

SHOREHAM

Parish Clerk:

Sarah Moon

PO Box 618

Sevenoaks

TN13 9TW

PARISH

07912 611048

clerk2012@shorehamparishcouncil.gov.uk

COUNCIL

MINUTES of a MEETING of SHOREHAM PARISH COUNCIL

Remotely via Zoom 3rd June 2020 from 7:30pm

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

Also Present: 5 members of the public

District Councillor Irene Roy
County Councillor Roger Gough

Clerk: Sarah Moon

Question Time:

1. There were no apologies for absence.
2. There were no disclosures of interest.
3. The minutes of the meeting held on Wednesday 6th May 2020 (copies previously distributed) were agreed and the Clerk was authorised to sign them on behalf of the Chairman.
4. **District/County Councillor Reports**

County Councillor Gough gave the following report:

- Residents of Romney Street have been worried about flooding because of the camber on the road. This was initially dealt with in February but then resurfacing was undertaken by Serenity. KCC have been to look at it and it looks ok.
- Despite the car park at Lullingstone being reopened two and a half weeks ago, there are still lots of problems with people parking on the road. KCC are looking to purchase bollards out of Roger Gough's member fund to stop cars parking on the road but this could cause problems with cars trying to pass each other. Parking restrictions on this section of road and how they can be enforced should also be looked at.
- There have been a few issues around the rate at which BT has been opening up the broadband in Well Hill but some progress has been made.
- Household waste recycling centres reopened on 13th May. The booking system got off to rocky start but is now working well. Cllr Sheward pointed out the high demand for the facilities and asked if the allocated slots could be made shorter, thus allowing more people to book. Cllr Gough stated that he would raise this and see if the system could be made more efficient.
- KCC are keen to promote their Active Travel Strategy and encourage more people to walk, cycle and use public transport. Some money has been made available for this.

Cllr Powell suggested this could feed into the case of reducing the speed limit on the A225 as doing so would make the road more user friendly and safer

District Councillor Irene Roy reported that SDC have made available a discretionary fund for businesses, which have fallen through the cracks during the COVID-19 pandemic and which have not been able to benefit from other help available.

With regard to Traffic and Paring measures, the next meeting of the Joint Transportation Board will be held in September. Any items for the agenda must be submitted, along with supporting documentation by 27th July.

Cllr Roy also explained about the possible need for a 20mph zone in the village. Data from the 2014 speed survey has been circulated and there is an argument for using this data again, despite Highways usually only looking at 3 year old data. If a 20mph zone is required, this would require a traffic calming measure, which would inevitably increase the overall cost.

5. Chairman's Report

There was no report from the Chairman.

6. Clerk's Report

- The internal audit has been completed and the Annual Audit Report in the AGAR filled in. This was undertaken by an auditor recommended by KALC.
- More supplies of hand gel and masks been delivered to give to volunteers who are helping out during the COVID-19 lockdown.
- Several residents have complained about the amount of litter left on the Village Green and Recreation Ground. The Clerk reported that she had asked SDC whether they could provide extra bins, but they were hesitant, advising that this would be costly and could also increase the amount of litter being disposed of. A better option would be to put signs near the bins asking people to take away their litter.
- In line with current regulations, the playground is still locked and since fitting the padlock, people would appear to be respecting this. The grass seed has not be sown yet as it has been too dry but as soon as some rain is forecast, it will be done.
- There has been a huge increase in the number of people using the tennis courts since restrictions were lifted to once again allow this type of activity. Unfortunately, very little money has been taken and some people have complained that the lack of a booking system, means that the court is rarely available for play. It was agreed to discuss this at the next Amenities meeting.

7. Annual Return

i) Section 1, Annual Governance Statement 2019/2020 on the Annual Return (AGAR) was APPROVED by all members and agreed to be signed by the Chairman.

ii) Section 2, Accounting Statement 2019/2020 on the Annual Return (AGAR) was APPROVED by all members and agreed to be signed by the Chairman.

iii) The Bank Reconciliation as of 31/03/2020 was APPROVED by the Chairman.

