

SHOREHAM PARISH

Parish Clerk:
07912 611048

Amanda Barlow
The Post Box, Shoreham Village Hall
Shoreham, Kent TN14

clerk@shorehamparishcouncil.gov.uk

COUNCIL

MINUTES of the ANNUAL GENERAL MEETING AND A MEETING of SHOREHAM PARISH COUNCIL

Shoreham Village Hall, Shoreham on 1 May 2024 at 7:30pm

Present: Cllrs R Blamey, B Jeffery, J Histed (Chair), A Montgomerie, G Owen, N Powell M Sheward and J Thorpe

Also Present: 4 members of the public Cllr John Edwards-Winsor (District) (in part) and Amanda Barlow (Clerk)

Apologies: Cllr R Gough (County) and Cllr I Roy (District)

1. Annual General Meeting

1.1 Election of Chairman

(Clerk in the Chair).

Members resolved unanimously to elect Cllr J Histed as Chairman of the Parish Council.

1.2 Declaration of Acceptance of Office

Cllr Histed duly signed the declaration of Acceptance of Office

1.3 Election of Vice Chairman

Members resolved unanimously to elect Cllr B Jeffery as Vice Chairman of the Parish Council.

1.4 Members' Declaration of Acceptance of Office

Cllr B Jeffery duly signed the declaration of Acceptance of Office
All members signed their Declarations of Acceptance of Office

1.5 Appointment of Committee and Working Parties

a) Planning

It was agreed that any Member of the Council can sit on the Planning Meeting, if required.

b) Amenities

It was agreed not to have an Amenities Committee but to form a sub committee if required for a special project.

c) Highways

1.6 Appoint of Members on other bodies

a) Shoreham Village Hall

b) Shoreham Society

c) Lullingstone Park

Members resolved to agree the appointments to the Committee, Working Parties and other bodies as at Appendix A.

2. To receive any apologies for absence.

Apologies were received and accepted from Cllr Gough (County) and Cllr Roy (District).

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

None.

4. Public Forum

Cllr Neil Powell asked, on behalf of the Shoreham Society, if they could move the bin at the car park and it was agreed that this can be done.

Thank you to Cllr Jeffery for sorting out the trees on the footpaths.

5. **County/District Councillor Reports**

Cllr John Edwards-Winsor gave his report and a copy is attached at Appendix B.

Cllr Roger Gough (County) had given apologies but the report he delivered at the Annual Parish Meeting is attached at Appendix C for information.

Cllr Irene Roy (District) had given apologies. At the Annual Parish Meeting, Cllr Roy advised the meeting about the redevelopment of the land east of Sevenoaks Town and details are attached at Appendix D.

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. To receive and authorise for signature by the Chairman, the Minutes of the meetings held Wednesday 3 April 2023

Members resolved to agree the minutes of 3 April 2023.

8. **Matters arising from the minutes not covered by Agenda items**

8.1 Annual Parish Meeting

Members thought that, despite the low attendance, the meeting was a success. The guest speakers were excellent and there were also very useful updates from the County and District Councillors. The meeting was also a great social success, much enjoyed by all who attended.

Cllr Jonathan Histed thanked the speakers, the Clerk and her husband, the District and County Councillors and all the Members who attended and helped towards the success of the Annual Parish meeting.

It was agreed that the Annual Parish Meeting should be in the same format again next year.

8.2 War Memorial

The Clerk advised that she is awaiting a quote from Burslem Memorials but they had confirmed the work would be completed by Remembrance Sunday.

9. Highways and Footpaths

9.1 Parking

Members resolved that the Clerk should contact ITS Global to see if the Parish Council could just have a few of the items.

9.2 Highways

The Clerk informed the meeting that Mike Payton, of Kent Highways had advised Parishes that Highways were having a restructure and that response times would be longer.

