednesday 20th July to discuss this in greater detail.

12. Committee Reports

The minutes from the meetings of the Amenities and Services Committee and the Planning Committee held on Wednesday 15th June were received and adopted. Approval to proceed with the works to the trees on the Recreation Ground was granted and the Down to Earth quote of £1450 accepted. It was also agreed to seek quotes for work to the shelter roof by the next Amenities Meeting if possible.

13. Financial Matters

- (a) Accounts/Payments. Authorisation of payments as per schedule (to follow).
The Schedule of Payments was agreed with the exception of Voucher 42, payment to REAL Design for the sum of £1350. This work had not been authorised by full council and it was therefore agreed to contact the auditor to seek advice on how to proceed.

14. Dates of next meetings (all starting at 7:30pm)

- a) Planning and Finance Committee Meeting: Wednesday 20th July 2016, Shoreham Village Hall
- b) Planning Committee Meeting : Wednesday 3rd August 2016, Shoreham Village Hall (if required)
- c) Planning Committee Meeting : Wednesday 17th August 2016, Shoreham Village Hall (if required)
- d) Planning Committee and Council Meeting : Wednesday 7th September, Shoreham Village Hall

Sarah Moon, Clerk to Shoreham Parish Council

The meeting was closed at 9.55 pm.

Public question time
No questions.