

Shoreham Parish Council meeting to be held at Shoreham Village Hall on Wednesday 7 June 2023 at 7.30pm.

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. Planning
 - a. To discuss and agree a response to the applications listed below

<u>SDC Reference</u>	<u>Site Address</u>	<u>Summary Description of Application / Consultation</u>	<u>SDC deadline</u>
23/00012/RFPLN APPEAL	Woody Holme Rock Hill Orpington Kent BR6 7PP	Erection of general purpose storage building.	26/06/2023

- b. To note the Planning Log
7. To receive and authorise for signature by the Chairman, the Minutes of the meetings held Wednesday 17 May 2023
8. Matters arising from the minutes not covered by Agenda items
 - a. EV Charging Points
 - b. Shoreham Woods
9. To agree Membership of the Committees and Working Parties
 - a. Planning Committee
 - b. Amenities Committee
 - c. Finance & Personnel Working Party
 - d. Highways & Footpaths Working Party
10. **A225 Speed Reduction Project**
To receive an update

11. **Shoreham Village Hall**
 - a. To discuss the proposals regarding fire detection and alarm systems
 - b. Village Hall Constitution
12. **Correspondence and Information**
 - a. Correspondence from residents
 - i) Community engagement
 - ii) Riverside
 - iii) Cleaning of Shoreham Cross
 - b. General Correspondence
13. **Finance**
 - a. **Annual Governance and Accountability Return (AGAR)**
 - (i) To approve Section 1 (Annual Governance Statement) of the 2022-2023 Annual Return.
 - (ii) To approve Section 2 (Accounting Statements) of the 2022-2023 Annual Return.
 - b. To approve the Asset Register 2023
 - c. To agree to implement a Risk Management document
 - d. To agree, if appropriate, awarding a grant to the music event taking place on the recreation ground on 15 July 2023
 - e. To agree items received, payable and paid
14. **Next meetings** (all starting at 7:30pm in Shoreham Village Hall unless otherwise stated)
 - a. Planning (if required) Meeting – Wednesday 21 June 2023
 - b. Planning (if required) and Council Meeting – Wednesday 5 July 2023

Amanda Barlow, Clerk to Shoreham Parish Council

AGENDA

1. **To receive any apologies for absence.**
Apologies received from Cllr Montgomerie.

6. **Planning**

- a. To discuss and agree a response to the applications listed below

<u>SDC Reference</u>	<u>Site Address</u>	<u>Summary Description of Application / Consultation</u>	<u>SDC deadline</u>
23/00012/RFPLN APPEAL	Woody Holme Rock Hill Orpington Kent BR6 7PP	Erection of general purpose storage building.	26/06/2023

b. **To note the Planning Log**

Buildings Rear Of TD Autos Kingshall Farm Well Hill Orpington Kent BR6 7PR	Redevelopment of the site; Demolition of existing buildings; erection of 2No. dwellings with associated works	12/05/2023	05/03/2023	No objection	Granted
Early Autumn East Hill Road Knatts Valley Sevenoaks Kent TN15 6YB	Erection of replacement dwelling	05/05/2023	05/03/2023	No objection	
16 Mildmay Place Shoreham Sevenoaks Kent TN14 7ST	Subdivision of land to create new dwelling. Demolition of existing garage. Alterations to existing driveway to create new parking	10/05/2023	05/03/2023	Objection	
Heathers Rock Hill Orpington Kent BR6 7PP	Demolition of existing conservatory and removal of chimney to the rear. Erection of a two storey rear extension. Replacement of existing dormer to form three new dormers. Alterations to roof	11/05/2023	05/03/2023	Comment	
The Two Brewers 30 High Street Shoreham Sevenoaks Kent TN14 7TD	Amendment to 19/01311/FUL	17/05/2023	05/03/2023	No objection	Granted
Land North East Of The Junction With Redmans Lane Firmingers Road Orpington Kent	Use of land for a travellers caravan site.	19/05/2023	05/03/2023	No objection	
Land And Buildings Adjoining Greenhill Farm Well Hill Orpington Kent	Change of use to class E (Doggy Daycare), perimeter fencing and the erection of a cabin and pergola.	01/06/2023			
Eyot House Church Street Shoreham Sevenoaks Kent TN14 7RY	Various works to trees. (WTCA)	N/A	N/A	N/A	N/A
Forkways Rock Hill Orpington BR6 7PJ	Removal of Condition 8 and 9 of permission 15/01097/FULL1 (granted for Demolition of existing stables buildings and erection of single storey 2 bedroom dwelling utilising existing access and parking), to restore permitted development rights for dwelling.			No objection lodged	
1 The Terrace Church Street Shoreham Sevenoaks Kent TN14 7SN	Work to trees	N/A	N/A	N/A	N/A
Woody Holme Rock Hill Orpington Kent BR6 7PP	Erection of general purpose storage building.	26/06/2023			

7. To receive and authorise for signature by the Chairman, the Minutes of the meetings held Wednesday 17 May 2023

MINUTES of a MEETING of SHOREHAM PARISH COUNCIL

Shoreham Village Hall 5 April 2023 at 7:30pm

Present: Cllrs B Jeffery, J Histed (Chair), G Owen and N Powell

Also Present: 10 members of the public (in part), Amanda Barlow (Clerk)

Apologies: Cllr R Gough (County). Cllr R Waterton (District), Cllr I Roy (District) and Cllr J Edwards-Winser (District)

Public Forum: None

Cllr Histed welcomed everyone to the meeting

1. Annual General Meeting

1.1 Election of Chairman

(Clerk in the Chair).

Members resolved unanimously to elect Cllr J Histed as Chairman of the Parish Council.

1.2 Declaration of Acceptance of Office

Cllr Histed duly signed the declaration of Acceptance of Office

1.3 Election of Vice Chairman

Members resolved unanimously to elect Cllr B Jeffery as Vice Chairman of the Parish Council.

1.4 Members' Declaration of Acceptance of Office

Cllr B Jeffery duly signed the declaration of Acceptance of Office

All members signed their Declarations of Acceptance of Office

1.5 Appointment of Committee and Working Parties

- a) Planning*
- b) Amenities*
- c) Highways*

Members agreed to postpone the appointment of Committees until the next meeting when the co-options will have taken place.

2. To receive any apologies for absence.

Apologies were received and accepted from Cllr R Gough (County). Cllr R Waterton (District), Cllr I Roy (District) and Cllr J Edwards-Winser (District)

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

Members completed their disclosure of pecuniary interest forms. The Clerk advised that these will be sent to Sevenoaks District Council and are available inspection.

4. *Public Forum*

Anne Palmer asked that the new Councillors join the Village Facebook page.

5. *County/District Councillor Reports*

The District and County Councillors had given their apologies as there had been no meetings following the period of purdah

6. *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*

Members resolved to have the discussion around the co-option in confidence when discussing individuals.

