

SHOREHAM

Parish Clerk:

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COUNCIL

DRAFT MINUTES of a MEETING of SHOREHAM PARISH COUNCIL

Shoreham Village Hall 7th July 2021 from 7:30pm

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

Also Present: District Councillor Irene Roy
6 members of the public

Clerk: Sarah Moon

Public Question Time :

Cllr Powell suggested that, following the recent installation of the defibrillator outside the Village Hall, the Parish Council organise training in how to use it as well as some general First Aid training. It was agreed that the Clerk should include this as an agenda item for a future meeting.

1. Apologies for absence were received from Cllr Brian Jeffery, District Councillor John Edwards-Winser and County Councillor Roger Gough.
2. There were no disclosures of interest.
3. The Minutes of the meeting held Wednesday 9th June 2021 (copies previously distributed) were received and authorised by the Chairman.
4. **District/County Councillor Reports**

County Councillor Roger Gough was not present but had stated that he had not much to report other than the fact that he would shortly be attending a meeting of the Lullingstone Liaison Committee.

District Councillor Irene Roy informed the council that she had stepped down from the Development Control Committee and was now sitting on the Cleaner and Greener Committee. She continues to sit on the Joint Transportation Board and the Conservation and Advisory Committee. She has also recently become Chair of Otford Parish Council.

Cllr Roy has reviewed the response from the KCC Highways Officer concerning the Shoreham Rd speed reduction proposal. It appears the Officer has made a decision on the proposal without referring the matter back to the JTB for the board members to decide. Cllr Roy will check this with Democratic Services.

Cllr Roy will review the response from KCC regarding costs for the traffic calming proposals with Cllr Powell and the traffic working party.

Meanwhile, following a successful CIL application, the Otford traffic measures have been approved and work on Phase 1 will commence 26th July. This includes the introduction of a 20 mph Otford High Street as well as an extension onto the A225 near the pond and little way up Station Road. Measures to enable the speed limit will include a speed table under the zebra crossing, re-surfacing works and the narrowing of the road near Station Road by the widening verge. This amounts to £70,000 k worth of work and will take five weeks to complete. The work will take place at night to minimise disruption.

5. **Chairman's Report**

The Chairman reported that he had attended the launch of Samuel Palmer Trail app and thought it looked impressive. The trail is essentially a multi-media walk around the valley combining licensed images of Samuel Palmer's work.

The Chairman also confirmed that he is now officially a trustee of the Walnut Tree Trust and has already attended two meetings with the other new trustees. Most of the old trustees have now resigned so more are required. The trustees will soon be meeting with the tenants and also wish to engage with the public. At present, the trustees are considering the priorities for the trust and are currently waiting for a timber engineer to have a look at the barn to see what is required to stabilise and preserve it.

6. **Report from the Clerk**

- The annual return has been submitted and the internal audit completed. A report has been received and this will need to be considered at the next finance meeting.
- The gates/fence posts at the cross have been repaired.
- KCC have confirmed that the footpath, which runs parallel to the A225 was the subject of a Deed of Dedication by the landowner to KCC in 1941. The footpath, which runs from the station to Fackenden Lane, is not currently a public footpath and does not appear on any maps. The PC would however, like it to be made into an official Public Right of Way. Increasing amounts of visitors, including children undertaking their Duke of Edinburgh Award have been seen walking on the busy and dangerous A225 because they are unaware of the existence of the path. KCC firstly said the path was nothing to do with them but after bit more research unearthed a Deed of Dedication by the landowner to KCC in 1941. They are now trying to establish is if it is a footway that KHT are responsible for or if it should be a Public Right of Way.
- The project to plant daffodils around the village this autumn has been postponed for this year.
- Orchids have appeared in the Centenary Wood.

7. **Heat Network Committee**

- a) The Heat Network Committee reported that they had met on 30th June 2021 and subsequently sent the following documents to the Parish Council for review/approval:
- Update from the Committee, including the Committee's proposed Terms of Reference;
 - Invitation to Tender;
 - Consultant Shortlist.

