

SHOREHAM

Parish Clerk:
Amanda Barlow

Amanda Barlow
PO Box 618
Sevenoaks
TN13 9TW

PARISH COUNCIL

07912 611048

clerk2012@shorehamparishcouncil.gov.uk

You are hereby summoned to a Meeting of the Shoreham Parish Council to be held at **Shoreham Village Hall on Wednesday 22 June 2022** following a Planning Meeting at 7:30pm. Members of the Press and Public are warmly invited to attend.

Parish Clerk 17 June 2022

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

AGENDA for MEETING of SHOREHAM PARISH COUNCIL

1. To receive any apologies for absence.
2. To receive any disclosures of interest from members in respect of items of business included on the agenda for the meeting.
3. To receive and authorise for signature by the Chairman, the Minutes of the meetings held Wednesday 4 May 2022
4. District/County 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. Chairman's Report
7. **Heat Network Committee**
Receive an update from the Committee
8. **Darent River Valley Partnership/ Church Field Path**
9. **Highways**
10. **Notice Boards**
11. **Correspondence and Information**
 - a) Correspondence from residents:
 - i. Pump Lane
 - ii. War Memorial
 - iii. Litter bin
 - iv. George Bend
 - v. Well Hill water supply
 - b) General Correspondence

12. **Finance**

Annual Governance and Accountability Return (AGAR)

- a) To approve Section 1 (Annual Governance Statement) of the 2021-2022 Annual Return.
- b) To approve Section 2 (Accounting Statements) of the 2021-2022 Annual Return.
- c) To agree items payable and paid

13. **Working Party Updates**

- a) To receive an update from the CCTV Working Party (if available)

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

- a) Planning (if required) Meeting – Wednesday 13 July 2022
- b) Amenities Committee Meeting – Wednesday 13 July 2022
- c) Parish Council Meeting – Wednesday 20 July 2022

Amanda Barlow, Clerk to Shoreham Parish Council

Agenda Item 3- Minutes of meeting on 4 May 2022

**SHOREHAM
PARISH
COUNCIL**

Parish Clerk: Amanda Barlow
PO Box 618
Sevenoaks
TN13 9TW
clerk2012@shorehamparishcouncil.gov.uk

MINUTES of a MEETING of SHOREHAM PARISH COUNCIL

Shoreham Village Hall 4 May from 7:30pm

- Present:** Cllrs J Histed (in the Chair), R Blamey, M Cockburn, A Hibbins, B Jeffrey, N Powell and M Sheward
- Also Present:** 8 members of the public (in part)
Cllr Irene Roy (District) (in part), Cllr John Edwards-Winser (District) (in part), Amanda Barlow (Clerk)
- Apologies:** Cllr R Gough (County)
- Public Forum:** Lesley Spence advised that generator worked and Members thanked those involved in carrying out the inspection.

1. Annual General Meeting

1.1 Election of Chairman

Cllr Histed was unanimously elected as Chair of the Parish Council.

1.2 Election of Vice Chairman

Cllr Jeffrey was unanimously elected as Chair of the Parish Council.

1.3 Appointment of Committee and Working Parties

Members resolved to agree the structure of the Committees and Working Parties as at Appendix A.

2. There were no apologies.

3. There were no disclosures of interest.

4. **Members resolved to agree the minutes of the meeting held on Wednesday 6 April 2022 (copies previously distributed).**

5. District/County Councillor Reports

Cllr Gough had given his apologies.

Cllr Roy asked Members what they would like the District Councillor to do at the meeting. Members asked that District Cllrs to attend meetings as much as possible and liked the informal verbal reports at the meeting.

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*
None.

7. *Chairman's Report*
7.1. Resignation of Suzanne Hubble and Notice of Vacancy

Cllr Histed, on behalf of Members, thanked Suzanne for her excellent work for the Parish Council particularly on the broadband.

Members noted that the Clerk had posted the Notice of Vacancy on the website.

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

11. **Shoreham Village Hall**

- a) *Ownership and Land Registry*

Members agreed to investigate further into the ownership of the hall.

- b) *Insurance*

Members resolved to note that the buildings are insured under the Village Hall Insurance policy.

Members asked the Clerk to discuss with the Village Hall and appropriate amount for the Parish Council to contribute to the insurance subject to the outcome of the ownership.

- c) *Accounts*

Members agreed that the Clerk should ask the internal auditor for a quote.

13. **Finance**

- a) ***Paid and Payable***

Members resolved to agree the items payable at Appendix B.

- b) *Grant request from Kent, Sussex & Surrey Air Ambulance Charity Trust*

Members resolved to award a grant of £300 to the Kent, Sussex & Surrey Air Ambulance Charity Trust.

- c) *Donation to Shoreham's Jubilee Party*

Members resolved to donate the items left over the Annual Parish Meeting to the Shoreham Jubilee Party.

- d) ***Email Addresses***

Members resolved that the Parish Councillors should have official addresses and the email provider should be moved to Vision ICT at a cost of £18 per address and a £25 set up fee.

- e) ***Organisations***

Members resolved to agree membership of the organisations as at Appendix A.

8. **Correspondence and Information**

a) *General Correspondence*

Noted at Appendix D.

b) *Housing Needs Survey*

Members resolved not to agree to the letter.

c) *Water supply in Well Hill*

Members asked the Clerk to contact the resident.

d) *Power lines*

Noted.

Members resolved to agree to extend the meeting

9. **Church Field Footpath**

To discuss the next actions with regard to the proposed footpath to the station following the presentation by Rick Bayne of the Darent Valley Landscape Partnership Scheme at the Annual Parish Meeting.

Members resolved that the Clerk should contact Mr Bayne to request further information regarding the impact of the footpath. (Action: Clerk)

10. **Notice Boards in Village**

To agree next actions with regard the notice boards following inspection by Members.

Members agreed to discuss this item at the June meeting.

12. **Working Party Updates**

a) *To receive an update from the CCTV Working Party*

Members agreed to discuss this item at the June meeting.

b) *To receive an update from the Highways Working Party*

Members agreed to discuss this item at the June meeting.