7. *To confirm the Parish Council meets the requirement to gain the General Power of Competence (GPC)*

Members resolved that the Parish Council met the requirements and should receive the GPC.

Members resolved to take the Agenda items in the following order.

9. *To receive and authorise for signature by the Chairman, the Minutes of the meetings held Wednesday 5 April 2023*

Members resolved to agree the minutes of 5 April 2023.

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

- a. *Tennis courts*

Cllr Jeffery advised that the work should be starting in the middle of June.

- b. *Coronation Celebrations*

Members thanked Henry Desmond for arranging the event and residents advised that it was very nice event.

- c. *Electrical Charging Points*

The proposal is to put 2 electrical charging points in the Filston Road car park.

Cllr Jeffery advised that KCC are offering a free scheme and he had completed the forms and maps and KCC will advise the Parish Council by 27 May 2023.

11. Shoreham Woods

To discuss and agree next actions, if appropriate, following the meeting on 10 May 2023

Cllr Histed advised that Parish Council had facilitated the meeting on 10 May 2023 with Sevenoaks District Council (SDC) officers. The meeting went extremely well and was well attended. The meeting was recorded and if SDC agree the video will be shared on social media.

The following items came up:

- a. Noise and pollution monitoring – SDC have responded in an email which is included in the public papers.*
- b. SDC have offered 3 dates for walks which are*
 - i. Wednesday 31 May 10.00 to 13.00*
 - ii. Monday 3 July 13.00 to 16.00*
 - iii. Tuesday 22 August 08.00 to 11.00*
- c. The SDC have the felling licence and SDC will come back with another plan which gives the dates when the coppicing and other work will be done.*
- d. Residents also offered to volunteer and SDC will advise further.*

12. A225 Speed Reduction Project

Cllr Jeffery advised that he had met with Cllr Powell, Cllr Roy (District) and Mr Rowe of KCC Highways. Cllr Jeffery advised that the response from KCC Highways was very disappointing and he had not answered any of the questions. Members noted that Cllr Roy is meeting with KCC Highways.

13. Correspondence and Information

- a) General Correspondence
Noted at Appendix A.*
- b) Elections
Noted.*
- c) Request to use Shoreham Recreation Ground*

Members resolved to allow the Anthony Roper pre-school on 25 June 2023 at 13.00 to 15.00 and asked the Clerk to confirm that they had insurance in place and be advised to clear up their rubbish.

Members resolved to allow the music and beer festival on 15 July 2023 12 noon to 10.30 pm and thought it was a good idea for the village and would be an excellent community event for the whole Parish. Members were mindful to approve a grant which will be agreed at the next meeting.

13. Finance

- a) To agree items received, payable and paid*

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

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

- a) Planning (if required) Meeting – Wednesday 31 May 2023*
- b) Planning (if required) and Council Meeting – Wednesday 7 June 2023*
- c) Annual Parish Meeting – Wednesday 24 May 2023 at 7pm - Shoreham Village Hall***

8. *To carry out co-options to fill the vacancies on the Parish Council following the elections on 4 May 2023.*

Members resolved unanimously to co-opt the following candidates to the Parish Council.

Shoreham Ward

John Thorpe

Alice Montgomerie

Martin Sheward

Well Hill Ward

Roy Blamey

Amanda Barlow, Clerk to Shoreham Parish Council

There being no further business the meeting closed at 21.25.

Appendix A

General Correspondence

5 April to 17 May 2023

1. From Cllr John Edwards-Winser (District)



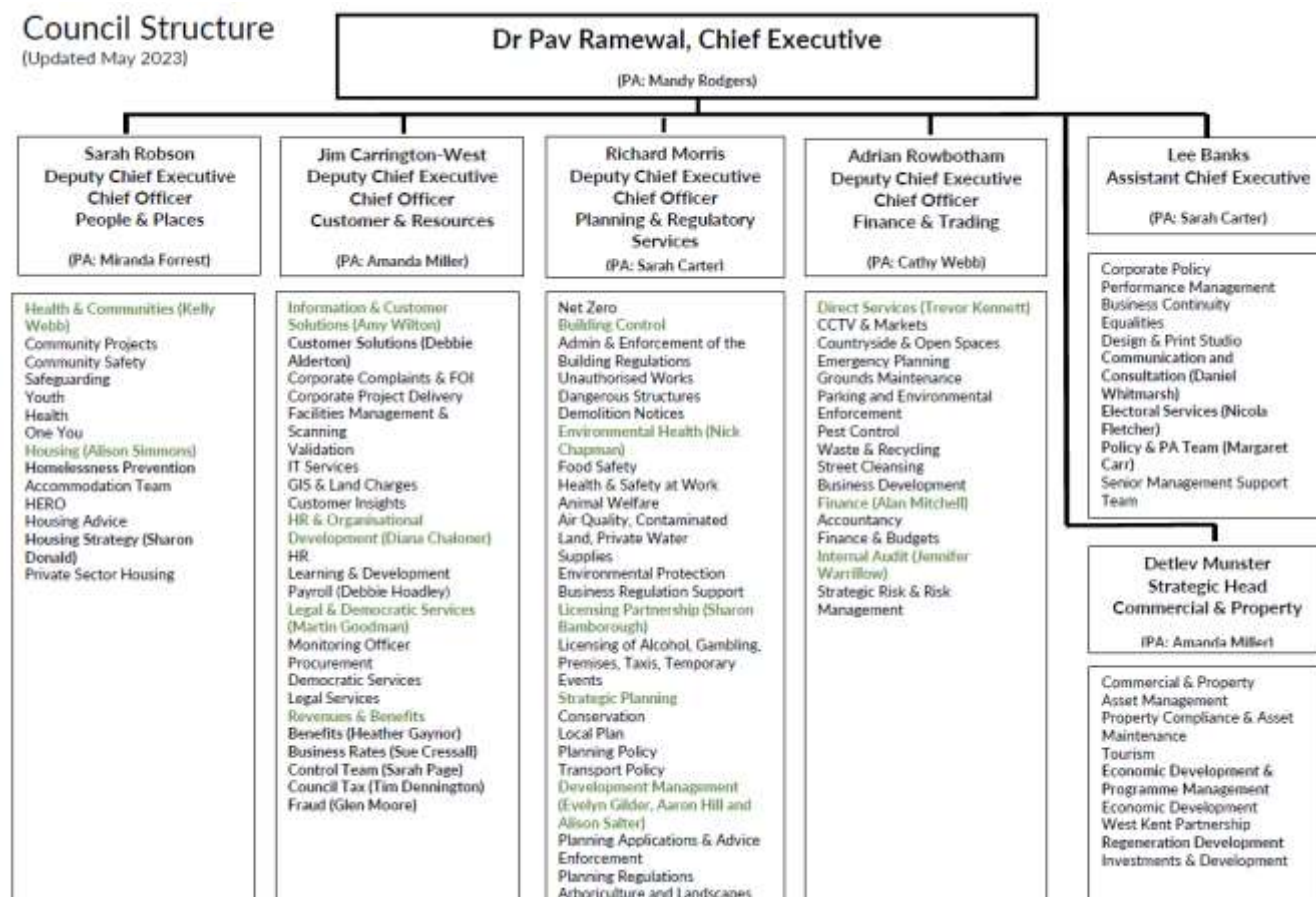
2. KENT COUNTY COUNCIL HIGHWAYS SOFT LANDSCAPING WORKS PROGRAMME 2023/2024

(for a copy please ask the Clerk)

3. SDC Structure May 2023

Council Structure

(Updated May 2023)



4. Kent Police Newsletter

Your Local Police Newsletter

April 2023

Dear Parishes,

Firstly apologies for missing the March newsletter- this will be a spring edition!

