

SHOREHAM

Parish Clerk:

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COUNCIL

MINUTES of a MEETING of SHOREHAM PARISH COUNCIL

Remotely via Zoom 5th May 2021 from 7:30pm

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

Also Present: 4 members of the public

Clerk: Sarah Moon

Public Question Time : Cllr Powell asked whether, in the light of the tragic death of a local resident, the PC might help facilitate the installation of a defibrillator outside the Village Hall. The WI have raised money and purchased the kit but do not have enough funds to install it. The Clerk was asked to approach the WI President, asking if they would like the PC to assist.

1. **Election of Chair**

Cllr Histed was voted in as Chair of Shoreham Parish Council.

2. **Apologies for Absence**

Apologies for absence were received from District Councillors John Edwards-Winser and Irene Roy and Cllr Hibbins.

3. **Election of Vice Chair**

Cllr Jeffery was voted in as Vice Chair of Shoreham Parish Council

4. **Co-Option of Members**

As all eight posts are currently filled, there is no scope for co-option to the council.

5. **Appointment of Committees and Working Parties**

Members were appointed to the following committee and working parties as follows:

a) Planning Committee : Cllr Blamey, Cllr Cockburn, Cllr Hibbins, Cllr Histed, Cllr Hubble, Cllr Sheward. Richard Boyle and Sarah Parkes were co-opted on the Committee.

b) Amenities and Services Committee : Cllr Blamey, Cllr Histed, Cllr Hubble and Cllr Jeffery. Jeremy Tooley was co-opted onto the Committee.

c) Finance Committee : Cllr Blamey, Cllr Cockburn, Cllr Histed and Cllr Jeffery.

d) Community Warden/Police : Agreed to suspend this role and that any contact with the police or community warden will be made via the Clerk.

e) Emergency Planning Contact : Cllr Blamey

f) Footpaths Contact : Cllr Powell

g) Internal Auditor : It was agreed in the first instance to ask Ralph Abbott if he would be able to do this.

6. **Terms of Reference**

The Terms of Reference for the Amenities & Services, Planning and Finance Committees were approved but it was agreed to reserve the right to revisit these within the next 12 months if necessary.

7. **Representation on Other Bodies**

Representatives were appointed to the following organisations thus:

- 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

8. **Annual Subscriptions**

Annual subscriptions to the following organisations were approved:

- a) Kent Association of Local Councils
- b) Action with Communities in Rural Kent
- c) National Society of Allotments and Leisure Gardeners
- d) Campaign for the Protection of Rural England

The Clerk was requested to ask whether digital copies of the magazines could be sent as these would be much easier to forward on to members.

9. There were no disclosures of interest.

10. The Minutes of the meeting held on Wednesday 7th April 2021 (copy previously distributed) were received and authorised by the Chairman. The Clerk was authorised to sign them on his behalf.

11. **District/County Councillor Reports.**

No District or County Councillors were present and no reports were previously submitted.

12. **Chair's Report**

The Chair thanked everyone for their participation over the past year. Cllr Powell was thanked for his work on footpath and traffic issues as well as the wonderful artwork he has produced. Cllrs Cockburn and Hubble were thanked for their analytic skills and for pursuing the broadband upgrade. Cllr Jeffery was thanked for his work on the CCTV network and Cllr Sheward for his valuable input on Planning matters. Cllr Blamey was thanked for Chairing the Planning Committee, which was consulted on forty planning applications in the past year. The Chair also extended his thanks to several members of the public such as Ann Palmer, Lesley Spence, Jeremy Tooley, Sarah Parkes, who have supported the PC over the past year and also to all those members of the public who turn up to the meetings.

13. **Standing Orders**

The 2021 Standing Orders were formally adopted.

14. **Financial Regulations**

The 2021 Financial Regulations were formally adopted.

15. **Report from the Clerk**

There was no report from the Clerk.

16. **Correspondence/Information**

- a) The May issue of Clerks & Councils has been received.
 - b) Issue 2 of the Allotment & Leisure Gardener has been received.
17. **Financial Matters**
The schedule of payments was authorised.
18. **Next meetings** (all starting at 7:30pm unless otherwise stated)
- a) The recent High Court ruling to not permit remote meetings to be held remotely after 7th May was considered and it was RESOLVED to revert to face-to face meetings in the Village Hall, limiting the number of people present to 30. It is likely that that limit could change or be lifted after 21st June so the current regulations would only apply to one or possibly two meetings (depending on whether a May Planning meeting is required).
 - b) Planning (if required) – Wednesday 19th May 2021 - Shoreham Village Hall
 - c) Planning/Parish Council Meeting –Wednesday 9th June - Shoreham Village Hall
 - d) Planning/Amenities Meeting –23rd June Shoreham Village Hall

The meeting closed at 9.55 pm

Cllr Cockburn explained that the Garden Safari had offered to donate money to the village for an autumn daffodil planting event. As the Garden Safari has been cancelled, the organisers of the daffodil event would like to know whether the PC would make a financial contribution. It was suggested that the (the organisers), write formally to the PC requesting a grant.

Appendix A – Schedule of Payments

13 May 2021 (2021-2022)

Shoreham Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
23	22/04/2021		NatWest current acco		Postage	Post Office Limited	X	10.20	0.00	10.20
42	23/04/2021		NatWest current acco		Electricity	EDF Energy	X	1,369.27	0.00	1,369.27
34	04/05/2021		NatWest current acco		Litter Picker	Amazon	S	16.65	3.33	19.98
26	06/05/2021		NatWest current acco		Playground Equipment Inspect	The Play Inspection Compan	S	130.00	26.00	156.00
35	06/05/2021		NatWest current acco		Office telephone	O2	S	10.65	2.13	12.78
41	06/05/2021		NatWest current acco		Subscription	Zoom	S	11.99	2.40	14.39
24	06/05/2021		NatWest current acco		Tree Supply	Jill Asher	X	16.98	0.00	16.98
25	06/05/2021		NatWest current acco		Strim and spray Cross	Jeremy Toolley	X	45.00	0.00	45.00
27	06/05/2021		NatWest current acco		Printing & Laminating	Silver Pines Services	X	37.90	0.00	37.90
28	06/05/2021		NatWest current acco		Lengisthman wages	Mrs A Hollands-Parsons	X	267.30	0.00	267.30
29	06/05/2021		NatWest current acco		Lengisthman wages	N McDonnell	X	35.64	0.00	35.64
30	06/05/2021		NatWest current acco		Clerk's salary	Sarah Moon	X	1,070.23	0.00	1,070.23
31	06/05/2021		NatWest current acco		PAYE & NI	HM Revenue & Customs	X	54.53	0.00	54.53
32	06/05/2021		NatWest current acco		Grass cutting Shoreham	GP Garden Maintenance	X	190.00	0.00	190.00
33	06/05/2021		NatWest current acco		Hall/Emergency Room Hire	Shoreham Village Hall	X	54.00	0.00	54.00
36	06/05/2021		NatWest current acco		Broadband	Sarah Moon	X	10.00	0.00	10.00
37	06/05/2021		NatWest current acco		Office Allowance	Sarah Moon	X	30.00	0.00	30.00
38	06/05/2021		NatWest current acco		Car Park	Sevenoaks District Council	X	84.00	0.00	84.00
39	06/05/2021		NatWest current acco		Water charges	Castle Water	X	34.17	0.00	34.17
40	06/05/2021		NatWest current acco		Water charges	Castle Water	X	3.00	0.00	3.00
Total								3,481.51	33.86	3,515.37