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

a) *Planning (if required) and Council Meeting – Wednesday 18 May 2022 - noted*

b) *Planning (if required) and Council Meeting – Wednesday 1 June 2022 - noted*

Appendix A

1.3 Appointment of Committee and Working Parties

a) Planning Committee:

*Cllr Blamey (Chair), Cllr Cockburn, Cllr Hibbins, Cllr Jeffrey and Cllr Sheward.
Richard Boyle and Sarah Parkes were co-opted on the Committee.*

b) Amenities Committee :

*Cllr Blamey (Chair), Cllr Histed, Cllr Power and Cllr Jeffery.
Jeremy Tooley and Lesley Spence were co-opted onto the Committee.*

Working Parties

c) Highways – Cllr Powell, Cllr Jeffrey and Cllr Sheward

d) CCTV – Cllr Jeffrey

e) Footpaths – Cllr Powell and Cllr Sheward

f) Emergency Planning – Cllr Blamey and Lesley Spence

1.4 Representation on Other Bodies

a) KALC: Cllr Blamey

b) Shoreham Allotments Association: Cllr Blamey and Jeremy Tooley

c) Shoreham Society: Cllr Cockburn and Cllr Powell

d) Trustees of the Shoreham Village Hall (2 members): Lesley Spence and Cllr Cockburn

e) Lullingstone Liaison Committee : Sarah Parkes and Ann Ball

Appendix B

Items Paid and Received for the period 1 April to 30 April 2022

4 May 2022 (2022-2023)

Shoreham Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
18	Car Park	01/04/2022		NatWest current account		Business Rates	Sevenoaks District Council	X	79.83		79.83
14	Toilets	04/04/2022		NatWest current account		Electricity	EDF Energy	X	145.00		145.00
15	Office telephone	05/04/2022		NatWest current account		Office telephone	O2	S	10.72	2.14	12.86
5	Hall/Emergency Room Hire	05/04/2022		NatWest current account		Hall hire	Shoreham Village Hall	X	54.00		54.00
16	Subscriptions - KALC/SLC	11/04/2022		NatWest current account		Subscription	Zoom	S	11.99	2.40	14.39
17	Computer/Printer Consumables	11/04/2022		NatWest current account		Website	Hugo Fox	S	29.99	6.00	35.99
2	Printing Gazette/Shoreham Post	11/04/2022		NatWest current account		Printing Shoreham Post	Silver Pines Services	X	60.45		60.45
3	Broadband	11/04/2022		NatWest current account		Broadband	Mrs A C Barlow	X	10.00		10.00
1	Refuse freighter	11/04/2022		NatWest current account		Refuse freighter	Sevenoaks District Council	S	165.46	33.09	198.55
6	Dog waste bins	11/04/2022		NatWest current account		Dog waste bin	Sevenoaks District Council	S	332.00	66.40	398.40
7	Playground inspection	11/04/2022		NatWest current account		Playground Equipment Inspection	The Play Inspection Company	S	130.00	26.00	156.00
12	Office Rent/Storage	11/04/2022		NatWest current account		Office Allowance	Mrs A C Barlow	X	30.00		30.00
13	Clerk's mileage	11/04/2022		NatWest current account		Mileage	Mrs A C Barlow	X	73.44		73.44
Total									2,220.35	136.03	2,356.38

4 May 2022 (2022-2023)

Shoreham Parish Council
RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
2	Tennis courts	01/04/2022		NatWest current account		Tennis Subscription	Jacqui Lewis	X	20.00		20.00
1	Tennis courts	06/04/2022		NatWest current account		Tennis Subscription	Liz Johnson	X	20.00		20.00
3	Interest on Precept	29/04/2022		NatWest tax saver		Bank interest	NatWest Bank	X	4.99		4.99
4	Precept	29/04/2022		NatWest tax saver		Precept	SDC General Account	X	22,059.00		22,059.00
5	Receipt	29/04/2022		NatWest tax saver		CIL receipt	SDC General Account	X	1,615.72		1,615.72
Total									23,719.71		23,719.71

Items to be paid in May 2022

Shoreham Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
4	Office Rent/Storage	05/05/2022		NatWest current account		Office Allowance	Mrs A C Barlow	X	30.00		30.00
11	Broadband	05/05/2022		NatWest current account		Broadband	Mrs A C Barlow	X	10.00		10.00
19	Printing Gazette/Shoreham Post	06/05/2022		NatWest current account		Printing Shoreham Post	Silver Pines Services	X	60.45		60.45
20	Hall/Emergency Room Hire	06/05/2022		NatWest current account		Hall hire	Shoreham Village Hall	X	81.00		81.00
21	War Memorial/Meenfield	06/05/2022		NatWest current account		Cleaning Cross	Jeremy Tooley	X	45.00		45.00
22	Grasscutting Shoreham	06/05/2022		NatWest current account		Grass cutting	GF Garden Maintenance	X	190.00		190.00
23	Grasscutting Shoreham	06/05/2022		NatWest current account		Grass cutting	GF Garden Maintenance	X	190.00		190.00
25	Heat Energy Project	06/05/2022		NatWest current account		Consultancy	BHESCo	X	5,425.00		5,425.00
29	Broadband	06/05/2022		NatWest current account		Broadband	Mrs A C Barlow	X	10.00		10.00
30	Office Rent/Storage	06/05/2022		NatWest current account		Office Allowance	Mrs A C Barlow	X	30.00		30.00
31	Payroll	06/05/2022		NatWest current account		Payroll	DM Payroll Services Ltd	X	174.00		174.00
24	Heat Energy Project	06/05/2022		NatWest current account		Legal Services	Thomson Snell & Passmore	S	1,300.00	260.00	1,560.00
Total									8,669.83	260.00	8,929.83