This is a more generic newsletter for the Sevenoaks district, within are the updates that we think will be of interest to yourselves and residents.

It has been the time for the Parish AGM's, I have endeavoured along with the PCSO's to attend as many as possible and apologise to those who we could not get to. Receiving face to face feedback be it positive or not is so important for us to understand how communities feel about problems in their areas.

Swanley & Local areas

A large number of Anti-social behaviour warning letters have been issued to youths and their parents in the Swanley area following issues in the centre where frequent hoax calls have been made from a telephone kiosk. Also, to youths identified lighting fires in bins. Sometimes these measures seem disproportionate to the offence, but our current guidelines are to deter young people away from the criminal justice route.

The CSU supported trading standards in an operation targeting the sale of illegal tobacco, cigarettes and vapes from a shop in Swanley. This was not just a tax evasion exercise but a concern for health matter as most of the vaping material did not comply to any European standard.

Police worked with the town council in Swanley to move on an unlawful encampment, the travellers are in the area for a couple of funerals so although are moved are still in the Kent area.

New Ash Green & Local areas

A suspect who breached his criminal behaviour order by committing further a theft from a store in New Ash Green will be charged for that offence adding more to their penalty.

Current work is being undertaken to identify a new group of youths causing problems in the centre area around businesses and vacant properties.

Several thefts from the Co-Op have been reported to the Police although it is apparent that several businesses are reluctant to report incidents to the Police and report it to the Community Warden instead. Police are working with SDC to formulate a letter for local businesses to encourage reporting to Police direct, advice around dealing with persons causing problems and to support one another.

Large Nitrous Oxide gas bottles that have been located unfortunately as the law stands is not a police matter. Persons are at liberty to purchase the gas and use it without breaking the law. It is a shame they do not dispose of the cannisters that litter many areas. Legislation has and is being reviewed by Government around the use of Nitrous Oxide. (laughing Gas)

Sevenoaks & Local areas

Proposals for a Public space protection order are being progressed through the Sevenoaks Council for the location of the Vine, it will aim to reduce anti social behaviour and the consumption of alcohol in the area if associated with ASB whilst allowing freedom for others using the location appropriately. In the interim period the Police have been utilising a Sect 34 dispersal order that is a temporary measure allowing Police officers to give a direction to persons to leave an area. This power is reviewed by an Inspector and is usually in place for up to 48 hrs at a time.

Best Bar None was also launched primarily in the town centre of Sevenoaks helping to provide safe areas of recreation for persons to eat and drink in. The scheme won an award for the best new national scheme.

Sevenoaks town centre police have been working tirelessly to investigate town centre crimes and are pleased to inform you that we have identified several repeat offenders for numerous incidents and are looking to prevent offenders causing the most harm from returning through powers under the anti social behaviour act such as criminal behaviour orders and community protection warnings/notices.

What is a criminal behaviour order? A criminal behaviour order (CBO) is a court order that restricts or prohibits an individual from engaging in specific behaviours or activities that are deemed to be criminal. CBOs are typically imposed on individuals who have been convicted of a criminal offence and are intended to prevent them from reoffending. The order may include requirements such as attending rehabilitation programs, staying away from certain places, and regularly reporting to the police. Breaching a CBO can result in arrest charge and imprisonment.

Repeat shoplifter identified for further offences in the town

A male suspect has been caught on CCTV stealing numerous items from a Boots store in Sevenoaks on 22/02/2023. The offender has been identified and linked to 4 other offences in town and is actively being sought. Police will be seeking a criminal behaviour order at court to prohibit him from the town.

OP LISBON – Police arrest 2 males for distraction phone thefts in the town centre

Two males have been jointly charged with the offence of conspiracy to Steal between February 5th and March 7th, 2023 in Kent. One of the males is also separately charged with the additional offence of Burglary on March 6th, 2023. The charges stem from several incidents where a male entered various businesses in Sevenoaks town centre and placed paperwork over employees' phones, stealing them. The suspect wore a black jacket with a white fleece lining, a navy-blue baseball cap, blue jeans, and black trainers. One other incident included a burglary at a residential property in Westerham. On March 6th, 2023, Police arrested a male after pulling over a vehicle, which was linked to a burglary on March 2nd, 2023. On March 10th, 2023, a second male was arrested by Police. Both have been charged and remanded into police custody and will appear at Maidstone Crown Court on 28/04/2023.

Police crackdown on female causing long term issues to businesses in the town centre

Despite being previously served with a community protection notice, a woman with a history of offending in the town centre has been caught stealing from M&S in Sevenoaks on 12/03/2023. The female has been interviewed and reported for the latest offense.

The police are now taking action to prevent the woman from re-offending in the town or elsewhere by seeking a criminal behaviour order at court.

Police identify a suspect for 2 x burglaries in the town centre

Two burglaries have taken place in outbuildings in Sevenoaks town centre, on the 14th and 16th of March, 2023. A male suspect on a bike has been identified as entering the unoccupied buildings in the middle of the night and stealing items from within.

Police are actively seeking the suspect, who has been identified. Please remain vigilant and report any suspicious activity. If you have any information regarding these incidents, please contact the police as soon as possible.

Police arrest suspect for theft of £2k of product from Waitrose

Sevenoaks town centre officers arrested a suspect in connection with a theft that occurred at the Waitrose store on 14/04/2023. The suspect entered the store and concealed £600 worth of cosmetics in his bag. Thanks to local authority CCTV, the suspect was quickly tracked down, and the police were able to apprehend him in the town centre.

The stolen goods were recovered, and the suspect was taken into custody. Upon further investigation, it was discovered that the suspect had been involved in a similar theft that occurred on 04/04/2023, where he was reported to have stolen £1400 worth of goods. The male has been charged and bailed to court to appear at Sevenoaks magistrates on 15/05/2023

PC Nick Hubbard says “We would like to remind the public that police are working closely with local businesses to ensure that our communities are safe and secure.

We want to assure you that we are committed to maintaining the safety of our community and will continue to work tirelessly to identify and bring to justice those who commit crimes in Sevenoaks town. We urge you to remain vigilant and report any suspicious activity to us immediately.”