8. Traffic and Parking

The Traffic and Parking Working Group gave the following updates:

- Speed limit on the A225 : Cllrs Powell and Jeffery are currently in the process of putting together a case for a reduction in the speed limit on the A225, which will be presented to SDC's Joint Transportation Board in September. For this to be included on the agenda, the document must be submitted by the end of July. Data and evidence is therefore currently being collated and support from groups such as the Shoreham Society, The Community Rail Partnership and Eynsford Parish Council is

being sought. Ensuring the A225 is safer for pedestrians, cyclists and public transport users should align with KCC's Active Travel Strategy and it is hoped that they will therefore be on board with the proposals to reduce the speed limit on this road.

- The Highways Improvement Plan has been prepared by the Clerk and once a few minor amendments have been made and a section for the A225 included, it can be sent off to Kent Highways. The HIP will include a request for a reduction in the speed limit through the village to 20mph, signage to minimise HGVs through the village and signs for a new free parking sign.

One member of the public questioned why no parking restrictions had been included for the George Bend as this was recommended by the Traffic Consultant in his report of 2016 and 74% questioned in the latest traffic survey stated that they had concerns about the George bends. The Working Party felt that a change in the colour/material of the surface of the road was deemed to be an effective way of warning drivers to slow down and this will also be included in the HIP. Once sent off, KCC will provide costs for each measure which will give an indication of whether external funding is required to be sought.

9. Website

- a) As KCC will cease to host the Parish Council website as of September it will be necessary to create a new one. In line with recent regulations, any new public sector website must be fully accessible to people with disabilities and this must therefore be born in mind when designing the new pages. Following investigations undertaken by the Clerk and Cllr Powell, it was agreed to engage Hugo Fox to create and host the new website. Many parish councils are already using them, they are compliant with latest regulations and are competitive in price. They will be instructed to build the new website, including all the current content as well as links to various local business and attractions. Several members of the parish council did not agree with the Parish Council website being used to promote tourism to the area, feeling that there are enough visitors already. As the current website will be decommissioned in September, time is of the essence and it was therefore agreed to create the website, as per Cllr Powell's suggestions (see Appendix A) with a view to reviewing its content later on in the year
- b) Following the recommendations made by the Clerk and Cllr Powell it was RESOLVED to :
1. Engage Hugo Fox to build, implement and host the new website;
 2. Allocate a budget of £900 to build, implement and host new website between now and August and to get this up and running with a view to coming back to review later on in the year with any additional costs being referred back to council for further consideration;
 3. Give Cllr Powell and the Clerk a mandate to continue with the plans as they are in order to get the new website up and running.

A motion was proposed and seconded to extend the meeting beyond 10.00pm.

10. CCTV

To reconsider the possibility and feasibility of installation CCTV in the village. Due to time constraints, it was agreed to defer this item to another meeting.

11. Correspondence/Information

- a) An update on the work being undertaken by the Community Rail Partnership has been received. This includes displaying posters depicting local attractions, a map showing public footpaths/walks, training of volunteers to allow them to work on the station as part of the 'station adoption scheme and painting up the 'Mildmay Gate, on the London platform with a display board. South Eastern Rail have contributed to the CRP and one project which will be funded is a high level survey of the station building to assess its condition and possible uses for it.
- b) Issue 2 of the Allotment and Leisure Gardener has been received.