10. Shoreham Recreation Ground Playground

10.1 To discuss and agree next actions, if appropriate, with regard to the vandalism

Members noted the vandalism that had occurred recently. Cllr Jeffery advised that he is awaiting a quote for CCTV. **Members resolved that CCTV should be installed to stop the vandalism and protect Parish assets. As it was urgent to get the problem dealt with as soon as possible, Members resolved to agree the quotation via email. Members agreed that there should be signage advising the public that CCTV was in operation.**

10.2 Urgent Item - Dangerous Trees

The Clerk advised that the tree surgeon working on the recreation ground had identified some dangerous trees and quoted to deal with the trees whilst they were on site tomorrow (Thursday May 2nd 2024).

Members resolved that the tree work should be carried as quoted at a cost of £2,340 + VAT.

11. Shoreham Village Hall

11.1 To note the accounts

Members noted the accounts.

11.2 To appoint an auditor to audit the Village Hall accounts

Members resolved that Julia Chamberlain, the Parish Council's internal auditor, should be appointed to audit the Village Hall accounts.

12. Correspondence

12.1 Kent Police

Noted.

13. Finance & Governance

Finance

13.1 To agree items received, payable and paid

Members resolved to agree the items received, payable and paid as at Appendix E.

13.2 To agree the year end accounts 23-24

The Clerk advised that the year end accounts should be approved after the internal audit on 24 May 2024.

13.3 To agree the insurance policy for 24-25

Members agreed that the Clerk should seek an alternative quote however felt that the renewal price was reasonable and unless there was significant savings the Clerk should renew the insurance policy as quoted at £1,861.47.

13.4 Community Infrastructure Levy (CIL) Payment 23-24

Members were pleased to note the CIL payment for 23-24 as detailed at Appendix F.

Governance

13.5 To agree the Code of Conduct

13.6 To agree the Standing Orders

13.7 To agree the Section 101 Scheme of Delegation

The Clerk advised that the above 3 documents had not been changed and were all based on the KALC preferred policies. **Members resolved to adopt the Code of Conduct, the Standing Orders and the Section 101 Scheme of Delegation.** Copies are available on the website.

13.8 To agree the Complaints Procedure

Members resolved to agree the Complaints Procedure.

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

a. Planning (if required) Committee – Wednesday 15 May 2024 at 7.30pm

b. Planning (if required) Committee and Council Meeting –

Wednesday 5 June 2024 at 7.30pm – **Please note that this meeting is at Well Hill Mission Church**

Amanda Barlow, Clerk to Shoreham Parish Council

Appendix A

Shoreham Parish Council

Shoreham Ward

Cllr Jonathan Histed
jonathan.histed@shorehamparishcouncil.gov.uk

Cllr Alice Montgomerie
alice.montgomerie@shorehamparishcouncil.gov.uk

Cllr Gavin Owen
gavin.owen@shorehamparishcouncil.gov.uk

Cllr Neil Powell
neil.powell@shorehamparishcouncil.gov.uk

Cllr Martin Sheward
martin.sheward@shorehamparishcouncil.gov.uk

Cllr John Thorpe
john.thorpe@shorehamparishcouncil.gov.uk

District Councillors

Cllr John Edwards- Winser, Otford & Shoreham
cllr.edwards-winsler@sevenoaks.gov.uk

Cllr Irene Roy, Otford & Shoreham
cllr.roy@sevenoaks.gov.uk

Cllr Rachel Waterton, Crockenhill & Well Hill
cllr.waterton@sevenoaks.gov.uk

East Hill & Romney Street Ward

Cllr Brian Jeffery
brian.jeffery@shorehamparishcouncil.gov.uk

Well Hill Ward

Cllr Roy Blamey
roy.blamey@shorehamparishcouncil.gov.uk

Clerk

Amanda Barlow
clerk@shorehamparishcouncil.gov.uk

County Councillor

Cllr Roger Gough,
Sevenoaks North & Darent Valley
roger.gough@kent.gov.uk

Committee Structure 24-25

Chair: Cllr Jonathan Histed

Planning Committee

Cllr Roy Blamey (Chair)
Cllr Brian Jeffery
Cllr Martin Sheward
Cllr John Thorpe
Mr Richard Boyle
Mr Jack Sadler
Mrs Sarah Parkes
All Members can sit on the Planning Committee
if required