Appendix C

General Correspondence 4 April to 4 May 2022

- 1. Sevenoaks District Council: Candidates come forward for local by-elections*
- 2. KALC - Road disruptions - HGVS (Message for residents)*
- 3. NALC NEWSLETTER*
- 4. Spring Newsletter from the River Darent*
- 5. KALC NEWS MARCH 2022*
- 6. SDC - The Big Community Sing 2022*
- 7. SDC - Darent Valley Community Rail Partnership - BBC South East*
- 8. KALC - Carbon footprint tool*
- 9. NATIONAL CSSC Green Message - NaCTSO Bulletin - 11 Apr 2022*
- 10. SDC - Summer Family Fun Days*
- 11. Kent Police - District Police Community Support Officers*
- 12. Sevenoaks District Council: The race is on!*
- 13. SDC - Welcome Packs for Hosts and Ukrainian Refugees*
- 14. KALC - Men's Sheds Kent*
- 15. KALC - Trauma Teddy Bears*
- 16. Sevenoaks District Community Safety Partnership Newsletter - April 2022*
- 17. NALC EVENTS*
- 18. SDC - Homes for Ukraine - Sevenoaks District Coordinator*
- 19. NALC NEWSLETTER*
- 20. NALC CHIEF EXECUTIVE'S BULLETIN*

Agenda Item 8 – Church Field Path**From:** Rick Bayne <Rick.Bayne@kentdowns.org.uk>**Sent:** Monday, June 20, 2022 12:24 pm**To:** Brian Jeffery**Subject:** RE: Shoreham Parish Council

Good afternoon Brian

Thank you for your email and also for the apology. I will certainly look at whether we can provide a set of steps opposite SR32. However, I am fairly sure that it would need KCC Highways approval, and there may be a safety issue with having a relatively steep set of steps exiting straight onto the road (obviously there is no pavement here). I will look into this though to see if it is possible. If not deliverable within the time-limits we have, it is always something that could be “retro-fitted” at a later stage.

With regards to the width, following the response at the AGM I revised the surfaced width down from 3m to 2½m as a compromise. To clarify, the 2m width stated in the DfT guidelines is considered an absolute minimum and would be a significantly greater compromise. This width is only used when there are immovable physical barriers (such as adjacent buildings or mature trees) that prevent a wider path. The funding secured for this path is predicated on genuine shared use for pedestrians and bicycles. With the work of the Community Rail Partnership and our own, it would be reasonable to expect use of the path to increase in the future, particularly if we are looking to encourage visitors to the village to shift from being predominantly car-focused to public transport. A 2½m width would not only provide a better user experience now and reduce the potential for user conflict, but also future-proof it for any increase in numbers of users.

With this in mind, I would not be able to confirm to the funders that we would be fulfilling the definition of a shared-use path. Therefore, we wouldn't be able to proceed with a surfaced path that is narrower than 2½m. I appreciate that you express concern that aesthetically there may be a negative impact. However, whilst upon completion the path may look a little raw initially, its appearance will soften over time as adjacent vegetation re-establishes. I certainly don't believe it will create a scar down the side of the field. I would direct the Parish Council to the Mill Field at Eynsford again as an example of a similar but well-established surfaced path.

I trust the Parish Council understands our position with this and recognises that we have compromised as much as possible within the funding restrictions we have for the path.

Kind regards

Rick

Rick Bayne
Landscape Partnership Manager

Darent Valley Landscape Partnership Scheme
 The Tea Barn
 Castle Farm, Redmans Lane
 Shoreham, Kent
 TN14 7UB

rick.bayne@kentdowns.org.uk | www.darent-valley.org.uk

Tel: +44 (0)1732 280951 | Direct Dial: +44 (0)1732 494505



A Kent Downs AONB Project - Supported by The National Lottery Heritage Fund

From: Brian Jeffery <

Sent: 20 June 2022 10:05

To: Rick Bayne <Rick.Bayne@kentdowns.org.uk>

Subject: FW: Shoreham Parish Council

Dear Rick,

I'm writing to you on behalf of the parish council regarding the proposed footpath between the station and church at Shoreham

Firstly may I apologise for the robust questioning you received at our AGM it was not called for but it was a result of the difference that the parish council had envisaged for the path and the proposal from the DVLP.

After reading the documents through we saw that the proposed path could be reduced in width from 3 meters to 2 meters.

I think the points needed to enable this reduction is that there will be a verge and that the users would be below 200 per hour,

We feel that the path at 3 meters wide is too wide and will appear as a scar down the side of the field. Reducing this to 2 meters would reduce its impact.

Going back to when this was first being talked about at the PC it was mainly to take the pedestrians off Station road so they had a safe passage down to the village and up to the station. One of the ideas was also to have steps from station road up the bank to meet the path where Footpath SR32 meets Station Road. I don't know if this has been thought about or its too late to include this?

I hope this clarifies our position on this and that we can move forward to see this project to its end.

If there is anything you need to ask of the PC please feel free to contact us.

Kind regards

Brian Jeffery

Vice Chair Shoreham Parish Council



Path specification – Shoreham Station Link



Requirement

- Provide 2½m wide surfaced path of approximately 250m in length from existing entrance immediately to the west of the railway bridge on Station Road, Shoreham to existing farm track (and Darent Valley Path).
 - Install adjacent stock fencing on north side of path.
- Installation of two directional fingerpost (provided by DVLPS) at either end of new path.



Individual specifications

1. Side trim existing roadside hedgerow on field side and clear ground vegetation back to natural hedgeline.
2. Path specification:
 - a. 'Formation tray' excavated to maximum depth of 100mm below ground level, 2.5m wide.
 - b. Southern edge of formation tray to be 400mm from hedgerow stems. Care to be taken to keep damage to hedge root system as minimal as possible.
 - c. Path laid with geotextile membrane ('Terram 2000', 'Lotrack 16/15' or similar approved) laid and secured in the formation tray, to full width of path and both sides. Sheets overlapped by 1m.
 - d. Stripped turf and excavated soil to form verges and stabilise edges, but should not impede drainage (set 5mm below finished path level).
 - e. Minimum 100mm base layer of DTp Type 1 granular granite laid and compacted to minimum 1:50 (2%) central camber sides to aid drainage on both sides of the path. Compacted to refusal using heavy vibrating roller (min. 120 recommended).
 - f. Path topped with '6mm to dust' granite and compacted to refusal using heavy vibrating roller to same camber specifications.
3. Eastern access point:



