

SHOREHAM

Parish Clerk:

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COUNCIL

DRAFT MINUTES of a MEETING of SHOREHAM PARISH COUNCIL

Shoreham Village Hall 1st December 2021 from 7:30pm

Present: Jonathan Histed (in the Chair)
R Blamey, B Jeffery, N Powell and M Sheward

Also Present: District Councillor John Edwards-Winser
5 members of the public

Clerk: Sarah Moon

A member of the public reported that the Shoreham Society has concerns about horses/cyclists being ridden on footpath SR32. It is very difficult to stop this, as has been the case with other footpaths, even when there is ample signage. The best course of action in the first instance would be to contact Nicky Biddall, the PROW at KCC.

1. Apologies for absence were received from District Councillor Irene Roy and from Cllrs Cockburn and Hibbins.
2. There were no disclosures of interest.
3. The minutes of the meetings held Wednesday 3rd and 17th November (copies previously distributed) were received and authorised by the Chairman.

4. District/County Councillor Reports

County Councillor Roger Gough

- A meeting with Eynsford Parish Council in relation to the A225 has yet to be scheduled but as the Shoreham speed limit reduction is now on the agenda for the December JTB meeting, hopefully there will be some progress made at that.
- KCC have requested £212million from central government in respect of upgrading the county wide bus service. This is an ambitious amount but hopefully a large portion of it will be awarded.
- Will pick up with KCC about the suitability for an EVC point at the lay-by on the A225.

District Councillor John Edwards-Winser

- The National Vaccination Booking Service is now available to people aged 40-49 for their COVID-19 booster vaccine and to offer a second dose of a COVID vaccine to all young people aged 16-17 from 12 weeks after their first dose. People are encouraged to come

forward for their COVID-19 vaccine as soon as they are eligible to get the best possible protection ahead of winter. Those eligible for a COVID-19 booster can book an appointment in advance – five months after their second dose – to be vaccinated as soon as they reach the six-month mark. Sevenoaks Pharmacy on Dartford Road is currently available as a walk-in booster site. Other sites must be booked on-line via the NHS website.

- Although there was a dip in the case rate dated 4 November, when it stood at 383.5 cases per 100,000, by 17th November this had risen to 579.7 cases per 100,000 – the highest in the county. We have approx 240k residents in the district, which means that 1450 are infected.
- On Monday, the Prime Minister announced that under new legislation new homes and buildings such as supermarkets and workplaces, as well as those undergoing major renovation, will be required to install electric vehicle charge points from 2022. As part of SDC's Net Zero 2030 commitment and to help the District move towards cleaner, greener motoring, over the next couple of months 41 new electric vehicle charging points will be installed in Council car parks in Sevenoaks, Swanley and Westerham. They will be a mixture of 7Kwh and rapid 50Kwh chargers.
- A reminder that the Department for Environment, Food and Rural Affairs (Defra) are seeking views from councils on current waste management practices for domestic seating/soft furnishing waste (sofas, armchairs and dining chairs). The findings will be used to inform future government policy around current practices and any barriers in dealing with waste accordingly.

5. **Chairman's Report**

There was no report from the Chairman.

6. **Report from the Clerk**

- The handover to new the Clerk, Amanda Barlow, took place 29th November. As Amanda cannot officially start until 4th January, the current Clerk will keep computer for December in order to be able to manage meetings and run final payroll.
- The faulty ropes on the basket swing in the playground have been replaced.
- Four benches have been ordered from the Welcome Back Fund – two for Centenary Wood and two for the play area.
- Lesley Spence reported that she has attended several Zoom meetings on flooding and, as several new people have recently moved into the village, it was agreed that it would be sensible to once again write to all householders within the 1/100 flood risk reminding them of the need to complete a personal flood plan. In general, there should be 72 hours between the issuing of the first flood warning and the severe warning and in this time evacuation plans (which include things like disconnecting electricity, oil, gas etc) should be implemented. It was also agreed to add an item on flood prevention to the agenda for the January meeting.

7. **Heat Network Committee**

The Parish Council has, in principle, been awarded a £40,000 grant from the Greater South East Energy Hub to investigate the feasibility of installing a Heat Network in the village based upon ground source heat pumps. The chosen consultants BHESCo (and their subcontractors the engineering firm RINA) are ready to start work in early January. Since the last meeting of the Council – and with its permission – legal advisors Thomson, Snell and Passmore have also been chosen.

The grant offer of 10th November came with two pre-conditions:

1. The Project should demonstrate that consent for access from the landowners to investigate the feasibility of suitable heat sources has been achieved.

2. The Project prepares a communications plan, outlining how they will engage stakeholders and the wider community.

A response was sent on 19th November, as were agreements from 4 landowners allowing access to their land for the purposes of the feasibility study; an expanded communications plan; and details of the Council's bank account. The next step is for a Grant Funding Agreement to be sent, which is currently being drafted by their lawyers. This agreement will need to be signed by the Parish Council but will be non-negotiable. Ideally, this should be agreed before Christmas so that work can start in January.

Decision 1: How does the Council wish to approve the Grant Funding Agreement? It was RESOLVED that an Extraordinary Council Meeting be convened 15th December with the aim of agreeing and signing the Grant Funding Agreement.

In parallel with this work, a contract with BHESCo also needs to be agreed and signed. Their draft contract seems reasonable and a quotation for the legal work for £1,100 to £1,300 plus VAT for a review, mark up, brief discussion and then one round of amendments/comments has been received.

Decision 2: Does the Council wish to spend £1,100 to £1,300 on obtaining legal advice on the suitability of the BHESCo contract?