Appointment of Members on other Bodies

Shoreham Village Hall

Cllr John Thorpe

Lullingstone Park Working Party

Cllr Roy Blamey
Cllr Neil Powell

Vice Chair: Cllr Brian Jeffery

Finance & Personnel Working Party

Chair, Cllr Jonathan Histed
Vice Chair, Cllr Brian Jeffery
Cllr John Thorpe

Highways & Footpaths Working Party

Cllr Brian Jeffery
Cllr Gavin Owen
Cllr Neil Powell

Shoreham Society

Cllr Neil Powell

Appendix B

SDC Parish Meeting report – April 24

I'm on 5 committees and 2 of them are quasi-judicial (**D**evelopment **M**anagement **C**ontrol & **L**icencing) - the only ones that have any policy input are **H**ousing & **H**ealth, **P**eople & **P**laces and **A**udit.

H&H – This committee has responsibility to - Housing Strategy & Policy, Housing Standards, Housing Needs, Homelessness, Empty Homes, Gypsy and Traveller, Energy Efficiency, Fuel Poverty, HERO, Wellbeing.

P&P - This committee has responsibility to - Community Plan, Community Safety, Town Centres, Tourism, West Kent Partnership, WK Leader, Community Grants, Safeguarding, Youth, Parishes, Leisure Activities, Wellbeing.

Audit – Here we consider and approve the annual internal audit plan, including a summary of internal audit activity regarding the level of assurance that it can give over the Council's internal control, corporate governance and risk management arrangements. Ensure that the internal audit will bear scrutiny with an external auditor.

DMC - Each year, SDC receives about 2,500 planning applications. About nine out of ten planning applications are decided by our Chief Planning Officer (planners) using the powers which have been delegated to him. Some applications where there is a differing of opinion between the PC and the planners are referred to the Development Management Committee for their consideration.

The Committee of 15 meets every three/four weeks. Each planning application to be dealt with is listed on the agenda with a report produced by a planning officer. The report summarises the background of each application, its history and the comments of neighbours and anyone else interested in the proposal

Licencing – has a wide remit and covers Taxi's, Pubs, Gambling, Public events,

Council's powers and duties in relation to the licensing of hackney carriages and private hire vehicles, drivers and operators, the control of numbers of hackney carriages, the licensing of private hire operators and the granting of permits for small buses where the matter has been referred by the delegated officer. Setting the fees for all of the above

Determination of application for the grant/ renewal of family entertainment centre gaming permit, club gaming permit, club machine permit, licensed premises gaming machine permits

Shoreham Annual Parish MeetingCounty Councillor's Report - Roger Gough24 April 2024

It has once more been a great pleasure over the last year to work with Jonathan, Amanda and the Parish Council.

Starting as ever with Highways, the biggest development of the last year has been the establishment of the 40mph speed limit on the A225 in January. This is an important scheme and one that I have been pleased to support, working with the Parish Council. Getting it over the line after several years of work – I took it to a Joint Transportation Board in September 2020 – was difficult, but the scheme is now in place and does I think make a real difference, especially with regard to the area around the Station Road junction.

In August there was, shockingly, a fatal accident – a motorcyclist was killed - on the A225 right by the Preston Farm bridge. This is to the north of the speed limit area. Over the late summer and autumn, I did follow up with detailed enquiries as to what had happened. As you will have seen, the signage by the bridge is much enhanced; these were works brought forward by Kent Highways prior to the accident, although they were installed shortly after it.

The important work being carried out by the Parish Council on the parking review will of course be brought to and discussed with Kent Highways, and I will make sure that they are properly and constructively engaged, but we are currently at an earlier stage of the work.