- a. On western side of double field gate, remove hedgerow vegetation and log debris to provide open access point of 1.5m width.
 - b. Regrade ground level to provide level access from road (ensuring that levels are such as to prevent water drainage from road entering the field).
 - c. Continue surfacing (as above specification) from the path through access point to natural boundary with the road.
4. Western link to farm track:
- a. New path to hug existing hedgeline as much as possible with finishing curve to join existing farm track (and Darent Valley Path) and maintaining relative flat gradient.
5. Fencing specification:
- a. Use Type C8/80/15 stock netting surmounted by two stands of high tensile plain wire (1.6mm) strained and stapled to 1.7 metre chestnut round/cleft intermediate stakes (minimum top diameter 65mm).
 - b. Intermediate stakes are driven into the ground to 61cm (24") and spaced 2.50m apart (max).
 - c. Wire is to be secured to the rounded side of intermediate stakes by one staple on each of the top two wires and then every other horizontal, driven to a loose running fit to allow tensioning.
 - d. Chestnut straining posts 2.30m long; top diameter 200mm (min) will be installed at 50m (max) intervals on straight runs and at all ends, corners, changes of direction and acute variations in level. Straining posts are to be dug into the ground to 1.07m (42"), return filled with excavated material and rock wedges.
 - e. All straining posts are to be fitted with 1.65m struts, fitted into a mortised joint with the straining post and fixed with two nails. The base of each strut is to be cut square and bedded on the centre of a 305mm (12") stake to provide support to the struts.
 - f. The stock netting (50m rolls) will be strained tightly between each straining post and fixed by two staples, per wire, driven tight. The bottom line of the mesh should be 50mm from the ground at each intermediate stake.
 - g. The two high tensile plain wires to be fixed to the top of stakes with 50mm gap between the top of the stock netting and the first wire and then 100mm between that wire and the next.
 - h. All galvanised staples, wire and nails must conform to relevant British Standards.
 - i. The fencing must be set and erected in straight lines or smoothly flowing curves.
 - j. Post tops should follow the profile of the ground; set rigid, plumb and to the specified depth or greater to ensure adequate support.
 - k. Measures must be taken to prevent damage to the heads of stakes when driving. The tops should not be sawn off the intermediate stakes.

Additional funding provided by:





FIELD EDGE LINKING PATH – STATION ROAD, SHOREHAM

Stated aim in DVLPS Landscape Conservation Action Plan (LCAP):

To improve the standard of the Darent Valley Path (DVP) so that it is befitting of a county promoted route. Where possible make provision for cyclists to either use the path or an alternative parallel route, and enhance links to train stations along the route to encourage sustainable travel.

Issues & Threats identified in the LCAP:

There has been considerable demand for more multi-user access along the Darent Valley Path. Consultation carried out for the Sevenoaks Community Strategy demonstrated that many people would like to see an increase in the availability of traffic-free cycling through the Darent Valley. Currently the path surface of the DVP is not suitable to provide this, and most of the route is on public footpaths where cycle access is not allowed. Path widths are also not conducive to shared use and there is some concern from local communities as to how this can be delivered without conflict between users.

Car use in the valley is considered by many to be at a level that is largely unsustainable if landscape character and quality of the environment is to be maintained. However, joined-up public transport is not currently provided or sufficiently promoted, and is generally not considered as a viable alternative. In addition, pedestrian links from the railway stations to the DVP require improvement if train travel is to be promoted.

Timing restrictions

- Interreg Channel Experience funding – Project must be completed by 31 March 2023.
- Heritage Fund – Completion required by 30 September 2023.
- KCC Members Grant – Completion by 31 March 2023.
- John Dinnis has asked that work be undertaken between harvest of this year's crop and drilling of next year's to minimise disruption to farming operations. With funding timing restrictions, this means a small window to undertake the work in September 2022.

Scope restrictions

Funding secured from Experience, Heritage Fund and Sevenoaks DC Community Infrastructure Levy on the basis of paths being 'shared use' i.e. pedestrians, cyclists and other users. Defra AONB 'Farming in Protected Landscapes' funding unlikely to be secured unless also includes provision for shared use.

This connecting path was not an explicitly identified project within the DVLPS LCAP and therefore has required the sourcing of additional funding

Best practice guidance

Cycle Infrastructure Design Local Transport Note 1/20 July 2020

Paragraph 8.2.8 A fully shared surface is preferable to creating sub-standard widths for both pedestrians and cyclists where the available width is 3.0m or less. This allows users to walk or cycle side by side and negotiate the space when passing. Guidance on the number of users that can be accommodated on shared use routes is given in Table 6-3 in Chapter 6.

On the right track: surface requirements for shared use routes (excluding mechanically propelled vehicles) Good Practice Guide

For unsegregated cycling/walking routes, the Greenways Handbook [Countryside Agency, 2000], the Sustrans Guidelines [Sustrans, 1997], and the Department for Transport (DfT) draft publication [DfT, 2004b] recommend:

- A minimum width of 3 metres.
- An absolute minimum of 2 metres but only if traffic flows are less than 200 users per hour and there is a clear verge on each side of the route.

However, the Sustrans Guidelines [Sustrans, 1997] recognise that high cycling and pedestrian traffic flows can be accommodated on restricted width paths when the routes are delineated with a white line. Reference should be made to these guidelines for routes where smaller widths are available. Where segregation is not possible, but traffic flows are expected to be large, measures to encourage careful use must be included in the route design.

Recommended effective widths of shared use routes

	Shared use	Separated use
Absolute minimum	2.5m	4.5m
Desirable minimum	3.0m	5.0m

 Share



Appearance

The specification for the path is provided as a separate document. This has been approved by the landowner, tenant farmer and Kent County Council Public Rights of Way. The materials and design are in line with the guidance provided in the AONB's own [Landscape Design Handbook](#). Example images are provided overleaf. Image 1 is a Sustrans stock image and the material used is probably slightly darker than that proposed for the Shoreham path. Image 2 is a recently installed path at Salts Wood near Maidstone and is 2½ metres in width. This path was installed less than four months ago and therefore is yet to weather and 'mature'.



