

**SHOREHAM
PARISH
COUNCIL**

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MINUTES of a MEETING of SHOREHAM PARISH COUNCIL

Shoreham Village Hall 2 November 2022 at 7:30pm

Present: Cllrs J Austin, R Blamey, M Cockburn, J Histed (Chair), B Jeffery, N Powell and M Sheward

Also Present: 14 members of the public (in part), Cllr R Gough (County) (in part), Cllr John Edwards-Winser (District) (in part), Amanda Barlow (Clerk)

Apologies: Cllr I Roy (District), Cllr R Waterton (District) and Cllr Hibbins

Public Forum:

A resident raised issues about the following items:

- Grass in Centenary Woods
- War Memorial – messy area around the cross
- Recreation Ground – tree work and path needs clearing
- Environment Agency correspondence – carrying out the recommendation of the Agency.

The meeting was preceded by the presentation of the Housing Needs Survey by Rosemary Snelling, Rural Kent and a copy of the presentation is attached at Appendix A.

1. To receive any apologies for absence.

Apologies were received and accepted from Cllrs Hibbins.

2. To receive any disclosures of interest from Members in respect of items of business included on the agenda for the meeting.

Cllr Austin declared a pecuniary interest in Agenda Item 16.

3. District/County Councillor Reports

County Councillor:

- A225 – good response to the consultation with 82 in support and 31 objectors. It will most likely go to the Joint Transport Board in December. Cllr Gough advised that the date is 13 December at 7pm.
- The pothole blitz had taken place in Shackton Road.
- Magpie Bottom – He had discussed the issues with Mike Peyton at KCC Highways. There is a problem with the idea of passing bays as KCC does not own the verge.
- Well Hill – the gulleys have been cleaned out and Thames Water has fixed the water leak.

- Residents asked if KCC have had to spend any money on the migrant situation. Cllr Gough advised that a letter has been sent to the Home Secretary. The main problem is the unaccompanied minors. KCC received a good deal from the Government so the cost of the migrant situation is a charge to the general tax payer not the KCC tax payer. The difficulty is the number is now sufficiently large and the system is bottle necked and there are problems in Manston and other areas of Kent. The biggest challenge to Kent will be the housing situation.
- KCC announced that up till March they have upped the money that is giving to host families of Ukrainians and the payments will carry on to March 2023.

District Councillor

Cllr Edwards-Winser gave a report and a copy is attached at Appendix B.

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

7. Correspondence and Information

- a) Correspondence from other parties
 - i. **Shoreham Village Hall**
 - i. Commercial Waste

Cllr Edwards-Winser advised that the Village Hall must have a commercial waste licence. **However, the removal can be as much as frequently as required. The licence is £75 per year and it was agreed that the Village Hall would purchase the licence.**

14. Cricket Club

To discuss and agree, if appropriate, awarding a grant to Shoreham & Otford Cricket Club

Members resolved that the Parish Council should purchase the items and the Cricket Club would refund the Parish Council for the items.

The Cricket Club advised the Parish Council about plans to increase the size of the Clubhouse and it was agreed that the Cricket Club would provide a detailed request to be discussed at the next meeting.

8. Well Hill Mission Church

To discuss the status of Well Hill Mission Church as a Community Asset.

The Well Hill Mission Church is on land owned by private family. In 2002 there was a grant to refurbish the roof and the police have used the Church as a staging ground.

The Clerk agreed to take advice on making the Well Hill Mission Church a community asset.

4. To receive and authorise for signature by the Chairman, the Minutes of the meetings held Wednesday 5 October 2022

Members resolved to approve the minutes of 5 October 2022.

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

Members resolved to discuss Agenda Item 16 in confidence.

6. Working Party Updates

- a) To receive an update from the Highways Working Party
- a. Speed Reduction on A225 Shoreham Road
This was covered under Agenda Item 3.
 - b. Highways Improvement Plan

The Highways Working Party discussed the following items:

- **George Bend**

- JR Highway Engineering report on Shoreham Village Parking Review
 - o Cllr Histed gave a list of reasons not to put the yellow lines on the bend.
 - o Members of the public disputed the reasons.

Cllr Austin left the meeting.

- o Cllr Jeffery advised the Parish Council is facilitating the opening of two new pathways to make it safer for pedestrians.

Members agreed to revisit the possibility of resurfacing the area around the George Bend.

- **Ford**

Cllr Histed advised that this is just an idea and the Parish Council would try to find out who owns the areas around the ford and how the only village residents parking operates.

- **Allotment Fencing**

This would be to get some sort of partial solution to the parking problem in the village however issues of parking were not part of the Council's plan as Members had decided that for the present HIP they would pursue things that could be achieved.