Edenbridge & Local areas

Officers from the Community Safety Unit attended the Youth Club at the Baptist Church on Friday the 3rd March. We are glad to see such a positive group within the community and so well attended by a very energetic younger generation.

Due to several reports of incidents involving weapons a section 60 stop and search power was put in place over part of the easter holiday. This enabled officers to have wider powers when dealing with persons and allowed searches if they were in a specified location.

Penshurst Village annual meeting was attended where concerns were raised on how hard it was to report incidents in to the Police and that members of the public now didn't bother. It is accepted that the 101 system is notoriously busy but for non emergency calls on line reporting will always ensure that we are kept informed of incidents in your area.

We continue to receive calls in relation to youths with catapults, this is across the area and not isolated. It is another problem for the Police as possession of a catapult is not an offence – it's what you do with it-making it difficult to confiscate them within the law.

Crime Prevention & General Advice

Please keep us updated on any forthcoming meeting events in your communities. Although low on numbers we will still strive to attend these events.

If you want local alerts to your area and to be able to reply with any relevant information please sign up below.








My Community Voice Kent: Home Page



Is there a speedwatch group in your area that is now dormant? Would you like help to set up a new one or revitalise an old one. Contact speedwatch www.communityspeedwatch.org or e-mail Sevenoaks CSU csu.sevenoaks@kent.police.uk for assistance.



b) Elections Sevenoaks District Council**Election results by party**

Party name	Seats won	% of votes
 Conservative	33	51%
 Liberal Democrats	14	28%
 Green Party	4	11%
 Independent	3	5%
 Labour	0	5%
 Reform UK	0	< 1%
 Social Democratic Party	0	< 1%
Turnout:	33%	






Otford & Shoreham - results

Election Candidate	Party	Votes	%	Outcome
 John Edwards-Winser	Conservative	759	30%	Elected
 Irene Roy	Conservative	639	25%	Elected
 Benedict Bannister	Liberal Democrats	427	17%	Not elected
 Iain Porter	Liberal Democrats	402	16%	Not elected
 Maya Forth	Green Party	294	12%	Not elected

Voting Summary

Details	Number
Seats	2
Total votes	2521
Electorate	3647
Number of ballot papers issued	1397
Number of ballot papers rejected	13
Turnout	38%

Share of the votes (%)

John Edwards-Winser		30%	Elected
Irene Roy		25%	Elected
Benedict Bannister		17%	Not elected
Iain Porter		16%	Not elected
Maya Forth		12%	Not elected

Voting Summary

Details	Number
Seats	2
Total votes	2521
Electorate	3647
Number of ballot papers issued	1397
Number of ballot papers rejected	13
Turnout	38%

Appendix B

Items Paid 1 April to 30 April 2023

17 May 2023 (2023-2024)

Shoreham Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
2	Office Rent/Storage	01/04/2023		NatWest current account		Office Allowance	Mrs A C Barlow	X	30.00		30.00
1	Broadband	01/04/2023		NatWest current account		Broadband	Mrs A C Barlow	X	10.00		10.00
23	Car Park	03/04/2023		NatWest current account		Business Rates	Sevenoaks District Council	X	85.62		85.62
24	Toilets	04/04/2023		NatWest current account		Electricity	EDF Energy	X	191.00		191.00
25	Office telephone	05/04/2023		NatWest current account		Office telephone	O2	S	11.55	2.31	13.86
5	Grasscutting Shoreham	06/04/2023		NatWest current account		Grass cutting	GF Garden Maintenance	X	215.00		215.00
7	Computer/Printer Consumables	06/04/2023		NatWest current account		Website	Hugo Fox	S	29.99	6.00	35.99
10	Payroll	06/04/2023		NatWest current account		Payroll	DM Payroll Services Ltd	X	204.00		204.00
6	Toilets	06/04/2023		NatWest current account		Repairs to public conveniences	Nick's Helping Hand	X	140.00		140.00
4	Clerk's mileage	06/04/2023		NatWest current account		Mileage	Mrs A C Barlow	X	34.56		34.56
29	Clerk's Pension	14/04/2023		NatWest current account		Clerk's pension	NEST	X	137.69		137.69
31	Stationery/Sundries	18/04/2023		NatWest current account		Stationery	Amazon	S	79.17	15.83	95.00
28	Street lighting	26/04/2023		NatWest current account		Street lighting	npower	S	32.93	6.59	39.52
27	Allotments	28/04/2023		NatWest current account		Water charges	Castle Water	X	40.11		40.11
30	Stationery/Sundries	28/04/2023		NatWest current account		Stationery	Amazon	S	79.17	15.83	95.00
26	Toilets	28/04/2023		NatWest current account		Water charges	Castle Water	X	31.66		31.66

Items Received 1 April to 30 April 2023

17 May 2023 (2023-2024)

Shoreham Parish Council
RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
1	Allotments	03/04/2023		NatWest current account		Allotments rents		X	20.00		20.00
2	Allotments	06/04/2023		NatWest current account		Allotments rents		X	20.00		20.00
3	Toilets	13/04/2023		NatWest current account		EDF refund	EDF Energy	X	160.56		160.56
5	Interest on Precept	28/04/2023		NatWest tax saver		Bank interest	NatWest Bank	X	22.02		22.02
4	Precept	28/04/2023		NatWest tax saver		Precept	Sevenoaks District Council	X	22,605.00		22,605.00
Total									22,827.58		22,827.58

Items Paid 1 May to 16 May 2023

17 May 2023 (2023-2024)

Shoreham Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
22	Allotments	05/05/2023		NatWest current account		Grant for shed	Shoreham Allotment Association	X	1,500.00		1,500.00
13	Computer/Printer Consumables	05/05/2023		NatWest current account		Website	Hugo Fox	S	29.99	6.00	35.99
15	Hall/Emergency Room Hire	05/05/2023		NatWest current account		Hall hire	Shoreham Village Hall	X	90.00		90.00
19	Subscriptions - KALC/SLC	05/05/2023		NatWest current account		KALC Subscription	KALC	S	565.85	113.17	679.02
16	Grasscutting Shoreham	05/05/2023		NatWest current account		Grass cutting	GF Garden Maintenance	X	215.00		215.00
12	Office Rent/Storage	05/05/2023		NatWest current account		Office Allowance	Mrs A C Barlow	X	30.00		30.00
14	Printing Gazette/Shoreham	05/05/2023		NatWest current account		Printing Shoreham Post	St Peter & St Paul Church	X	43.75		43.75
21	Playground inspection	05/05/2023		NatWest current account		Playground Equipment Insurance	The Play Inspection Company	S	130.00	26.00	156.00
11	Broadband	05/05/2023		NatWest current account		Broadband	Mrs A C Barlow	X	10.00		10.00
20	Grant	05/05/2023		NatWest current account		Grant for Coronation Party	Henry Desmond Productions	X	1,000.00		1,000.00
Total									3,614.59	145.17	3,759.76