Figure 1 - Sastrans stock image of path of similar specification



Figure 2 - Path of similar specification at Salts Wood, Maldstone

Agenda Item 9 – Highways

From: Whitney.Gwillim@kent.gov.uk <Whitney.Gwillim@kent.gov.uk>

Sent: 17 June 2022 08:11

To: clerk2012@shorehamparishcouncil.gov.uk

Cc: Roger.Gough@kent.gov.uk; Paul.Leary@kent.gov.uk

Subject: FW: Highways - Shoreham Parish Council

Dear Amanda,

Thank you for your email.

I have reviewed the full length of A225 Shoreham Road between Shoreham and Eynsford. I am proposing to take the 50mph speed limit from the end of the proposed 40mph limit (just past the two footpaths) up to the 30mph entry point to Eynsford village. As I understand it Eynsford Parish Council do not wish to fund this scheme at the current time however it seems sensible to make this change now rather than later. As such I am proposing to contribute towards the scheme in two ways:

1. I have a small amount of budget available to pay for basic terminal signage and any repeaters needed for the Eynsford end of the scheme.
2. I am also proposing to contribute to the Shoreham end of the scheme by covering the Traffic Regulation Order costs in-house.

However I would still be looking to Shoreham Parish Council to fund any construction costs within their parish area this would include signing and road markings and any gateways, new surfacing etc. (this would need to be determined at the design stage).

In terms of costs we normally advise that a signed only speed limit would cost in the region of £5,000. If you would like any 'optional extras' such as village gateways these will add to the overall total.

I am currently finalising the plans for the Traffic Regulation Order. I need to confirm the highway boundary for a section of the road and once I have this information we should be ready to take the proposals out to public consultation. I will provide the parish council with a copy of the plans prior to them being advertised.

Should you have any queries in the meantime please do not hesitate to contact me

Kind regards,

Whitney Gwillim | Road Safety Engineering Project Manager | Planning and Advice (West Kent)
| Highway Improvements | Road Safety and Active Travel Group | Kent County Council |
Highways & Transportation | Henwood | 4 Javelin Way | Henwood Industrial Estate | Ashford |
Kent | TN24 8AD | External 03000 418181 | www.kent.gov.uk | Follow us on Twitter @kent_cc

From: clerk2012 <clerk2012@shorehamparishcouncil.gov.uk>

Sent: 20 May 2022 14:39

To: Whitney Gwillim - GT TRA <Whitney.Gwillim@kent.gov.uk>; Roger Gough - MEM <Roger.Gough@kent.gov.uk>

Subject: RE: Highways - Shoreham Parish Council

Dear Whitney

Thank you for your email and details of the proposal.

I have now had confirmation from Members that Shoreham Parish Council would like to proceed with the proposals and I look forward to receiving further information.

With thanks and best wishes

Amanda

Amanda Barlow

Parish Clerk, Shoreham Parish Council
PO Box 618, Sevenoaks TN13 9TW
07912 611048

From: Whitney.Gwillim@kent.gov.uk [<mailto:Whitney.Gwillim@kent.gov.uk>]

Sent: 10 May 2022 15:36

To: clerk2012@shorehamparishcouncil.gov.uk; Roger.Gough@kent.gov.uk

Subject: RE: Highways - Shoreham Parish Council

Good afternoon,

Further to my previous email I have now completed my review of the proposed speed limit change on A225 Shoreham Road. Having reviewed the evidence available to me, I believe there is scope to extend the proposed 40mph speed limit to include the two public footpaths as requested by the parish council. From this point we could look to install a 50mph speed limit to extend past the railway bridge and potentially all the way to Eynsford but this will depend on whether Eynsford Parish Council would support this proposal and whether funding is available.

Please let me know if you wish to proceed with this proposal as outlined above and I can give more details of the specific extents proposed and next steps including public consultation.

Kind regards,

Whitney Gwillim | Schemes Project Manager | Schemes Planning & Delivery Team | Kent County Council | Highways & Transportation | Ashford Highway Depot | 4 Javelin Way | Henwood Industrial Estate | Ashford | Kent | TN24 8AD | External 03000 418181 | www.kent.gov.uk | Follow us on Twitter @kent_cc

From: Whitney.Gwillim@kent.gov.uk [<mailto:Whitney.Gwillim@kent.gov.uk>]

Sent: 03 May 2022 16:19

To: clerk2012@shorehamparishcouncil.gov.uk;

Roger.Gough@kent.gov.uk

Subject: RE: Highways - Shoreham Parish Council

Dear Amanda,

Thank you for your email.

We are currently reviewing the latest average speed data and collision data available to us for the A225 Shoreham Road. We are reviewing whether the proposed extents of the 40mph may be extended further than currently suggested. We need to ensure that any speed limit we introduce is appropriate for the road environment and we work to Department for Transport (DfT) guidance when assessing any requests for new speed limits. Speed limits should not be used to warn of single hazards but relate to the whole road environment. Please be advised that a change in the speed limit alone will rarely make a significant difference to the actual speed of vehicles being driven along a road. Typically a reduction of only 2-3mph is achieved through signing alone.

I am due to speak with my manager on the current proposals and expect to be able to give a full update and recommendation with next steps within the next week.

With regards to Station Road I have attached my latest email on this subject. Our current guidance on red surfacing is that it may be installed only at speed limit gateways and therefore would not be suitable at this location. Textured surfacing should not be used in isolation, it can be used as part of a larger scheme where materials are used at other locations to provide speed management or a shared space environment. Could you please give some more information about the nature of the problem and what you would like this scheme to achieve and we can advise on the best options.

With regards to the weight limit signage I can advise that we have carried out a review of current signage HGV signage through Shoreham. Shoreham and Otford have a width limit in place through the two villages and our records indicate that signage should be in place at the following junctions:

High Street and Castle Farm Road, Shoreham
Station Road and A225 Shoreham Road, Shoreham
A225 Sevenoaks Road and High Street, Otford
London Road and Morants Court Road, Dunton Green

Given that Shoreham already has an existing width restriction in place it is unlikely that a weight limit would have any additional impact. If you wish to proceed with a weight limit order, a Traffic Regulation Order would need to be advertised. Objections to the proposal may result in KCC deciding not to proceed with the new restriction. Costs up to this point will need to be paid for by the applicant. Please note that for environmental weight limits we will always include an exemption for vehicles gaining access to properties within the restricted area. If you haven't already I would encourage you to consider our Lorry Watch scheme which is run by local residents. Community volunteers record details of lorries that are suspected of using unsuitable roads or not sticking to the limits and restrictions. A link to more information can be found below:

<https://www.kent.gov.uk/roads-and-travel/travelling-around-kent/lorries-and-hgv/lorry-watch>

I hope this information proved helpful and I will be in touch soon with my recommendation for the A225 Shoreham Road.