It was RESOLVED to accept the Terms of Reference as follows:

'To work under the authority of the Council to secure funding for and conduct a Feasibility Study into the development of a Heat Network using heat pumps to replace fossil-fuel heating systems for homes, businesses and public buildings in Shoreham'

- b) The Heat Network Committee then talked through the application process for obtaining an RCEF grant to finance a feasibility study. The deadline for the current round of funding is 13th August and it is hoped that the application could be submitted before then. Before submitting the application however, a contractor needs to be selected. A shortlist of seven contractors has been prepared as well as an Invitation to Tender document, which will be sent out to all firms on the list. The Committee then asked for authority to proceed with the procurement process and to send out the Invitation to Tender to the seven firms in the name of Shoreham Parish Council.

Cllr Sheward requested that the ITT be amended to ensure contractors evaluate and summarise any key uncertainties as well as any risks associated with the feasibility assessment.

It was then RESOLVED that subject to the above change being made, the ITT be approved. The decision was reached by majority vote of five in favour, one against and one abstention.

It was also RESOLVED that once the change has been made, the ITT could be sent to the seven shortlisted firms in the name of Shoreham Parish Council.

The decision was reached by majority vote of six in favour and one against.

- c) The details of the Parish Council's involvement in finalising/signing off the actual application, were then discussed. The Committee confirmed that they had already started working on the application and would like it to be signed in the name of the council. The Committee also confirmed that there would be no contractual liabilities at this stage as these would only apply once the grant had been received and the contractor formally instructed.

The application can only be submitted when the contractor has been selected and the Parish Council asked to see evidence of the reasoning behind the decision making in selecting the final consultant. Clarification surrounding the trigger point of the consultant being paid and the grant being awarded is also required and Energy Hub should be able to give advice on this.

It was agreed that all members of the Parish Council should have sight of the application before it is submitted and this should be done via a Parish Council meeting on 4th August. At this point, the final contractor will not have been selected but the application itself should be 95% complete. Members of the council will also have the opportunity to comment on the scoring and interview process being used to select the final candidate. If members wish to hold a second meeting on 11th to see the final application before it is submitted, then this can be decided also on 4th.

8. Amenities Recommendations

The following recommendations made by the Amenities & Services Committee at their meeting held on Wednesday 23rd June 2021 were considered:

- That a budget of £600 be allocated to cover the cost of the remedial works required to be taken as highlighted in the playground inspection report (timber treatment of trim trail, sanding of rough edges, replenishing bark chippings under tractor and putting some under bench, replacing missing bungs in bench, replace rotten fence posts. RESOLVED to accept this recommendation.
- To take on ownership of the grass verge in Forge Way and grass area in Mildmay Place should SDC decide to dispose of these as part of their asset review. As it is not yet clear which of their assets SDC will decide to dispose of, it was RESOLVED instead to investigate trying to register both areas as Assets of Community Value.

9. **Working Party Updates**

- a) The Broadband Working Party gave the following update:
Openreach should be done by the end of October. If people have already pledged vouchers then they should not use Trooli. Trooli have been contacted and asked to inform people of this if asked. Separately, the Clerk was asked to contact Trooli to find out where exactly they will be installing their cables as they should be mindful that Shoreham is a Conservation Area.
- b) There was no update from the CCTV Working Party.
- c) The Traffic and Parking Working Party gave the following update:
The KCC officer responsible for looking at the speed limit on the A225 has confirmed that she does not wish to accept Shoreham Parish Council's compromise of extending the limit to beyond the footpaths. This decision should not have been taken by an individual officer but should have been referred back to the JTB. Cllr Roy confirmed that she would liaise with KCC about this.
The hedges on the A255 still need to be trimmed.
Cllr Powell stated that he is in discussion with Simon Greenwood, owner of the George pub, to see if there is a possibility of installing cobbles on the bend. The cost of this is currently being looked at. Other measures on the Highways Improvement Plan, which will be going through this year include weight and width limit for vehicles passing through the village as well as a new sign for the car park. The 20mph speed limit reduction through the centre of the village will be looked at next year.

10. **Grant Applications**

The following requests for financial assistance have been received.