- c) SDC have received notice from the owner of land in Pilots Wood, registered as an Asset of Community Value by Shoreham Parish Council, that they are intending to dispose of some of this land (see Appendix A). Community groups with a connection to the area have until 23rd June to submit an Intention to Bid if they so wish, following which the moratorium will be extended to 6 months. If no bids are received, the sale proceeds under the usual market conditions. This particular piece of land is located within the parish of Badgers Mount. Although the Parish Council will not be making a bid to purchase this piece of woodland, it was RESOLVED to write to the Kent Wildlife Trust asking whether they can investigate the presence of ancient woodland on the site as this would likely affect any potential sale.
- d) A communication has been received from the Clerk to the Trustees of the Walnut Tree Trust stating that 'The Trustees have considered the guidance of the Parish Council and no longer propose to sell the freehold of The Walnut Tree Trust. Given the opinions expressed at their meeting with the Parish Council, the Trustees have also dropped the proposal to build units at the south end of the Walnut Tree Trust site.'

12. **Financial Matters**

The schedule of payments as shown in Appendix B was approved.

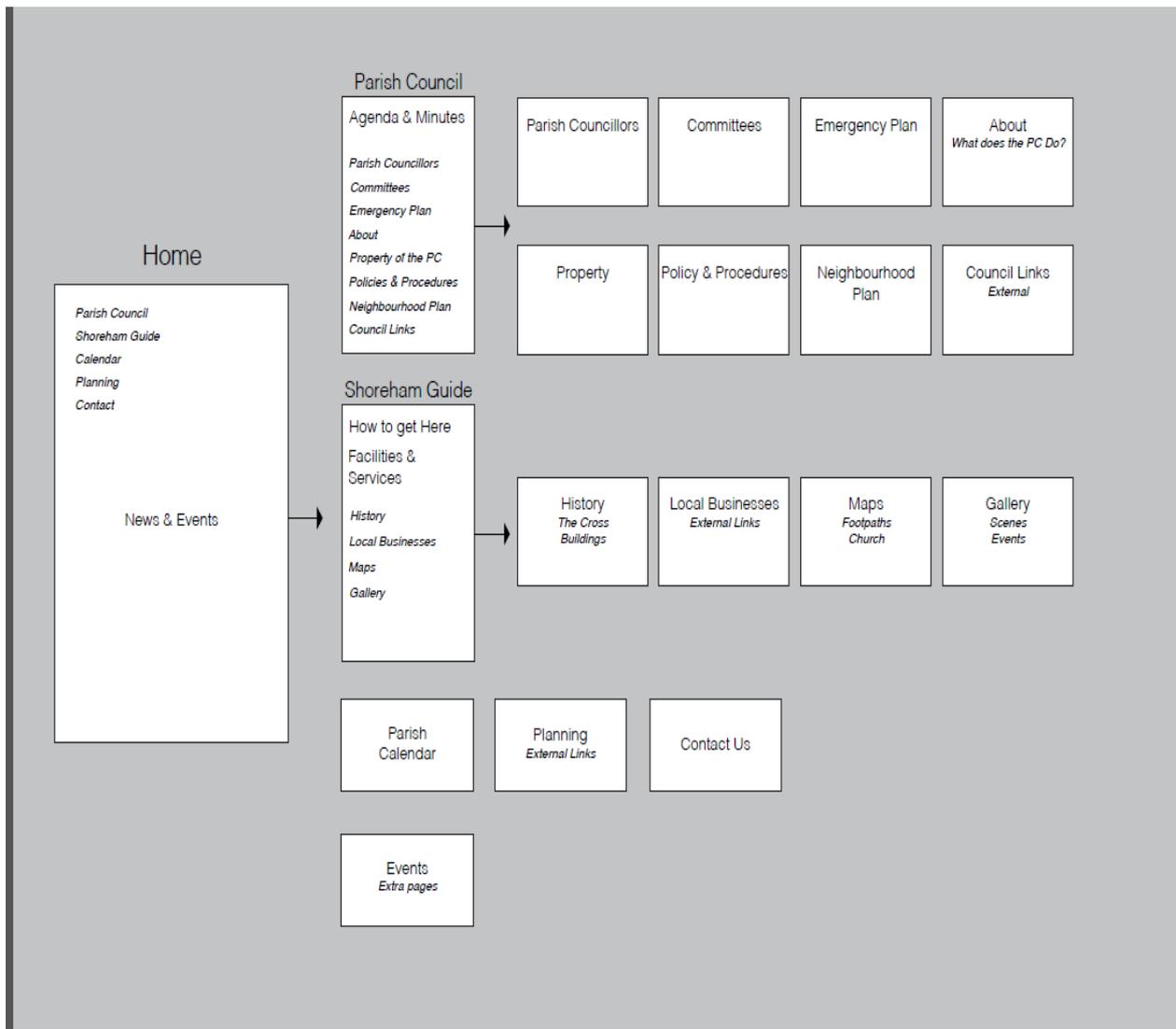
13. Dates of next meetings (all starting at 7:30pm unless otherwise stated)

