

# SHOREHAM

Parish Clerk:

Sarah Moon

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# PARISH

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# COUNCIL

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## **MINUTES of a MEETING of SHOREHAM PARISH COUNCIL**

Remotely via Zoom 4<sup>th</sup> November 2020 from 7:30pm

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

Also Present: 10 members of the public  
District Councillor Irene Roy

Clerk: Sarah Moon

Question Time: There were no questions from members of the public

1. Apologies for absence were received from County Councillor Gough and from Cllr Hubble.
2. There were no disclosures of interest.
3. The minutes of the meeting held on Wednesday 7<sup>th</sup> October 2020 (copies previously distributed) were agreed and the Clerk was authorised to sign them on behalf of the Chairman.

#### **4. District/County Councillor Reports**

No County Councillor was present.

#### **District Councillor Irene Roy**

- Lockdown II : Many of the original support packages will be back on track to support businesses, volunteers and CEVs (Clinically extremely vulnerable). SDC will receive additional funding for this.
- Refuse collections will be running as normal but SDC are asking residents to ensure that rubbish is put out by 7.00am.
- COVID testing site will soon be put in place
- on Otford Road.
- District Cllr Roy apologised for missing the last Highways meeting and urged the Clerk to send the HIP and Cllr's Powell's new document to all attendees of the 11<sup>th</sup> November meeting ASAP. She emphasised the importance of putting on a united front and indicated that she thought one refuge island but not two could be granted.

#### **5. Chairman's Report**

There was no report from the Chairman.

**6. Clerk's Report**

- a) Footpaths – The Clerk reported that KCC have approved the permissive path at Filston Farm which diverts walkers away from the farmyard. Also, the process to draw up an agreement between KCC and the landowners of the Church Field for a footpath from the station to the village is currently underway.
- b) The Clerk reported that she had attended the KALC Finance Conference and as result, will be looking to update the Financial Regulations, Standing Orders and policies and publish them on the Parish Council website. The Finance Conference also covered the increasing tendency to use working groups rather than committees. Notes of such meetings are usually minimal and are just minuted as recommendations of the working group. This can lead to the lack of an audit trail and lack of transparency.
- c) The Clerk requested funds to purchase an external hard drive or large memory stick (2tb). It was RESOLVED that a budget of £200 be given for this.
- d) The 2019/2020 CIL report has been submitted to Sevenoaks District Council. Total CIL expenditure for the year amounted to £8,590.30 (playground replacement) and there were no receipts.
- e) The Filston Lane car park is now included on regular police patrols having been identified as an area where anti-social behaviour occurs.
- f) The Clerk reported that she had attended a Planning Course run by SDC which covered the General Permitted Development Order and Changes of Use Class. Notes will be circulated to all members once they have been received.
- g) COVID-19 – The Clerk reported that she had contacted all volunteers who helped during the last lock down. Several are no longer able to help although some new volunteers have come forward. She suggested that a new leaflet, listing the updated volunteers and their contact details be produced and sent to all residents. The leaflet should also contain useful information and contact details of other schemes, such as the SDC scheme and should encourage people to use the village shop where possible as well as details of take away services, which are available. It was RESOLVED that such a leaflet be produced and that a budget of £50 be allocated to the printing costs.

**7. Amenities**

The following recommendations made by the Amenities Committee at their meeting held on October 21<sup>st</sup> 2020 were considered :

- a) That the Amenities budget for 2021/2022 be approved;  
RESOLVED to approve this recommendation.
- b) That the existing grass cutting contractor be instructed to continue to maintain the grounds in Shoreham for a further 2 years  
RESOLVED to approve this recommendation.
- c) That an application be made to English Heritage for the Shoreham Cross to become a Grade II listed structure, thus ensuring its protection for the future;  
RESOLVED to approve this recommendation.
- d) That £5000 from the £10,000 COVID-19 small business relief grant be spent on converting the basketball court into a multi-use sports area and that the Clerk be given authorisation to proceed with grant applications and crowd funding to raise the remainder;  
RESOLVED to approve this recommendation.
- e) That a budget of £500 be allocated to carrying out minor repairs in the recreation ground as highlighted in the 2020 playground inspection report;  
RESOLVED to approve this recommendation.

- f) That 50 x 20kg sacks of salt for winter be purchased and stored at the allotments, subject to approval of the Allotments Association and on-going review and relocation if deemed necessary.

RESOLVED to approve this recommendation subject to agreement from the Allotments Association.

- g) That consideration be given to the installation of a 'donation post' in the Filston Lane car park. Due to the cost of the post and the fact that it would need to be checked and emptied each day, it was RESOLVED to discuss this in further detail at a future meeting.