Members agreed that the A225 and 20mph speed limited were highway priorities and should be completed before any other projects were tackled. It was agreed that the HIP would be circulated to Members and be placed on the website.

- c. Road from Hewitts to Well Hill

Cllr Austin had left the meeting and it was agreed to discuss this at next meeting.

- b) Heat Network Committee

Members agreed that the Committee should be disbanded and asked the Clerk to agree with Mr Bill Latimer with regard to the final payments.

9. **Defibrillators**

a) Training

The Village Hall is booked for 14 December 2022 in the evening for training.

It was advised that the defibrillators currently in the Parish are not suitable for use on children under 8.

Members resolved that two sets of infant defibrillators should be also be purchased.

b) Purchasing of defibrillators for the Parish for the following locations.

- Samuel Palmer
- The Crown
- BT Phone Box – Well Hill
- East Hill

Members reviewed the quotes and options for purchasing or renting defibrillators and agreed that it was best to purchase them as follows.

Members resolved to agree to purchase 4 defibrillators and non lockable boxes at a cost of £6,840 plus VAT.

Members resolved to employ an electrician to install the defibrillators at a maximum cost of £1,000.

7. **Correspondence and Information**

b) Correspondence from residents:

i. Well Hill Lane/water leak

The Clerk advised that the resident had reported that Thames Water had mended the leak and repaired the road.

c) Correspondence from other parties

i. **Shoreham Village Hall**

ii. Accounts

The Clerk advised that the Council's auditor can do the audit in January 2023 and it was agreed that Julia Chamberlain should be appointed to carry out an audit and the Council will pay the fee.

iii. CCTV

Members agreed that Cllr Jeffery should look into the Parish Council purchasing more CCTV cameras for the village hall.

iv. **Darent Valley Landscape Partnership Scheme – Shoreham Path**

Cllr Jeffery advised that there appears to have been some hold up with the path and the progress has been slow.

v. Cost of Living Crisis and Warm Spaces Project

The Clerk confirmed that the flyers have been put on the notice boards and social media sites.

d) General correspondence
Noted at Appendix C.

Members agreed to extend the meeting.

10. **Tennis Court and Recreation Area resurfacing**

To discuss and agree, if appropriate, next steps for the refurbishment of the tennis court and recreation area

Members resolved that the tennis court and recreation court should be resurfaced at cost of £27,340 and the recreation court should be made to a multi use games area of £8,375.

11. **Public Conveniences**

To discuss and agree, if appropriate, next steps for the refurbishment of the public conveniences

Members agreed that the public conveniences need to be repaired and asked the Clerk to get quotes.

12. **Shoreham Cross**

To agree, if appropriate, a plan to repair the Cross.

It was agreed the Clerk would ask Jeremy to give advice about repairing the Cross.

13. **Electrical Charging Points**

To receive an update and agree, if appropriate, next steps

The Clerk advised that she did not have any update.

15. **Finance**

To agree items payable and paid

Members resolved to agree the items paid and payable as at Appendix D.

16. **Staffing (Confidential item)**

Members resolved to appoint Mr Holmes as the lengthsman for Well Hill.

17. **Next meetings** (all starting at 7:30pm in Shoreham Village Hall)

- a) Planning (if required) Meeting – Wednesday 16 November 2022
- b) Parish Council Meeting – Wednesday 7 December 2022

There being no further business the meeting closed at 10.10pm.

Amanda Barlow, Clerk to Shoreham Parish Council

Appendix A

The Housing Needs Survey is on the Parish Council website.

Appendix B

Oct 22

Covid

There have been 53 new cases and one death reported in Sevenoaks in the 7 days to 9 November – down from a peak of 148 and 2 deaths in the week of 8 Oct

Planning

The New Local Plan document (Reg 18) report has been considered by the Development & Conservation Advisory Committee on 11 Oct who recommended the report to Cabinet on 13 Oct. It will now go to Full Council on 15 Nov and will be issued for an 8wk consultation on 16 Nov. The normal consultation period is 6wks, but as that period covers Xmas it has been extended to 8wks. The aim of the consultation is not to name areas where development will take place, but to determine how that process will be achieved in the following Reg19 documentation and if there are any areas that require further explanation, ie it's not what we are going to do, or where we are going to do it, but how we will be doing it.

Warm Spaces Directory

premises must register with SDC

Future Elections

Voter ID - once approved by Parliament would bring about significant change to the conduct of elections. The **Voter ID Regulations** will implement the establishment of voter identification at elections, as stipulated in the Elections Act 2022. Due to be implemented as soon as January 2023, and applied for the first time at the District & Parish Council elections in May, will require everyone that votes in a polling station to present a valid form of ID before they are provided with a ballot paper.