- a) Planning (if required) and Amenities Meeting – Wednesday 17th June 2020
- b) Planning and Council Meeting – Wednesday 1st July 2020
- c) Planning (if required) – Wednesday 15th July

The meeting closed at 9.58pm.

Sarah Moon, Clerk to Shoreham Parish Council

Appendix A – Proposed New Website



Appendix B – Schedule of Payments

3 June 2020 (2020-2021)

Shoreham Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
41 Subscriptions - KALC/SLCC/()	13/05/2020		NatWest current acco		Subscription	Zoom	S	11.99	2.40	14.39
42 Stationery/Sundries	14/05/2020		NatWest current acco		Stationery	Amazon	S	6.97	1.40	8.37
43 Emergency Planning	15/05/2020		NatWest current acco		PPE	SP Services	S	91.90	7.99	99.89
46 Subscriptions - KALC/SLCC/()	04/06/2020		NatWest current acco		Subscription	NSALG	S	55.00	11.00	66.00
53 Office telephone	04/06/2020		NatWest current acco		Office telephone	02	S	10.37	2.07	12.44
44 War Memorial/Meenfield Cro	04/06/2020		NatWest current acco		Strimming	Jeremy Tooley	X	45.00	0.00	45.00
45 Shoreham Post	04/06/2020		NatWest current acco		Printing Shoreham Post	Silver Pines Services	X	27.50	0.00	27.50
47 Audit fees	04/06/2020		NatWest current acco		Audit fee	Paulette Furse	X	300.00	0.00	300.00
48 Grasscutting Shoreham	04/06/2020		NatWest current acco		Grass cutting	GF Garden Maintenance	X	380.00	0.00	380.00
49 Lengthsmen	04/06/2020		NatWest current acco		Lengthsman wages	Mrs A Hollands-Parsons	X	261.60	0.00	261.60
50 Lengthsmen	04/06/2020		NatWest current acco		Lengthsman wages	N McDonnell	X	34.88	0.00	34.88
51 Clerk's salary	04/06/2020		NatWest current acco		Clerk's salary	Sarah Moon	X	979.81	0.00	979.81
52 Tax and NI	04/06/2020		NatWest current acco		PAYE & NI	HM Revenue & Customs	X	25.61	0.00	25.61
54 Broadband	04/06/2020		NatWest current acco		Broadband	Sarah Moon	X	10.00	0.00	10.00
55 Office Rent/Storage	04/06/2020		NatWest current acco		Office Allowance	Sarah Moon	X	30.00	0.00	30.00
56 Car Park	04/06/2020		NatWest current acco		Business Rates	Sevenoaks District Council	X	84.00	0.00	84.00
57 Toilets	04/06/2020		NatWest current acco		Water charges	Castle Water	X	34.17	0.00	34.17
58 Toilets	04/06/2020		NatWest current acco		Electricity	EDF Energy	X	34.00	0.00	34.00
59 Allotments	04/06/2020		NatWest current acco		Water charges	Castle Water	X	37.12	0.00	37.12
Total								2,459.92	24.86	2,484.78