Kind regards,

Whitney Gwillim | Schemes Project Manager | Schemes Planning & Delivery Team | Kent County Council | Highways & Transportation | Ashford Highway Depot | 4 Javelin Way | Henwood Industrial Estate | Ashford | Kent | TN24 8AD | External 03000 418181 | www.kent.gov.uk | Follow us on Twitter @kent_cc

Agenda Item 10 – Notice Boards

Dear All,

I was tasked with checking the notice boards at the village hall.

On the footpath.



All in good condition. Could do with a coat of paint at some time in the non-too distant future.



The doors do not shut too well. Magnets were a little rusty,



but I gave them a wire brush and wet&dry clean up whilst I was there.

Doors now click shut better, but top magnet does not grip too well.

Is not leaking as such, but driving rain and general damp air is getting in.

The top notice boards.



Are all serviceable. The soft pin-board seems to take drawing pins ok.

Left hand one is locked.

Centre has a glass door, and RH one is open to the elements.

All seem to be doing what they need to do.

I would think the LH one could be taken over for all the formal SPC notices, duplicated onto the one by the footpath.

Regards

Martin

Agenda Item 11 – Correspondence from residents

i. Pump Lane

Hi, I live at Owen Wood House, Pump Lane, Well Hill. This is the end of Pump Lane where the refuse lorry stops near the former Kent Hounds pub. Pump Lane is an unmade track and has over time become full of very large pot holes making it difficult to drive safely. and is not ideal for walkers, cyclists and horse riders using it as the designated bridle path it is. Ourselves and 1 other resident have tried to maintain the track as best we can but now need help please. The parish council used to supply type 1 noggin to repair the holes and improve the general condition of the track and we have been able to use this to repair the track and keep in a reasonable condition. Is it possible the Parish council could do this again please? We are prepared to spread the material and make the repairs. Also the immediate entrance to this part of Pump Lane that is tarmaced is in a bad state of repair. Given that this small section is used by the refuse lorry service to access the parking area, and by many other residents who use the refuse service , can the Parish Council arrange for this section to be re-tarmaced? This section is also used as a passing place for vehicles using Well Hill and is therefore essential to maintain ease of traffic flow along Well Hill. Under these circumstances could this section be maintained by the Parish Council? Thanking you, Jill Eldridge

ii. War Memorial

Jonathan

I have been filling the 4 troughs by the war memorial since Pat Gillingham left and as these belong to the parish council could you arrange for another person to undertake this role twice a year and keep them watered. My hands aren't as strong as they used to be so I find this hard to do now.

PC own the trough at the back of the bench that was installed by the PC in 1982

I have copied Lorna in to this email for RBL

regards

Ann Ball

iii. Litter bin

From: Steve Corbett

Date: 6 May 2022 at 17:05:15 BST

To: Neil Powell

Subject: Litter bin, corner of Forge Way

Hi Neil & SPC,

As discussed earlier, I'd like to get rid of the SDC-maintained litter bin outside our house on the corner of High Street / Forge Way. It's a horrible blot on an otherwise lovely landscape (OK, I'll admit to being a bit biased) in a Conservation Area. I'd like to replace it with a wood-clad bin. I realise that being a non-SDC issue bin means SDC will no longer maintain it, I'm happy to take over the duty of emptying it as and when necessary and putting the rubbish out for the usual Wednesday rubbish collection. I would also like to relocate it against the railing fence between the telegraph pole and the kerb.

So, first off, would the PC agree to the replacement and relocation of the bin?

Secondly, I was hoping that the Parish Council could cover the cost of the purchase of the bin but having looked at wooden bins available online, they're a ridiculous price ranging from £400 (not that good) up to £781!! (very nice but stupid money). I think my brother and I could make something just as good for a tiny fraction of that. Could the PC contribute to the cost of materials including what I think will be the biggest outlay, the cost of some fire-retardant treatment?

Photos attached of the existing bin, plus a couple of examples of the kind of bin I'd like instead.

Best regards,

Steve 'Mellie' Corbett

iv. George Bend

Hi both

Nearly six years ago, public funds were used to commission an independent traffic and parking survey, which gave objective comment and recommendations, most of which have been ignored ever since.

<https://www.dropbox.com/s/nvi71uh8xno622d/Shoreham%20Village%20Report%20-%20Final.pdf?dl=0>

74% of those who responded to the PC's survey more than two years ago expressed concerns about the George bend. With visitor numbers growing and the opening of The Samuel Palmer, Station Road and the bend will continue to be problematic unless something is done to control parking.

There's a clear mandate to do something on this and all the other issues of concern.

Please add the issue to the agenda, and here's hoping that finally somebody grasps the nettle and stops procrastinating.

Traffic Survey Results

Exactly 150 completed surveys received out of 577 (25% uptake). The figures in the table below show the number/percentage of people who answered 'Y' or 'A concern'.

1)	Do you support reducing the speed in the village to 20mph	142	95%
2)	Do you support minimising HGV access to the village (except of access)	148	99%
3)	Do you support reducing the speed on the A225 from Otford to Preston Farm to 40mph	116	77%
4)	Do you support adding a new 'Free Parking 500m' sign at the North East end of the village	137	91%
5)	In addition, which of the following remains a concern		
a)	George bends	111	74%
b)	Pinch point at bridge	78	52%
c)	Pinch point at allotments/lack of pavement	73	49%
d)	Additional passing place on High Street	77	51%
e)	Insufficient parking in the village	95	63%
f)	Too many visitors in the village	78	52%
g)	Would you sacrifice village green spaces for more parking	40	27%

1 of 1

Here's a link to "Verbatim Comments from Traffic Survey.docx" in my Dropbox:

<https://www.dropbox.com/s/6zfshfb8ogaku6z/Verbatim%20Comments%20from%20Traffic%20Survey.docx?dl=0>

Kind regards

Ann

v. Well Hill water supply

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

Sent: 16 June 2022 13:55

To: Parish.Council, Shoreham clerk2012@shorehamparishcouncil.gov.uk

Subject: Fw: Water supply to our property & neighbouring properties in Well Hill from Thames water is not sufficient

Dear Amanda

Please could you ask councillors to look into this problem and investigate if there is anything they can do?