Items to be Paid @17 May 2023

17 May 2023 (2023-2024)

Shoreham Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
32	Toilets	17/05/2023		NatWest current account		Toilet Supplies	Goldservice Contract Cleaning	S	73.98	14.80	88.78
33	Clerk's mileage	17/05/2023		NatWest current account		Mileage	Mrs A C Barlow	X	36.72		36.72
Total									110.70	14.80	125.50

8. Matters arising from the minutes not covered by Agenda items
a. EV Charging Points

Dear Amanda and Jonathan

Just had a phone call from Connor Ward at KCC confirming we have made the shortlist for the installation of EV points subject to UK Power networks survey

Please see email below

Needs to be on June agenda

Kind regards

BrianSent from [Outlook for iOS](<https://aka.ms/o0ukef>)

From: Conor.Ward@kent.gov.uk <Conor.Ward@kent.gov.uk>

Sent: Thursday, May 25, 2023 2:36 pm

To: brian.jeffery@shorehamparishcouncil.gov.uk

<brian.jeffery@shorehamparishcouncil.gov.uk>

Subject: EV Charging Points

Hi Brian,

I can confirm that the Filston Lane car park site has been selected for our Parish EV project subject to the quotes provided to us by our contractor being acceptable. We should have these quotes back within 4-6 weeks. I will be in touch with further information as and when I get it.

Kind Regards,

Conor Ward| Transport Planner | Network Innovations| Kent County Council | Invicta House,
Maidstone, ME14 1XX | Telephone: 03000 423215

b. Shoreham Woods

9. To agree Membership of the Committees and Working Parties – suggested

New Members to the Council to decide which Committees and non Members need to be co-opted on to the Committees

- a.** Planning Committee
Cllrs Blamey, Jeffery, Sheward,
Mr R Boyle, Mrs S Parkes and Mr J Sadler
- b.** Amenities Committee
Cllrs Blamey, Jeffery,
Mrs L Spence, Mr J Sadler and Mr J Tooley
- c.** Finance & Personnel Working Party
Cllrs J Histed, B Jeffery and J Thorpe
- d.** Highways & Footpaths Working Party
Cllrs B Jeffery and N Powell

10. A225 Speed Reduction Project

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

From: "brian.jeffery@shorehamparishcouncil.gov.uk" <brian.jeffery@shorehamparishcouncil.gov.uk>

Sent: Friday, 19 May, 2023 1:52pm

To: clerk@shorehamparishcouncil.gov.uk, jonathan.histed@shorehamparishcouncil.gov.uk,

neil.powell@shorehamparishcouncil.gov.uk

Subject: Summary of Traffic improvement meeting

Dear All,

I joined the meeting with Nigel Rowe and Irene Roy for an update on the points we raised at the meeting on 5th April and Nigel's reply on the 13th April.

To be honest I might as well say, see previous notes as there has been no progress as far as I can see, it felt like Deja vu.

It was good that I included myself in the meeting as I had to remind Nigel and Irene on what we asked for.

Here's a list of items discussed:

A225 Scheme

The has been drawn up by Geoff Bynam (yes he's back!)

Additional wants from SPC (subject to cost)

Solar VAS (vehicle activated speed sign) to go between start of northern 40mph and Shoreham station junction.

White gateway both sides of road at northern start of 40mph

Wording to be agreed both Northern and Southern gateways

Pedestrian warning signs near to where footpaths cross the A225 (legality to be checked)

Refuge point for pedestrians crossing near to station (legality to be checked)

Foliage covering southern gateway to be cut back (no cost as this is highways maintenance)

Speed limit signs to be changed on station road with junction A225 from National speed limit to 40mph

Speed limit sign to be installed on Fackenden Lane junction with A225

Red road surface with speed markings at northern start of 40mph

40 mph speed marking for existing red surface at southern gateway

Other points raised

New car park directional sign near junction of High Street and Mill Lane

20mph Zone for the village

Parking restriction from start of new footpath on Station Road to junction with A225

Samuel Palmer bend (buff resurfacing)

Check additional width restriction sign for Filston lane

Advice on construction of steps opposite SR to link with new path (legality and the ownership of verge)

Change of HGV signs on Magpie Bottom to ones with additional outline of a Lorry with red line through it.

All these points should be answered by 26th May (2023). If any can't be answered this should not hold up the information on the other points.

Some of these actions will need a TRO (Traffic Regulation Order) we asked if those that need a TRO can be grouped together under one order to save costs.

I have asked for a breakdown on all the costs involved so that we can pick and choose what we want to end up with subject to funding.

Irene will check with Roger Gough regarding the funding he promised.

I laboured the point on several occasions that the Parish Council were not impressed with the time this has taken and how there has been very little voluntary communication from KCC Highways.

So, as you can see there has been no further movement in the 7 weeks since our initial meeting with Nigel Rowe in Shoreham and the 5 months since this was agreed at the JTB meeting at SDC.

This is probably why its taken 3 years to get where we are now!

Kind regards

Brian

11. Shoreham Village Hall

- a. To discuss the proposals regarding fire detection and alarm systems

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

From: "Aidan McCulloch"

Sent: Friday, 12 May, 2023 11:14am

To: "clerk@shorehamparishcouncil.gov.uk"

Subject: Shoreham Village Hall - Electrics / Fire Detection+Alarm Quotes

Hi Amanda

CC Committee: Ralph / Geraldine /Neil / John

We spoke last week on works quotes for SVH Fire Alarm system / Electrics. You said you weren't sure the PC would be quite ready to make a major financial decision given the recent election situation, and that it might have to wait for the next PC Meeting with a full complement of Councillors. You also mentioned the PC could re-claim the VAT for any works which would obviously be a significant cost saving.

I promised I'd send you details of electrical works quote (see attached) which will also be needed and is separate to the a new Fire Detection/Alarm system installation. I will separately email you the 3 quotes I obtained from different local suppliers, together with a brief summary of my reasons for a preferred/recommended supplier for a new Detection/Alarm system.

I also plan to attend next Wednesday's meeting, and look forward to seeing you there.

Kind Regards

Aidan McCulloch



5 Tudor Crescent, Otford, Sevenoaks, Kent TN14 5QS
info@7oakselectrical.co.uk
07730 686 414

Shoreham Village Hall
31 High Street
Shoreham
Sevenoaks
Kent
TN14 7TB

2nd May 2023

Estimate

Electrical works

Following my recent survey, I have pleasure in submitting our quotation for the works as discussed and detailed below.

- The supply and installation of 3 x dedicated 230v electrical circuits for the fire alarm panel, expander, and monitoring equipment.
- NICEIC Certification.

All wiring will be carried out using FP200 cable in red and will be installed to the current edition of BS767.