Recently I've had queries about the barriers by the river in Church Street. These were put in by Kent Highways because the kerb line was dislodged by water during the winter. I have followed up a couple of times and can now confirm that, now that the water line has fallen, the necessary works can be carried out this week and the barriers removed – so no disruption to the duck race.

Turning to the more general situation on our roads, the last couple of winters have seen a big increase in pothole reporting. Between April and December last year, we repaired 54,814 potholes and mended or resurfaced 416,991 square metres of road, equivalent to 57 Wembley football pitches. Nonetheless, as we come out of winter, road condition is very poor, as we all experience. The underlying problem is that, as a country as well as a county, this is an area that has long been under-resourced as other areas (and I'll come back to that) make ever greater demands on our funds. In Kent, we estimate that we have a backlog on all our highway assets of approaching £1 billion, and there is no reason to believe that we are unusual in that regard.

Government did announce late last year that some of the funding from cancellation of the northern leg of HS2 would support highway authorities in road surface improvements, and for Kent that is worth £134.5m over a decade. Unfortunately the money is back loaded, but we still

have an additional £8.6 million to put into this year's pothole blitz (actually a focus on medium to large scale patching), to be spent between March and October. This is on top of the roughly £50 million already pledged in our planned maintenance budget for roads and footways. None of this resolves or matches the full scale of our challenges, but it is good to have some predictability as to funding in this area over a number of years, which ensures that we can deploy the funds as efficiently as possible.

One other area where we are putting in a lot of work is the plague of road closures, mostly from utility companies. Our control over this is limited, and the situation is often made worse by the companies' use of emergency provisions, under which KCC is not even told of works until up to two hours after they have started. Something like a third of closures in Kent (and it's probably the same across the country) are carried out as emergencies.

Last year I reported on the very challenging situation regarding the pressures on the bus sector. We have used funding from the government's Bus Service Improvement Plan (BSIP) to support school routes in particular that have come under threat, and we are fortunate to have a very capable Public Transport team who engage successfully with an industry that we do not control and which remains under intense pressure. There are big uncertainties over the outlook for government financial support, but we continue to work to achieve the best solutions.

Touching on some of the areas that link to Sarah's work with DVLP, I continue to chair the Lullingstone Liaison Group, which brings together the three parish councils bordering Lullingstone Country Park, KCC officers and others. Works and renovations continue on Preston Hill, while the herd of goats continues both to increase and to clear the scrub on the Rifle Range field.

As you know, in addition to my local role, I serve as Leader of Kent County Council. This has been a challenging and turbulent year. The financial pressures facing local government as a whole are now, I think, quite widely known. The root of the problem is that spending pressures in areas such as adult social care, children's services placement costs and home to school transport, especially for children with Special Educational Needs, are intense. They make up more than two thirds of our budget and grow much faster than other areas, or than our capacity to generate revenue to fund them. This puts really intense pressure on our financial position while limiting what we can spend on other key areas such as road maintenance.

Our status as a border county adds to the pressures we confront. One which we have been raising for some time concerns the European Union's introduction of new external frontier arrangements, called the Entry Exit System (EES), later this year. This could mean significant disruption on our road system, especially around the Port of Dover but spreading across much of the county. We also face ongoing challenges with large scale arrivals of Unaccompanied Asylum Seeking Children, for whom we have to take a major responsibility as a children's services authority, and which has brought us into legal challenge with the government. We deliver on our responsibilities, and more, but ultimately this is a national and international issue, not something for a single, albeit large local authority.

In spite of these pressures, we seek to serve our 1.6 million residents to the best of our ability, especially the most vulnerable, whether seen in the work of our children’s services, rated by Ofsted as Outstanding, or in the work we have done to support residents under financial pressure through our Financial Hardship Programme.

I look forward to continuing to work with the Parish Council and the village community over the coming year.