- a) £1000 from the PCC (Church of St Peter and St Paul) in respect of helping to maintain the churchyard in the coming year (removal of dead trees and some replanting);
- b) A donation to Citizens Advice in Sevenoaks and Swanley (part of Citizens Advice in North & West Kent);
- c) £500 from the Kent Surrey Sussex Air Ambulance;
- d) A donation to the West Kent Neighbourhood Watch Association;

It was agreed to defer considering all grant requests until the October meeting. It is still relatively early in the financial year and agreeing to these would use up nearly the whole budget. Waiting a few more months would give other organisations the opportunity to come forward.

11. **Correspondence/Information**

- a) A communication has been received from KALC advising that the Boundary Commission for England has published its initial proposals for new Parliamentary Constituency boundaries. Under such proposal, the Sevenoaks District Boundary would be affected, losing Ash in the east of the area but gaining Sutton at Hone in the north.

12. **Financial Matters**

- Accounts/Payments: The schedule of payments was authorised.
- As no meeting is scheduled for August, it was RESOLVED to allow the Clerk to make repeated payments on 1st August.

13. **Next meetings** (all starting at 7:30pm unless otherwise stated)

- a) Planning (if required) – Wednesday 21st July 2021 – Shoreham Village Hall
- b) Planning (if required) – Wednesday 4th August 2021 – Shoreham Village Hall
- c) Planning (if required) – Wednesday 18th August 2021 – Shoreham Village Hall
- d) Planning (if required) and Parish Council Meeting – Wednesday 1st September

The meeting closed at 9.30 pm

Appendix A – Schedule of Payments

7 July 2021 (2021-2022)

Shoreham Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
90	01/07/2021		NatWest current acco		Postage	Post Office Limited	X	6.85	0.00	6.85
82	05/07/2021		NatWest current acco		Office telephone	02	S	10.65	2.13	12.78
89	05/07/2021		NatWest current acco		Subscription	Zoom	S	11.99	2.40	14.39
83	05/07/2021		NatWest current acco		Broadband	Sarah Moon	X	10.00	0.00	10.00
84	05/07/2021		NatWest current acco		Office Allowance	Sarah Moon	X	30.00	0.00	30.00
85	05/07/2021		NatWest current acco		Business Rates	Sevenoaks District Council	X	84.00	0.00	84.00
86	05/07/2021		NatWest current acco		Water charges	Castle Water	X	78.70	0.00	78.70
87	05/07/2021		NatWest current acco		Electricity	EDF Energy	X	145.00	0.00	145.00
88	05/07/2021		NatWest current acco		Water charges	Castle Water	X	3.00	0.00	3.00
78	08/07/2021		NatWest current acco		Website	Hugo Fox	S	29.99	6.00	35.99
81	08/07/2021		NatWest current acco		Empty dog waste bins	Sevenoaks District Council	S	330.20	66.04	396.24
69	08/07/2021		NatWest current acco		Grant	Sevenoaks District Council	X	100.00	0.00	100.00
70	08/07/2021		NatWest current acco		Strim and spray Cross	Jeremy Tooley	X	52.50	0.00	52.50
71	08/07/2021		NatWest current acco		Printing & Laminating	Silver Pines Services	X	35.70	0.00	35.70
72	08/07/2021		NatWest current acco		Allotments rents	Shoreham Allotment Associa	X	275.00	0.00	275.00
73	08/07/2021		NatWest current acco		Subscription	Action with Communities in F	X	80.00	0.00	80.00
74	08/07/2021		NatWest current acco		PAYE & NI	HM Revenue & Customs	X	54.53	0.00	54.53
75	08/07/2021		NatWest current acco		Lengthsman wages	Mrs A Hollands-Parsons	X	267.30	0.00	267.30
76	08/07/2021		NatWest current acco		Lengthsman wages	N McDonnell	X	35.64	0.00	35.64
77	08/07/2021		NatWest current acco		Clerk's salary	Sarah Moon	X	1,070.23	0.00	1,070.23
79	08/07/2021		NatWest current acco		Audit fees	Paulette Furse	X	300.00	0.00	300.00
80	08/07/2021		NatWest current acco		Hall hire	Shoreham Village Hall	X	54.00	0.00	54.00
91	08/07/2021		NatWest current acco		Grass cutting	GF Garden Maintenance	X	380.00	0.00	380.00
92	08/07/2021		NatWest current acco		Fence posts	GF Garden Maintenance	X	388.00	0.00	388.00
Total								3,833.28	76.57	3,909.85