Total £1240.00

I trust this meets your requirements, but should you have any queries please do not hesitate to contact me on: 07730 686 414

Yours Sincerely

David Rodgers MIET
Director

QUOTES - attached separately

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

From: "Aidan McCulloch"

Sent: Friday, 12 May, 2023 12:08pm

To: "clerk@shorehamparishcouncil.gov.uk"

Subject: Quotes + Recommendation: Shoreham Village Hall Fire Detection/Alarm System

Hi Amanda

CC SVH Committee: Ralph / Geraldine / Neil / John

Following my earlier email, as promised please find attached 3 quotes obtained from different potential local providers of Fire Detection & Alarm systems, hopefully they are all relatively self explanatory. I should also advise that I'm a qualified professional Health & Safety Adviser, and am totally independent of the 3 providers detailed.

My recommendation is for NKM Fire Protection as preferred provider for the following reasons:

- cost competitive overall when maintenance charges are considered
- are well accredited by a range of fire safety organisations
- installations are fully compliant with relevant British Standards
- they provide comprehensive ongoing support
- they are a local company easily available to attend site if needed
- system has the best battery life / technical specification / communication system
- their system can be supported by a Central Station monitoring with Keyholder/Fire Brigade

(Note: essential for Village Hall)

The Village Hall Committee has also agreed/approved this recommendation at our recent Meeting on 12 April 23.

I hope this and previous is helpful, happy to discuss/clarify any issues if needed. Look forward to seeing you at next Wednesday's Parish Council meeting.

Kind Regards

Aidan McCulloch

H&S Adviser to SVH Committee

b. Village Hall Constitution

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

From: ralph.abbott@gmx.com

Sent: Tuesday, 30 May, 2023 2:54pm

To: clerk@shorehamparishcouncil.gov.uk

Subject: Village Hall Constitution

Hi Amanda,

I raised as a concern at the Hall's last committee meeting that I didn't think we met our constitutional obligations relating to the number of Trustees and the composition of our committee. The source document I've got (I'm assuming it's our constitution) is dated 31 Jan 1991 but it refers to a Trust Deed dated 3 May 1924 which I don't have.

I spoke to the Charity Commission today to ask for some advice but the answer was that we need to get some legal advice which I'm unwilling to do on the grounds of cost. There may be some pro bono service somewhere but the CC was not specific.

The Village Hall is actually run extremely well. The financial control and booking systems are really tight and very well administered by Geraldine and myself. In Neil, John and Aidan we have top guys looking after maintenance, infrastructure improvements and H&S. So on a day to day basis we aren't really bothered about whether we comply to the letter of what I consider to be an outdated document.

So over to the Parish Council as Custodian Trustee. Is it something you want to worry about or shall we just get on with the day job as we have for the last seven years?

Regards,

Ralph

12. **Correspondence and Information**

- a. Correspondence from residents
 - i) Community engagement

- ii) Riverside

From: "Ann Ball"

Sent: Tuesday, 23 May, 2023 11:03am

To: clerk@shorehamparishcouncil.gov.uk

Subject: Riverside

Amanda

I would ask the Council to review the area by the river at the bridge as it is very neglected.

The bench and planter 1982 is much loved but could do with new slats.

The concrete edges have fallen into the river and are very dangerous.

The tree hanging over the bank needs pruning at the right time of year.

This land was given by the owner of Waterhouse to build the memorial stone. On completion the stone and land were transferred into the ownership of the council together with substantial war bonds to pay for its up keep.

During the time of George? As clerk ,the parish council sold the bonds and agreed to meet the maintenance out of council funds in perpetuity.

Ann Ball

12 a. iii Cleaning the Cross

From: "Jeremy tooley"
Sent: Tuesday, 6 June, 2023 5:26pm
To: clerk@shorehamparishcouncil.gov.uk
Subject: Cleaning the Criss

Hallo Amanda,

The cross has now been given its first clean of the year, it is nearly 8 months since the last time and it showed.

The grass was much longer than usual for the first cut, and the chalk surface is really loose - I think might have been due to the prolonged cold over the winter and the frost has got into the remaining surface. As a result we have resorted to hand weeding the whole area, hoeing it just removes lots of small hard pieces and makes it even more uneven. and difficult to weed.

Vannessa has helped me today with the weeding, we have spent most of the day doing this.

Therefore the time spent is considerably more than usual.

Strimming 3 hours

Weeding 2x6 hours = 12 hours

So time spent 15 hours in total @ £15 per hour, so £225:in total please.

Looking ahead I still plan to do two more visits this year, August and October.

Finally the gate post leading onto the cross from the side is broken, however the gate can still be shut but the post will need replacing.

Jeremy

P..s. before and after weeding and gate post pictures attached.





12b. General Correspondence

1. CPRE - it's time for a rooftop revolution
2. SDC - Sevenoaks Town Neighbourhood Plan - Adoption Statement
3. CPRE - As much energy as 10 new nuclear power stations
4. SDC - Sevenoaks District Council: Community asked to comment on Sevenoakswalking, wheeling and cycling route
5. Kent Police

Changes to Local Policing

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

From: "Kelly Webb" <Kelly.Webb@sevenoaks.gov.uk>

Sent: Tuesday, 6 June, 2023 11:52am

To: "Parish and Town Councils" <ParishandTownCouncils@sevenoaks.gov.uk>, "Kathy Staff" <kathy@edenbridgetowncouncil.gov.uk>, "Linda Larter" <townclerk@sevenoakstown.gov.uk>, "Ryan Hayman" <RHayman@swanleytowncouncil.gov.uk>

Subject: Changes to Local Policing

Dear All,

Please see attached and below from Insp Mark Stubberfield

Please find attached a letter to be sent to all Parish and Town Clerks outlining the expectations on officers to attend council meetings. Also below is the name of each Beat officer and their ward responsibilities which can be shared also. This starts on 7 June 2023.

PC Peter Wilson

YC13 - Dunton Green and Riverhead

YC43 - Halstead, Knockholt and Badgers Mount

YC69 - Westerham and Crockham Hill

YC61 - Brasted, Chevening and Sundridge

PC Mike Sexton

YC24 - Edenbridge South and West

YC25 - Edenbridge North and East

YC65 - Leigh and Chiddingstone Causeway

YC67 - Penshurst, Chiddingstone and Fordcombe

YC23 - Cowden and Hever

PC Nick Hubbard

YC12 - Sevenoaks Kippington

YC15 - Sevenoaks Eastern

YC11 - Sevenoaks Town and St Johns

YC28 - Seal and Weald

YC14 - Sevenoaks Northern

PC Wayne Owen

YC66 - Otford and Shoreham

YC41 - Fawkham and West Kingsdown

YC62 – Eynsford

YC29 - Kemsing

PC Gareth Mahoney

YC44 - Crockenhill and Well Hill

YC60 - Ash (NAG)

YC63 - Hartley and Hodsoll Street

YC46 - Farningham, Horton Kirby and South Darenth

PC Taylor Beck

YC53 - Swanley White oak

YC68 - Swanley Christchurch and Swanley Village

YC54 - Swanley St Mary's

YC64 - Hextable

[cid:image001.png@01D99875.60577440]

Kelly Webb

Health & Communities Manager

Community Safety Unit

People & Places | Sevenoaks District Council | Council Offices | Argyle Road | Sevenoaks | Kent | TN13 1HG

Tel: 01732 227474

Mob: 0771 8120870

Email: kelly.webb@sevenoaks.gov.uk<<mailto:kelly.webb@sevenoaks.gov.uk>>

Online:

www.sevenoaks.gov.uk<<http://www.sevenoaks.gov.uk>>

Your Local Police Newsletter

May 2023

Dear Parishes,

Swanley & Local areas

Stolen planters belonging to the local Council were located on a near by site hours after the theft and recovered and returned by the Police.