Have your say

Land East of Sevenoaks High Street

We have a once in a generation opportunity to improve the areas around Buckhurst Lane and Suffolk Way in Sevenoaks.

Our early ideas include a new leisure centre, a new library with museum and art gallery, pedestrian links between the town centre and Knole Park, a hotel and a vibrant market hall.

Come along to our events and tell us what's most important for you.

Family activities

Draw what you would like to see!

Where and When

 Sevenoaks Leisure Centre,
Buckhurst Lane, Sevenoaks,
Kent, TN13 1LW

 Wednesday 24 April 2024

 1.30pm – 8.30pm

 Saturday 27 April 2024

 10am – 3pm

 Online

 Monday 29 April 2024

 7pm – 9pm

If you're unable to attend, don't worry. We will be publishing information shared at these events with a survey you can complete at www.sevenoaks.gov.uk/haveyoursay



Appendix E

Items paid 1 April to 30 April 2024

1 May 2024 (2024-2025)

PAYMENTS LIST

Code	Date	Description	Supplier	VAT Type			Total
Office Rent/Storage	02/04/2024	Office Allowance	Mrs A C Barlow	X	30.00		30.00
Broadband	02/04/2024	Broadband	Mrs A C Barlow	X	10.00		10.00
Car Park	02/04/2024	Business Rates	Sevenoaks District Council	X	88.20		88.20
Toilets	04/04/2024	Electricity	EDF Energy	L	341.90	17.10	359.00
Office telephone	05/04/2024	Office telephone	O2	S	13.08	2.62	15.70
Annual Parish Meeting	11/04/2024	Annual Parish Meeting advertising	Big Art and Banners	S	52.94	10.59	63.53
Stationery/Sundries	15/04/2024	Stationery	Amazon	S	14.16	2.83	16.99
Computer/Printer Consumables	15/04/2024	Website	Hugo Fox	S	29.99	6.00	35.99
Allotments	19/04/2024	Water charges	Castle Water	L	144.04	7.20	151.24
Annual Parish Meeting	25/04/2024	Food for Annual Parish Meeting	Snack Shack	X	204.00		204.00
Annual Parish Meeting	25/04/2024	Drink for Annual Parish Meeting	Shoreham Village Store	S	88.23	17.65	105.88
Annual Parish Meeting	25/04/2024	Supplies for Annual Parish Meeting	Shoreham Village Store	X	1.99		1.99
Annual Parish Meeting	25/04/2024	Supplies for Annual Parish Meeting	Waitrose	X	18.25		18.25
Street lighting	25/04/2024	Electricity	npower	X	91.22		91.22
Notice Boards	26/04/2024	Posters for footpaths	Brian Jeffery	S	59.10	11.82	70.92

Items received 1 April to 30 April 2024

Shoreham Parish Council

1 May 2024 (2024-2025)

RECEIPTS LIST

Code	Date	Description	Supplier			Total
Receipt	19/04/2024	CIL receipt	Sevenoaks District Council	X	13,643.05	13,643.05
Precept	30/04/2024	Precept	Sevenoaks District Council	X	24,000.00	24,000.00
Interest on Precept	30/04/2024	Bank interest	NatWest Bank	X	34.21	34.21
Total					37,677.26	37,677.26