I look forward to hearing from you.

Yours sincerely

Cllr. Rachel Waterton

Independent

Member of Sevenoaks District Council

District Councillor for Crockenhill and Well Hill

From: Jill Eldridge <

Sent: 27 April 2022 20:01

To: Cllr Waterton, Rachel <cllr.waterton@sevenoaks.gov.uk> **Subject:** Re: Water supply to our property & neighbouring properties in Well Hill from Thames water is not sufficient

Hi Rachel

No I have not heard from Shoreham PC at all.

We had a call from Thames Water on Monday, confirming their position is they are providing the legally required pressure from the reservoir and will not be taking any further action. They have said we can complain, but that will not result in any further works being undertaken!

They are not prepared to even consider the option that the work undertaken has caused a blockage in our supply pipe from their stopcock to our property.

This is just not acceptable.

Thanks

Jill

Sent from my iPad

From: Jill Eldridge

Sent: 19 April 2022 16:27

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

Subject: RE: Water supply to our property & neighbouring properties in Well Hill from Thames water is not sufficient

Dear Rachel

Thank you for your reply.

No, I had not been in touch with Shoreham Parish Council as was not sure they would be able to help at all, but see you copied them into your reply so hopefully they will have a look at this.

To my knowledge, the problem affects a few houses in our immediate neighbourhood, but I'm not sure how further the problem goes in Well Hill. Our immediate neighbour has told us their pressure increased marginally since Thames Water did latest investigation, but ours has not. We are wondering if there is 'muck' stuck in our supply pipe from the main pipe in Well Hill, due to works undertaken by Thames Water, which is contributing to the low pressure supply to Owen Wood House? When we turn on a tap we often get spurting of water like there is an air lock or something.

Thames Water have told us that any issues with our supply pipe from the main stopcock in Well Hill is not their responsibility, but ours. This seems very unfair since we did not have this problem until Thames Water began 'remedial works' last year.

I look forward to any help you can give.

Kind regards

Jill Eldridge

From: Jill Eldridge

Sent: 13 April 2022 18:03

To: Cllr Waterton, Rachel <cldr.waterton@sevenoaks.gov.uk>

Subject: Fwd: Water supply to our property & neighbouring properties in Well Hill from Thames water is not sufficient

Dear Councillor Waterton and Councillor Gough

Please can you help us with our inadequate water supply from Thames Water?

The supply from Thames Water to this area has always been at best adequate and apparently met the minimum standards required.

However, from around October/November 2021 Thames Water undertook some works to the immediate area. The works were ongoing for many weeks and in that time our water supply was sporadic and on some occasions failed altogether. We were informed that the works in progress were to change the areas supply from the gravity fed reservoir in Well Hill Lane to a pumped system with the intention of improving the supply locally.

Since completion of the works at the end of 2021, our supply has been severely reduced, again sometimes failing altogether. We are now unable to use more than one appliance at a time, i.e. if the washing machine is on, we do not have adequate supply to use the dishwasher at same time, if the toilet has been flushed the water flow is inadequate to the tap for hand washing etc.. Also if a tap or appliance is used the main tank cannot fill properly and this has caused us problems with the shower. This was not an issue prior to works in 2021.

We contacted Thames Water at the beginning of the year, and were assured corrective works would be undertaken. We were informed that the problem was the works had caused pipes to burst in the Crockenhill area and a restrictor valve had had to be installed before Park Gate/ Daltons Road to prevent the bursting pipes. After several engineer visits and conversations with Thames Water we were told the restrictor valve had been installed in the wrong place meaning properties in Well Hill, (including ours) were receiving restricted pressure.

After being assured that the corrective works would take place, we have now received the email below, more or less saying that we have an adequate supply from the reservoir and Thames Water obligations are being met.

This is just not acceptable. We have been left with a water supply that is worse than it was before works started last year, and really is not enough to meet the needs of modern living. It is not acceptable on a day to day basis and especially when our family and young grandchildren come to visit or stay.

We do not seem to be able to get any reassurance from Thames Water that they will resolve this problem.

Is there anything you can do to help at all, is there anyone else we could be contacting to help resolve this matter?

I look forward to your reply.

Thanking you ,

Jill Eldridge

b) General Correspondence

1. SDC - Sevenoaks Urban Area Local Walking and Cycling Infrastructure Plan (LCWIP)
2. SDC - Young Person Mentoring Project
3. SDC - Sevenoaks Welcomes Refugees - various correspondence
4. KALC NEWS APRIL 2022
5. Sevenoaks District Council: New Chairman champions the environment
6. Sevenoaks District Council: Swanley man snared for fly tipping offences
7. KALC - Kent Homeless Connect - Public Consultation Invitation
8. Sevenoaks District Council: Sevenoaks secures funding for safe cycle and walking route
9. NALC - CHIEF EXECUTIVE'S BULLETIN
10. CPRE - Star Count results: night skies outlook is bright!
11. KALC - Kent Connect to Support - supporting people to live well in Kent
12. KALC - Private Members' Ballot - Local Electricity Bill.
13. Gatwick Airport Northern Runway Project: Summer 2022 Consultation launched
14. KALC NEWS MAY 2022
15. M20 Moveable Barrier: project update

12. Finance

Annual Governance and Accountability Return (AGAR)

- a) To approve Section 1 (Annual Governance Statement) of the 2021-2022 Annual Return.
- b) To approve Section 2 (Accounting Statements) of the 2021-2022 Annual Return.