There are continued reports of youths causing issues within the centre, most have been identified and we will by dealt with through the Youth Justice Team.

A serious assault that took place in the Hart Dyke Road area over the Coronation weekend was an isolated incident where the suspect was quickly identified and arrested. The investigation is ongoing.

New Ash Green & Local areas

Reports to a fire at the Environmental Center South Darenth were believed to be suspicious. An investigation is ongoing with several youths named. Lewisham Council who now own the building have now secured it with SiteX boarding. Police had requested this be done earlier to prevent such incidents.

Reports of bikes on the playing fields and quads in the River Darenth have started to be reported with the better weather. How calls are graded by call takers at the Control room often does not lend itself to a speedy response from the Police to such calls. If you can see the bikes causing damage or think others may be at risk of injury from them please reiterate this to the call taker.

PCSO Darling attended Hartley primary school to meet the children assisting one of the parents who is a Metropolitan Police officer.

South Darenth AGM attended by PS Savill where a brief Police update was provided and concerns listened to.

Sevenoaks & Local areas

A male was detained by members of the public and then arrested by Police following a distraction type offence in the High St where persons were targeting those leaving banks with withdrawn cash. Investigation is ongoing. This unfortunately led to PC Hubbard missing the Weald AGM but effectively disrupted an organised group operating in the SE and a further member of the group was arrested at the end of May again in Sevenoaks town.

Anti-social behaviour around the Vine rises and falls, working with Sevenoaks Council a Public Space Protection order is being sought to help with a long-term deterrent. This will still need enforcing but will provide clear signs and rule setting for those using the facilities.

Edenbridge & Local areas

CSU staff have been working to get a Criminal Behaviour order served on a Edenbridge male resident who has continually targeted vulnerable victims asking for money, this is currently within the court process and waiting for a hearing.

Hever AGM was attended at Mark Beech Village Hall where a brief Police update was provided by PS Savill.

Rural crime continues to be an issue in the west of the area, with tools and quad bikes targeted. Please report suspicious activity or incidents as we need to build a picture of what is happening in these locations. Reporting online is the quickest way.

Crime Prevention & General Advice

Please keep us updated on any forthcoming meeting events in your communities. Although low on numbers we will still strive to attend these events.

Catapult incidents continue to be a nuisance and potential danger across the area, legislation still allows for the carrying of catapults and it's only their use or intended use in criminal activity such as causing damage that allows Police to act.

The use of Nitrous Oxide gas continues to be reported to the Police although it is not an offence to be in possession of such an item. A recent move for a change in legislation was not upheld and we still have very limited powers when dealing with reports. The gas is readily available from online suppliers and the offence that is related in the supply is easily avoided by claiming it is for legitimate use.

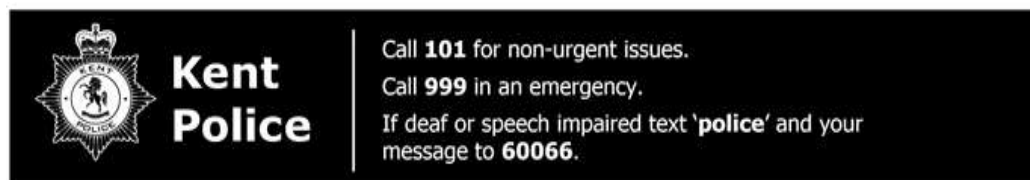
The new Neighbourhood Police Model goes live on the 7th June. Over the next few weeks the parish councils should be getting contact from the Police Constables allocated to their areas.

If you want local alerts to your area and to be able to reply with any relevant information please sign up below.

[My Community Voice Kent: Home Page](#)



Is there a speedwatch group in your area that is now dormant? Would you like help to set up a new one or revitalise an old one. Contact speedwatch www.communityspeedwatch.org or e-mail Sevenoaks CSU csu.sevenoaks@kent.police.uk for assistance.



13. Finance

a. Annual Governance and Accountability Return (AGAR)

- (i) To approve Section 1 (Annual Governance Statement) of the 2022-2023 Annual Return.
(ii) To approve Section 2 (Accounting Statements) of the 2022-2023 Annual Return.

Annual Internal Audit Report 2022/23

Shoreham Parish Council

www.shorehamparishcouncil.gov.uk

AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

02/06/2023

Name of person who carried out the internal audit

JULIA CHAMBERLAIN

Signature of person who carried out the internal audit

J Chamberlain

Date

02/06/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Shoreham Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>'Yes' means that this authority:</i> <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.shorehamparishcouncil.gov.uk

AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

Shoreham Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	97,123	123,117	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	43,200	44,118	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	22,543	23,928	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	17,073	18,373	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	22,676	102,065	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	123,117	70,725	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	123,117	70,725	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	220,280	220,280	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)		✓		The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

DATE REQUIRED

Date

I confirm that these Accounting Statements were approved by this authority on this date:

DDMMYYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

b. To approve the Asset Register 2023

ASSET REGISTER – March 2023

The Council owns the following land:-

Allotment Gardens High Street Shoreham (approx 4 acres)

Recreation Ground Shoreham including one tennis court and one hard standing play area and play equipment. Land to the west (0.25acre) planted with young trees

Land west of Recreation Ground – 1.75 acres.

Shoreham Village Hall site

The Track/Landway access (best title)

Village Green Shoreham

Cricket Ground and Pavilion Home Farm Shoreham including two kissing gates (Leased to Shoreham Cricket Club for 35 years from 1 May 2003 at a rent of one peppercorn per annum)

Play Equipment value **£40,000**

Sports Equipment value **£7,534**

The Council owns the following buildings:-

Public Toilets (attached to Shoreham Village Hall)

Tennis Shelter Recreation Ground

Buildings value **£126,487.16**

The Council owns the following war memorials:-

War Memorial Church Street Shoreham

Shoreham Cross

War memorials value **£24,588.16**

The Council leases the following:-

Land for bus shelter Filston Lane. Tenancy agreement with Sevenoaks District Council subject to annual rent £1 payable November every 10 years.

Car Park – leased from KCC for £750 per year.