Items to be paid @ 2 May 2024

1 May 2024 (2024-2025)

PAYMENTS LIST

Code	Date	Description	Supplier	VAT Type			Total
Office Rent/Storage	01/05/2024	Office Allowance	Mrs A C Barlow	X	30.00		30.00
Broadband	01/05/2024	Broadband	Mrs A C Barlow	X	10.00		10.00
Clerk's mileage	02/05/2024	Mileage	Mrs A C Barlow	X	73.44		73.44
Hall/Emergency Room Hire	02/05/2024	Hall hire	Shoreham Village Hall	X	30.00		30.00
Payroll	02/05/2024	Payroll	DM Payroll Services Ltd	X	214.00		214.00
Subscriptions - KALC/SLCC/Other	02/05/2024	KALC Subscription	KALC	S	600.40	120.08	720.48
Grasscutting Shoreham	02/05/2024	Grass cutting	GF Garden Maintenance	X	430.00		430.00
Grant	02/05/2024	Grant - Kent Sussex & Surrey Air Ambulance	Kent , Surrey and Sussex Air Ambulance Trust	X	350.00		350.00
Grant	02/05/2024	Grant - West Kent Mediation	West Kent Mediation	X	100.00		100.00
Grant	02/05/2024	Grant - Shoreham School	Shoreham Village School	X	1,000.00		1,000.00



FAO Parish/Town Clerk
 Shoreham Parish Council
 By Email Only

Tel No: 01732 227000
 Ask for: Planning Policy
 Email: cil@sevenoaks.gov.uk
 My Ref:
 Your Ref: CIL/P18
 Date: 12th April 2024

Dear Clerk,

NOTICE OF PAYMENT

SEVENOAKS DISTRICT COUNCIL'S COMMUNITY INFRASTRUCTURE LEVY (CIL) THE COMMUNITY INFRASTRUCTURE LEVY REGULATIONS 2010 (AS AMENDED)

The Council continues to collect CIL contributions from qualifying development across the District. During period 18 (October 2023 - March 2024 inclusive) £54,572.18 in CIL contributions has been collected from development within your parish/town.

In line with the CIL Regulations 2010 (as amended), the Town/Parish Council are entitled to following a proportion of the CIL contributions collected:

Definition	Type of payment	Amount
Payment A	Proportions of CIL receipts as laid out in Section 59A of the CIL Regulations where Sevenoaks District Council has a duty to pay you	£8185.83
Payment B	The equalisation of CIL receipts paid at the discretion of the Sevenoaks District Council Cabinet, to ensure you receive 25% of all the CIL monies secured in your area at the highest rates set out in the CIL charging schedule.	£5457.22
	TOTAL	£13,643.05

Please note that your CIL entitlement will be paid to your account by 28th April 2024.

Chief Executive: Dr. Pav Ramewal

Council offices
 Argyle Road
 Sevenoaks
 Kent TN13 1HG

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 e information@sevenoaks.gov.uk
 DX30006 Sevenoaks
www.sevenoaks.gov.uk

INVESTORS IN PEOPLE[®]
 We invest in people Platinum

A full list of planning applications which have contributed to this payment can be viewed on our interactive CIL tool which can be found on our website.

(https://www.sevenoaks.gov.uk/info/20075/community_infrastructure_levy/285/what_is_cil_and_when_does_it_apply)

Please note:

A - the money received under **Payment A** can only be spent on the following:

- i) The provision, improvement, replacement, operation or maintenance of infrastructure; or
- ii) Anything else that is concerned with addressing the demands that development places on an area.

B - The money received under **Payment B** can be spent on the provision, improvement, replacement, operation or maintenance of infrastructure **only**.

Recording CIL

All contributions that are passed to the Town/Parish Council, must be spent and recorded as described currently in regulation 62A of the Community Infrastructure Levy Regulations 2010 (as amended). This means you must:

- Publish a report on your website.
- Or on SDC's website if you do not have one.
- Send a copy of the report to the Charging Authority (SDC) no later than 31st December of each year for the financial year ending in March that year.

Please note this CIL payment needs to be declared on the CIL annual report for April 2024-March 2025.

Important: If the monies are spent incorrectly or are not spent within five years of receipt, Sevenoaks District Council will serve the relevant notice on you and ask for the money to be returned.

If you have any queries, please contact the Planning Policy Team by either emailing CIL@sevenoaks.gov.uk or please call 01732 227000.

Yours faithfully,



Richard Morris
Deputy Chief Executive
Chief Officer - Planning & Regulatory Services