It was RESOLVED that a budget of £2000 be allocated for this work but that the legal advisors are not instructed until the Grant Funding Agreement has been signed. Grant funds must cover the cost of this work and therefore there is a risk that if the PC commit to the legal review and the grant is for some reason withheld, it would be out of pocket and public finances spent needlessly.

The Heat Network Committee has changed its membership slightly: Nick Copeman is working abroad for a time so is not currently available, but Alan and Debbie Davis have joined the team.

Project Champions in each area of the village, who can assist in two-way communications about the project, are currently being sought. Engagement of younger residents is critical.

8. **Budget**

It was RESOLVED to defer the 2022/2023 budget review until the ECM on 15th December.

9. **Payroll**

Quotes provided in respect of the appointment of a payroll and pension administrator were considered and it was RESOLVED to accept the quote provided by DM Payroll Services at a cost of £204 per year.

10. **Working Party Updates**

- a) No update from the Broadband Working Party was provided although updates are regularly made via the Shoreham Village Facebook. Open Reach are currently in the process of installing FTTP to homes in the village so the project is well under way.
- b) No update was received from the CCTV Working Party.
- c) The A225 speed limit reduction will once again be considered at December's JTB meeting. Cllr Powell will attend to represent Shoreham Parish Council and lobby for an extension of the proposed length of the reduction.

11. **Electric Car Charge Point in Shoreham**

At the request of a local resident, the possibility of installing an electric vehicle charge (EVC) point in the Filston Lane car park was discussed.

It was agreed that the following points need clarification and further information should be sought and brought to the January meeting.:

- Look at the KCC funding options and understand exactly what they entail;
- Look at private companies – many of these will pay for the installation but charge for the electricity;
- Ask Polar or other similar company to come and look at the car park to assess feasibility and give a rough cost;
- Decide how many and which type of charging point is best for Shoreham - rapid – probably most useful for visitors or slow/overnight, more suitable for residents;
- Contact SDC, who are currently in the process of installing 41 of these around the District and find out how they are being financed;
- The Filston Lane car park is currently free so how will users be charged for the electricity they use;
- Consider whether cars, electric or otherwise should even be encouraged in to the village. We do not want to increase the amount of cars coming into the village so also investigate the feasibility of installing a EVC point in the lay-by on the A225.

12. **KALC 2022 Community Awards Scheme**

Due to lack of time, it was RESOLVED to defer this item until the January meeting.

13. **Correspondence and Information**

- a) The request for financial assistance from West Kent Mediation was considered and it was RESOLVED to award a sum of £50.
- b) The request for a grant in the sum of £600 from Shoreham and Otford Cricket Club to help repair the damage which has been caused to the outfield during the Covid pandemic was considered and it was RESOLVED to award this amount.
- c) The November 2021 issue of Clerks and Councils Direct has been received.
- d) Issue 4 2021 of the Allotment and Leisure Gardener has been received.

14. **Financial Matters**

- a) Accounts/Payments: It was RESOLVED to accept the accounts/payments as per the attached schedule.

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

- a) Planning – Wednesday 15th December 2021
- b) Planning (if required) and Parish Council Meeting – Wednesday 12th January 2022
- c) Planning (if required) and Amenities Meeting – Wednesday 26th January 2022

Sarah Moon, Clerk to Shoreham Parish Council
The meeting closed at 9.15 pm.

Appendix A

Schedule of Payments

**Shoreham Parish Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
192	Office telephone	29/11/2021	NatWest current acco		Office telephone	O2	S	10.72	2.14	12.86
199	Subscriptions - KALC/SLCC/C	29/11/2021	NatWest current acco		Subscription	Zoom	S	11.99	2.40	14.39
200	Computer/Printer Consumabl	29/11/2021	NatWest current acco		Website	Hugo Fox	S	29.99	6.00	35.99
179	Street lighting	29/11/2021	NatWest current acco		Electricity	E-on	X	41.11		41.11
180	Toilets	29/11/2021	NatWest current acco		Water charges	Castle Water	X	78.70		78.70
193	Broadband	29/11/2021	NatWest current acco		Broadband	Sarah Moon	X	10.00		10.00
194	Office Rent/Storage	29/11/2021	NatWest current acco		Office Allowance	Sarah Moon	X	30.00		30.00
195	Car Park	29/11/2021	NatWest current acco		Business Rates	Sevenoaks District Council	X	84.00		84.00
196	Toilets	29/11/2021	NatWest current acco		Water charges	Castle Water	X	78.70		78.70
197	Toilets	29/11/2021	NatWest current acco		Electricity	EDF Energy	X	145.00		145.00
198	Allotments	29/11/2021	NatWest current acco		Water charges	Castle Water	X	148.94		148.94
186	War Memorial/Meenfield Cro	02/12/2021	NatWest current acco		Poppy Wreath	Poppy Appeal	X	25.00		25.00
187	Printing Gazette/Shoreham P	02/12/2021	NatWest current acco		Printing Shoreham Post	Silver Pines Services	X	60.45		60.45
188	Clerk's salary	02/12/2021	NatWest current acco		Clerk's salary	Sarah Moon	X	1,070.03		1,070.03
189	Lengthsmen	02/12/2021	NatWest current acco		Lengthsman wages	Mrs A Hollands-Parsons	X	267.30		267.30
190	Lengthsmen	02/12/2021	NatWest current acco		Lengthsman wages	N McDonnell	X	35.64		35.64
191	Tax and NI	02/12/2021	NatWest current acco		PAYE & NI	HM Revenue & Customs	X	54.73		54.73
Total								2,182.30	10.54	2,192.84