Miscellaneous owned fixed items:-

2 seats Darenth Way

1 seat High Street Shoreham
4 lamp posts Station Road Shoreham
Dog bins at:- Filston Lane car park Shoreham
Mill Lane Shoreham
Recreation Ground Shoreham
Darenth Way Shoreham
Station Road, Shoreham
Well Hill Lane Well Hill
Litter bin at:- Children's playground Recreation Ground Shoreham
Noticeboards at:- East Hill
Shoreham Village Hall
Ye Old George Inn
Well Hill
Kent Hounds Car Park Well Hill
Flag pole Shoreham Village Hall

Street Furniture Value : **£14,137.79**

Other Items

Laptop and case
1 x Marquee (4m x 6m)
Steel Beacon
Speedgun
Strimmer

Contents Value - **£7532.43**

TOTAL ASSET VALUE - £220,279.54

Supplementary

Items owned by other Authorities within our Parish:
Generator – on loan from Sevenoaks District Council
Salt Bins – owned by Kent County Council

c. To agree to implement a Risk Management document

Members will need to implement a risk management document (recommendation of the auditor)

d. To agree, if appropriate, awarding a grant to the music event taking place on the recreation ground on 15 July 2023

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

From: "louise norris"

Sent: Tuesday, 6 June, 2023 2:27pm

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

Subject: Re: Village Event

Hi Amanda

Thanks for your email. I will be at work Wed but Stu can attend.

I thought if a grant was being considered I should send the costs at the moment to allow some perspective on it. Please see below

I am estimating the cost to be £3000. Stay Wild Brewery (new local Shoreham Brewery) are helping with funding as well in the hope of selling some local beer.

No profits are expected from this eventIf successful I will try running it every 2 years opposite midsummer festival incorporating the fete.

If a grant of any amount is being considered I am very grateful.

Security - being assessed next week but informed it will be in the region of £500 for the whole day
First Aid - £200
Bands - £1600 (6)
Insurance - £200
Village hall hire - £33 - £66 for toilets
Silent disco - £200

Still need to price (I am going to ask if anyone has these before hiring) - Gazebos - Generators x 2 - PA system and mic hire - Deli truck needs to sell 90 covers or we need to pick up the shortfall.

Lou

e. To agree items received, payable and paid

Items Paid 1 May to 31 May 2023

Shoreham Parish Council
PAYMENTS LIST

Voucher	Code	Date	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
34	Car Park	02/05/2023	NatWest current account		Business Rates	Sevenoaks District Council	X	88.00		88.00
35	Toilets	04/05/2023	NatWest current account		Electricity	EDF Energy	L	308.57	15.43	324.00
22	Allotments	05/05/2023	NatWest current account		Grant for shed	Shoreham Allotment Ass	X	1,500.00		1,500.00
13	Computer/Printer Consumables	05/05/2023	NatWest current account		Website	Hugo Fox	S	29.99	6.00	35.99
12	Office Rent/Storage	05/05/2023	NatWest current account		Office Allowance	Mrs A C Barlow	X	30.00		30.00
14	Printing Gazette/Shoreham Post	05/05/2023	NatWest current account		Printing Shoreham Post	St Peter & St Paul Church	X	43.75		43.75
15	Hall/Emergency Room Hire	05/05/2023	NatWest current account		Hall hire	Shoreham Village Hall	X	90.00		90.00
19	Subscriptions - KALC/SLI	05/05/2023	NatWest current account		KALC Subscription	KALC	S	565.85	113.17	679.02
16	Grasscutting Shoreham	05/05/2023	NatWest current account		Grass cutting	GF Garden Maintenance	X	215.00		215.00
21	Playground inspection	05/05/2023	NatWest current account		Playground Equipment Ins	The Play Inspection Com	S	130.00	26.00	156.00
11	Broadband	05/05/2023	NatWest current account		Broadband	Mrs A C Barlow	X	10.00		10.00
20	Grant	05/05/2023	NatWest current account		Grant for Coronation Party	Henry Desmond Products	X	1,000.00		1,000.00
36	Office telephone	09/05/2023	NatWest current account		Office telephone	O2	S	13.08	2.62	15.70
32	Toilets	17/05/2023	NatWest current account		Toilet Supplies	Goldservice Contract Cleaning	S	73.98	14.80	88.78
33	Clerk's mileage	17/05/2023	NatWest current account		Mileage	Mrs A C Barlow	X	36.72		36.72
40	Stationery/Sundries	23/05/2023	NatWest current account		Stationery	Amazon	S	9.87	1.98	11.85
38	Stationery/Sundries	24/05/2023	NatWest current account		Stationery	Amazon	S	9.10	1.82	10.92
39	Stationery/Sundries	24/05/2023	NatWest current account		Stationery	Amazon	S	6.66	1.33	7.99
42	Annual Parish Meeting	24/05/2023	NatWest current account		Drink for Annual Parish Meeting	Shoreham Village Store	S	134.50	26.90	161.40
41	Annual Parish Meeting	24/05/2023	NatWest current account		Food for Annual Parish Meeting	Marks and Spencer	X	75.20		75.20
43	Allotments	30/05/2023	NatWest current account		Water charges	Castle Water	L	21.12	1.06	22.18
44	Toilets	30/05/2023	NatWest current account		Water charges	Castle Water	Z	40.11		40.11
Total								5,742.13	211.11	5,953.24

Items to be Paid @8 June 2023

6 June 2023 (2023-2024)

Shoreham Parish Council
PAYMENTS LIST

Voucher	Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
55	Computer/Printer Consumables	08/06/2023	Website	Hugo Fox	S	29.99	6.00	35.99
54	Insurance	08/06/2023	Insurance	Arthur J Gallagher Insurance	X	1,674.66		1,674.66
56	Printing Gazette/Shoreham Post	08/06/2023	Printing Shoreham Post	Shoreham PCC	X	90.06		90.06
57	Hall/Emergency Room Hire	08/06/2023	Hall hire	Shoreham Village Hall	X	120.00		120.00
58	Notice Boards	08/06/2023	Notice Board	Nature Sign Design	S	735.00	147.00	882.00
59	General repairs	08/06/2023	Bollards Shoreham Green	Flash Mobile Welding Services Ltd	S	750.00	150.00	900.00
60	Email Hosting Charges	08/06/2023	Email Hosting	Vision ICT	S	18.00	3.60	21.60
61	Email Hosting Charges	08/06/2023	Annual Email Hosting Charge	Vision ICT	S	144.00	28.80	172.80
62	Email Hosting Charges	08/06/2023	Annual Email Hosting Charge 22	Vision ICT	S	144.00	28.80	172.80
Total						3,705.71	364.20	4,069.91

14. **Next meetings** (all starting at 7:30pm in Shoreham Village Hall unless otherwise stated)
- a. Planning (if required) Meeting – Wednesday 21 June 2023
 - b. Planning (if required) and Council Meeting – Wednesday 5 July 2023

Amanda Barlow, Clerk to Shoreham Parish Council