

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

Shoreham Village Hall 9th June 2021 from 7:30pm

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

Also Present: District Councillor John Edwards-Winser
3 members of the public

Clerk: Sarah Moon

Public Question Time :

Cllr Powell voiced concerns about the piles of manure on the Church Field and the potential health hazards that it may cause. District Councillor John Edwards-Winser agreed to contact the Environment Agency at SDC to see if they can confirm whether or not it is a risk to public health.

1. Apologies for absence were received from County Councillor Roger Gough, District Councillor Irene Roy and Cllr Miranda Cockburn.
2. There were no disclosures of interest.
3. The Minutes of the meeting held Wednesday 5th May 2021 (copies previously distributed) were received and authorised by the Chairman.
4. **District/County Councillor Reports**

No County Councillor was present.

District Councillor John Edwards-Winser reported that he has now finished his stint as District Chairman and is currently sitting on three committees; Development Control, Housing and Health and Licensing.

Since the start of COVID, the Business Rates team at Sevenoaks District Council have distributed 5500 individual grants via 17 schemes, which equates to around £5 million. A new scheme, the Welcome Back Scheme, will start in July. Around 1200 volunteers are still looking after the vulnerable.

5. **Chairman's Report**

The Chairman reported that he had applied to become a trustee for the Walnut Tree Trust and that his application was successful. The first meeting with the four new trustees and the three existing will be held in a couple of weeks. He stated that he will be pushing to find out the condition of the barn and outbuilding and what is required to be done in order to stabilise them. He will continue to liaise with the Parish Council and the public in general.

6. **Report from the Clerk**

- The Clerk stated that she had been busy preparing the Annual Return and assisting the internal auditor with the annual audit.
- Jason Fox, owner of the Darent Golf Club, would like to meet with the Parish Council to discuss the footpath from the station into the village.

7. **Annual Return**

- i) Section 1, Annual Governance Statement, of the 2020-2021 Annual Return was approved by the Parish Council and signed by the Chairman.
- ii) Section 2, Accounting Statement, of the 2020-2021 Annual Return was approved by the Parish Council and signed by the Chairman.

8. **Gazette Provision to Well Hill**

Consideration was given as to whether to provide copies of the Shoreham Gazette to households in the Well Hill area. Households have, until recently, received copies of the Shoreham Post but have not received the full monthly magazine. It was agreed that Cllr Hubble should ask the Well Hill WhatsApp group whether there is appetite to receive hard copies of the magazine or whether they would prefer to be able to access a soft copy via their FaceBook page. The Clerk was asked to speak to the Gazette editor, Ann Ball, to see whether she would be able to share the .pdf files each month on the Well Hill FB page.

9. **Village Sign**

The Clerk reported that a local resident has generously offered to donate £2000 to the Village Sign project. The Clerk was asked to write a letter of thanks to her. The total cost of the project will be around £5000 and it was agreed that the remaining £3000 could be raised via crowd funding. Cllr Powell and the Clerk agreed that they would meet to design a crowd funding page, which should display the competition entries. The Clerk confirmed that she had also included an article in the Gazette, asking for donations to the project.

10. **Green District Heating Scheme**

Two members of the Shoreham Green District Heating Study Group attended the meeting to update the Parish Council on its progress in regard to conducting a feasibility study and to discuss how best to involve the broader community, including the Council, in that study.

The Study Group stated that they had had discussions with several other villages in England, who are undertaking similar studies and have consulted with Energy Hub, the organisation which gives out grants for the studies, the Rural Community Energy Fund. The RCEF will fund an initial study up to £40,000 and it is hoped that an application for the next round of funding in August will be successful. Preliminary discussions with twelve engineering firms suggest that a District Heating Scheme should be possible but that it will be difficult, expensive and intrusive. That fact that Shoreham is located on chalk is advantageous as ground source heat pumps will work well on this. Another possibility would be to tap into the underground sewer line, which runs through Shoreham extract heat from this.

The next quarterly deadline for submitting applications to the fund is in August. As part of the application, the applicant will need to have obtained three quotes from different engineering firms. The Study Group has already drafted the Invitation to Tender and will be applying for up to £40,000. The Study Group felt however, that if the Parish Council owned the application, then this would hold more weight and would ensure better engagement with Sevenoaks District Council, who have access to other funds to finance the construction. The Parish Council will need to be involved anyway and this would be better achieved by becoming the applicant and owning the grant. Community engagement will also be key to the success of this project and the PC should be able to help convince people of the benefits of the scheme better than a group of private individuals.

The Study Group stated that they would draft the application and requested that a representative from the PC join them. The Group asked if the Parish Council would give consideration to putting their name to the application and to confirm either way at the July PC

meeting. In order to ensure the PC are fully informed as what they could be potentially signing up to, the following points were agreed:

- That Peter Kasch send the draft ITT to the Clerk for circulation to the Parish Council;
- That a Working Party, appointed by the Parish Council be formed;
- That the Working Party draft its Terms of Reference;
- That the Working Party investigate whether a standard contract of works exists, which could be used once a firm has been selected;
- That the Working Party send a link to the grant application to the Clerk for circulation to the Parish Council.