Annual Internal Audit Report 2021/22

During the financial year ended 31 March 2022, 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 2021/22 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 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick 'not covered')			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements.	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 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

14/06/2022

Name of person who carried out the internal audit

Julia Chamberlain

Signature of person who carried out the internal audit

Julia Chamberlain

Date

22/06/2022

*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 2021/22

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 2022, that:

	Agreed		"Yes" means that this authority:
	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>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:

DD/MM/YY

and recorded as minute reference:

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 2021/22 for

E Shoreham Parish Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	74,087	97,123	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	43,200	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	14,328	22,543	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	16,979	17,073	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	17,513	22,676	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	97,123	123,117	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	97,123	123,117	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).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
		✓	
			The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 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

DD/MM/YY

Date

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Explanation of variances – pro formaName of smaller authority: **Shoreham Parish Council**

County area (local councils and parish meetings only):

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes**Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:**

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2020/21 £	2021/22 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES
1 Balances Brought Forward	74,087	97,123				Explanation of % variance from PY opening balance not required - Balance brought forward agrees
2 Precept or Rates and Levies	43,200	43,200	0	0.00%	NO	
3 Total Other Receipts	14,328	22,543	8,215	57.34%	YES	
4 Staff Costs	16,979	17,073	94	0.55%	NO	
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO	
6 All Other Payments	17,513	22,676	5,163	29.48%	YES	
7 Balances Carried Forward	97,123	123,117			YES	VARIANCE EXPLANATION NOT REQUIRED EXPLANATION REQUIRED ON RESERVES TAB AS
8 Total Cash and Short Term Investments	97,123	123,117				VARIANCE EXPLANATION NOT REQUIRED
9 Total Fixed Assets plus Other Long Term Investments and	229,280		-229,280	100.00%	YES	
10 Total Borrowings	0		0	0.00%	NO	
Rounding errors of up to £2 are tolerable						
Variances of £200 or less are tolerable						
BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)						

2 Receipts

2020/21 – Receipts £3000 plus grants of £10,330 and CIL of £1,000

2021/22 – Receipts £2,500 plus grant of £20,000

c To agree items payable and paid

Items Paid 1 May to 31 May 2022

22 June 2022 (2022-2023)

Shoreham Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
11	Broadband	05/05/2022		NatWest current account		Broadband	Mrs A C Barlow	X	10.00		10.00
19	Printing Gazette/Shoreham	06/05/2022		NatWest current account		Printing Shoreham Post	Silver Pines Services	X	60.45		60.45
20	Hall/Emergency Room Hire	06/05/2022		NatWest current account		Hall hire	Shoreham Village Hall	X	81.00		81.00
21	War Memorial/Meenfield	06/05/2022		NatWest current account		Cleaning Cross	Jeremy Tooley	X	45.00		45.00
22	Grasscutting Shoreham	06/05/2022		NatWest current account		Grass cutting	GF Garden Maintenance	X	190.00		190.00
23	Grasscutting Shoreham	06/05/2022		NatWest current account		Grass cutting	GF Garden Maintenance	X	190.00		190.00
24	Heat Energy Project	06/05/2022		NatWest current account		Legal Services	Thomson Snell & Passmore	S	1,300.00	260.00	1,560.00
25	Heat Energy Project	06/05/2022		NatWest current account		Consultancy	BHESCo	S	5,425.00	1,085.00	6,510.00
30	Office Rent/Storage	06/05/2022		NatWest current account		Office Allowance	Mrs A C Barlow	X	30.00		30.00
31	Payroll	06/05/2022		NatWest current account		Payroll	DM Payroll Services Ltd	X	174.00		174.00
26	Lengthsmen	20/05/2022		NatWest current account		Lengthsman wages	Mrs A Hollands-Parsons	X	267.30		267.30
27	Lengthsmen	20/05/2022		NatWest current account		Lengthsman wages	N McDonnell	X	35.64		35.64
28	Clerk's salary	20/05/2022		NatWest current account		Clerk's salary	Mrs A C Barlow	X	784.53		784.53
Total									8,592.92	1,345.00	9,937.92

Items to be Paid

22 June 2022 (2022-2023)

Shoreham Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
4	Office Rent/Storage	06/06/2022		NatWest current account		Office Allowance	Mrs A C Barlow	X	30.00		30.00
29	Broadband	06/06/2022		NatWest current account		Broadband	Mrs A C Barlow	X	10.00		10.00
41	Toilets	06/06/2022		NatWest current account		Toilet cleaning	Mrs L Spence	X	51.00		51.00
42	Insurance	22/06/2022		NatWest current account		Insurance	Arthur J Gallagher Insurance	X	1,522.08		1,522.08
39	Photocopier Rental and Consumables	22/06/2022		NatWest current account		Photocopier Rental and Consumables	Sundridge with Ide Hill Park	X	196.20		196.20
33	Printing Gazette/Shoreham	28/06/2022		NatWest current account		Printing Shoreham Post	Silver Pines Services	X	60.45		60.45
34	Hall/Emergency Room Hire	28/06/2022		NatWest current account		Hall hire	Shoreham Village Hall	X	54.00		54.00
35	Grasscutting Shoreham	28/06/2022		NatWest current account		Grass cutting	GF Garden Maintenance	X	190.00		190.00
36	Toilets	28/06/2022		NatWest current account		Asbestos Survey	RBM Services	X	220.00		220.00
32	Computer/Printer Consumables	28/06/2022		NatWest current account		Website	Hugo Fox	S	29.99	6.00	35.99
37	Toilets	28/06/2022		NatWest current account		Toilet Supplies	Goldservice Contract Cleaning	S	78.78	15.76	94.54
38	Website hosting charge	28/06/2022		NatWest current account		website hosting	HCI Data Ltd	S	85.00	17.00	102.00
40	Heat Energy Project	28/06/2022		NatWest current account		Heat Project	BHESCo	S	2,765.00	553.00	3,318.00
Total									5,292.50	591.76	5,884.26

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

Do Members wish to hold the next Parish Council meeting at Well Hill Mission Church.

- a) Planning (if required) Meeting – Wednesday 13 July 2022
- b) Amenities Committee Meeting – Wednesday 13 July 2022
- c) Parish Council Meeting – Wednesday 20 July 2022