8. **Community Infrastructure Levy Bids**

Consideration was given as to whether a bid for funding should be submitted to Sevenoaks District Council in time for the next CIL Spending Board scheduled for 10<sup>th</sup> March 2021. As applications for this board need to be received no later than 30<sup>th</sup> November 2020, it was decided that it would be too late to make any application

9. **CCTV Update**

Due to time constraints, recommendations from the CCTV working party as to whether to proceed with recently discussed initiatives were agreed to be discussed at a future meeting.

10. **Traffic and Parking Update**

Cllr Powell has produced another document to be circulated to all attendees in advance of the November 11<sup>th</sup> meeting. The document also includes details of the HIP. It was agreed that the Parish Council should try and push for a reduction in the speed limit on the A225 all the way to Preston Farm rather than just past the station as suggested by KCC. It was also agreed that the KCC officer should be requested to undertake a site visit as this is the only way to fully understand the issues.

11. **Broadband Update**

The Broadband Working Party reported that the Shoreham Broadband project is on Open Reach's priority list. Cllr Hubble continues to chase up and progress should be made within the next few months.

12. **Correspondence/Information**

- a) The Autumn/Winter edition of 'Kent Voice' (CPRE's local magazine) has been received.
- b) Issue 4 of the Allotment & Leisure Gardener has been received.
- c) The November 2020 issue of Clerks and Councils Direct has been received.

13. **Financial Matters**

Accounts/Payments: a) The schedule of payments as shown in Appendix A was approved.  
b) The Clerk's salary in relation to the NALC pay scales was considered and it was RESOLVED that she move up from level 19 to level 23. It was also RESOLVED that this increase be backdated to April 2020.

A motion was passed to extend the meeting past 10.00pm

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

- a) Planning (if required) – Wednesday 18<sup>th</sup> November
- b) Planning (if required) and Parish Council – Wednesday 2<sup>nd</sup> December
- c) Planning (if required) and Finance - Wednesday 16<sup>th</sup> December

Sarah Moon, Clerk to Shoreham Parish Council

*Shoreham Parish Council Minutes for 4<sup>th</sup> November 2020*

The meeting closed at 22.01

## Shoreham Parish Council Minutes for 4<sup>th</sup> November 2020

### Appendix A – Schedule of Payments

4 November 2020 (2020-2021)

#### Shoreham Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
151	09/10/2020		NatWest current acco		Training	KALC	S	50.00	10.00	60.00
154	04/11/2020		NatWest current acco		Office telephone	O2	S	10.65	2.13	12.78
162	04/11/2020		NatWest current acco		Subscription	Zoom	S	11.99	2.40	14.39
153	04/11/2020		NatWest current acco		Paint and painting materials	Homebase	X	129.40	0.00	129.40
155	04/11/2020		NatWest current acco		Broadband	Sarah Moon	X	10.00	0.00	10.00
156	04/11/2020		NatWest current acco		Office Allowance	Sarah Moon	X	30.00	0.00	30.00
157	04/11/2020		NatWest current acco		Electricity	E-on	X	39.21	0.00	39.21
158	04/11/2020		NatWest current acco		Business Rates	Sevenoaks District Council	X	84.00	0.00	84.00
159	04/11/2020		NatWest current acco		Water charges	Castle Water	X	34.17	0.00	34.17
160	04/11/2020		NatWest current acco		Electricity	EDF Energy	X	92.00	0.00	92.00
161	04/11/2020		NatWest current acco		Water charges	Castle Water	X	3.00	0.00	3.00
144	05/11/2020		NatWest current acco		Audit fee	PKF Littlejohn	S	300.00	60.00	360.00
143	05/11/2020		NatWest current acco		Printing Shoreham Post	Silver Pines Services	X	86.18	0.00	86.18
145	05/11/2020		NatWest current acco		Hall hire	Shoreham Village Hall	X	54.00	0.00	54.00
146	05/11/2020		NatWest current acco		Strim and spray Cross	Jeremy Toolley	X	120.00	0.00	120.00
147	05/11/2020		NatWest current acco		Lengthsman wages	Mrs A Hollands-Parsons	X	261.60	0.00	261.60
148	05/11/2020		NatWest current acco		Lengthsman wages	N McDonnell	X	34.88	0.00	34.88
149	05/11/2020		NatWest current acco		Clerk's salary	Sarah Moon	X	998.63	0.00	998.63
150	05/11/2020		NatWest current acco		PAYE & NI	HM Revenue & Customs	X	34.09	0.00	34.09
152	05/11/2020		NatWest current acco		Grass cutting	GF Garden Maintenance	X	550.00	0.00	550.00
<b>Total</b>								<b>2,933.80</b>	<b>74.53</b>	<b>3,008.33</b>