The Regulations set out the approved forms of photo ID, as well as the processes that the District Council will be responsible for, such as issuing a Voter Authority Certificate to those that do not have an approved form of photo ID.

Appendix C

Correspondence 5 October to 1 November 2022

1. CPPRE - National Hedgerow Week is here
2. Gatwick In Touch Quarterly Newsletter
3. Kent Highways Forward Work Programme (Years 1 & 2)
4. CPRE- Why Liz Truss' growth agenda spells disaster for the countryside
5. SDC - Warm Spaces Project
6. Kent County Council Rail Summit - slides and further information
7. DRiPS newsletter and autumn meeting

Appendix D

Items Paid 1 October to 31 October 2022

PAYMENTS LIST

Voucher	Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
118	Car Park	03/10/2022	Business Rates	Sevenoaks District Council	X	84.00		84.00
119	Toilets	04/10/2022	Electricity	EDF Energy	X	191.00		191.00
91	Advertising	05/10/2022	Advertising	Shoreham PCC	X	100.00		100.00
79	Computer/Printer Consumables	06/10/2022	Website	Hugo Fox	S	29.99	6.00	35.99
103	Office Rent/Storage	06/10/2022	Office Allowance	Mrs A C Barlow	X	30.00		30.00
104	Computer/Printer Consumables	06/10/2022	Website	Hugo Fox	S	29.99	6.00	35.99
106	Hall/Emergency Room Hire	06/10/2022	Hall hire	Shoreham Village Hall	X	60.00		60.00
111	Office telephone	06/10/2022	Office telephone	O2	S	11.55	2.31	13.86
105	Printing Gazette/Shoreham Post	06/10/2022	Printing Shoreham Post	Silver Pines Services	X	60.45		60.45
110	Darent Valley Community Centre	06/10/2022	Darent Valley Rail Partnership	Sevenoaks District Council	X	100.00		100.00
102	Broadband	06/10/2022	Broadband	Mrs A C Barlow	X	10.00		10.00
120	Clerk's mileage	10/10/2022	Mileage	Mrs A C Barlow	X	80.28		80.28
122	Stationery/Sundries	14/10/2022	Stationery	Amazon	S	17.98	3.60	21.58
121	War Memorial/Meenfield	18/10/2022	Cleaning Cross	Jeremy Tooley	X	90.00		90.00
117	Grasscutting Shoreham	18/10/2022	Grass cutting	GF Garden Maintenance	X	190.00		190.00
123	Notice Boards	18/10/2022	Notice Board Repair	Sam Edwards	X	547.19		547.19
126	Street lighting	26/10/2022	Electricity	npower	X	49.86		49.86
124	Toilets	28/10/2022	Water charges	Castle Water	X	31.66		31.66
125	Allotments	28/10/2022	Water charges	Castle Water	X	53.08		53.08

Items Received 1 October to 31 October 2022

2 November 2022 (2022-2023)

Shoreham Parish Council

RECEIPTS LIST

Voucher	Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
10	Allotments	06/10/2022	Allotments rents	Allotment Holders	X	105.00		105.00
11	Allotments	10/10/2022	Allotments rents	Allotment Holders	X	40.00		40.00
Total						145.00		145.00

Items to be paid @ 3 November 2022

2 November 2022 (2022-2023)

Shoreham Parish Council

PAYMENTS LIST

Voucher	Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
113	Broadband	01/11/2022	Broadband	Mrs A C Barlow	X	10.00		10.00
114	Office Rent/Storage	01/11/2022	Office Allowance	Mrs A C Barlow	X	30.00		30.00
133	Recreation Ground	02/11/2022	Tree Surgery	SL Tree Care	S	130.00	26.00	156.00
131	Hall/Emergency Room Hire	02/11/2022	Hall hire	Shoreham Village Hall	X	54.00		54.00
138	Clerk's mileage	02/11/2022	Mileage	Mrs A C Barlow	X	30.11		30.11
132	First Aid Training	03/11/2022	Hall hire	Shoreham Village Hall	X	33.00		33.00
137	Scribe licence	03/11/2022	Scribe licence	Scribe 2000 Ltd	S	468.00	93.60	561.60
128	Computer/Printer Consumables	03/11/2022	Website	Hugo Fox	S	29.99	6.00	35.99
129	Printing Gazette/Shoreham Post	03/11/2022	Printing Shoreham Post	Silver Pines Services	X	60.45		60.45
130	Hall/Emergency Room Hire	03/11/2022	Hall hire	Shoreham Village Hall	X	60.00		60.00
112	Office telephone	07/11/2022	Office telephone	O2	S	11.55	2.31	13.86