

SHOREHAM PARISH COUNCIL

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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 John Edwards-Winsor (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/SLI	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	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		CLL 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	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