A motion was then proposed and seconded for a Working Group to be set up, its Terms of Reference being 'To prepare an application for an RCEF Stage 1 Feasibility Grant and to bring back the application to the Parish Council for ratification'.

A further motion was then proposed and seconded to appoint the following individuals onto the Working Party; Nick Copeman, Peter Kasch, Bill Latimer, Sarah Newman, Heather and Mike Sillitoe and Michael Wood.

11. Daffodils

The discussion as to whether to grant permission for daffodils to be planted at various locations around the village and consideration as to whether to part fund the cost of this (£300), was agreed to be deferred to the next PC meeting as no written request for funding has been received yet.

12. Working Party Updates

- a) The following update was given by the Broadband Working Party : Openreach has been approaching residents again to validate vouchers for the broadband scheme. The Working Party was originally informed back in January that the scheme had been passed to delivery and Openreach were finalising the last few vouchers. It now seems that despite over £700k of vouchers being pledged, they only issued £270k and residents validated £210k, which is £17k under the actual funding costs. As a result, they are now approaching some of the original pledgers to validate their voucher. It is unclear why it has taken 5 months for them to get to this stage and as a result the KCC top-up vouchers on the shortfall have been missed (we do have the KCC money ringfenced within the £210k). The concern is now that Openreach could decide to either stop the project or reduce the scope. This is completely a problem of Openreach's making and if they had followed up immediately it would not have been an issue. The Clerk was asked to ensure Roger Gough is made aware of this.
- b) The following update was given by the CCTV Working Party : so far around fifteen individuals have signed up to the network resulting in one fly tipper being caught and fined £400. It was agreed that the Clerk publish this on Facebook as it may encourage more people to sign up.
- c) The following update was given by the Traffic and Parking Working Party : A reply is still awaited from Whitney Gwillim at KCC regarding the details of the speed reduction and the Highway Improvement Plan. Separately, the vegetation on the A225 needs cutting back but KCC will not do this. It is however, a safety issue. The Clerk was asked to write to Mike Payton and Roger Gough requesting this be done and if the response is still negative, ask if they would give permission for the PC to pay for the work to be undertaken.

13. Correspondence/Information

- a) An application for a grant of £1000 has been received from the PCC in respect of helping to maintain the churchyard in the coming year (removal of dead trees and some replanting). Due to time restrictions, it was RESOLVED to defer this item until the next meeting.
- b) An application for financial assistance has been received from the West Kent Neighbourhood Watch Association to help keep the Association running. Due to time restrictions, it was RESOLVED to defer this item until the next meeting.

14. Financial Matters

Accounts/Payments: The Schedule of Payments (Appendix A) was approved by all members and signed by the Chairman.

15. **Next meetings** (all starting at 7:30pm unless otherwise stated)

- a) Planning (if required) and Amenities Meeting – Wednesday 23rd June 2021 – Shoreham Village Hall
- b) Consideration was given to the location of the July Parish Council meeting as this is traditionally held at the Well Hill Mission Church. It was RESOLVED that on this occasion, due to the size of the space, that the July meeting be relocated to Shoreham Village Hall, Planning (if required) and Council Meeting – Wednesday 7th July 2021 – Shoreham Village Hall
- c) Planning (if required) – Wednesday 21st July 2021 – Shoreham Village Hall

The meeting closed at 10.00 pm

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	15.65	3.33	19.98
26	05/05/2021		NatWest current acco		Playground Equipment Inspect	The Play Inspection Compan	S	130.00	25.00	155.00
35	05/05/2021		NatWest current acco		Office telephone	O2	S	10.65	2.13	12.78
41	05/05/2021		NatWest current acco		Subscription	Zoom	S	11.99	2.40	14.39
24	05/05/2021		NatWest current acco		Tree Supply	Jill Aisher	X	15.98	0.00	15.98
25	05/05/2021		NatWest current acco		Strim and spray Cross	Jeremy Tockley	X	45.00	0.00	45.00
27	05/05/2021		NatWest current acco		Printing & Laminating	Silver Pines Services	X	37.90	0.00	37.90
28	05/05/2021		NatWest current acco		Lengthsman wages	Mrs A Hollands-Parsons	X	267.30	0.00	267.30
29	05/05/2021		NatWest current acco		Lengthsman wages	N McDonnell	X	35.64	0.00	35.64
30	05/05/2021		NatWest current acco		Clerk's salary	Sarah Moon	X	1,070.23	0.00	1,070.23
31	05/05/2021		NatWest current acco		PAYE & NI	HM Revenue & Customs	X	54.53	0.00	54.53
32	05/05/2021		NatWest current acco		Grass cutting	GF Garden Maintenance	X	190.00	0.00	190.00
33	05/05/2021		NatWest current acco		Hall hire	Shoreham Village Hall	X	54.00	0.00	54.00
36	05/05/2021		NatWest current acco		Broadband	Sarah Moon	X	10.00	0.00	10.00
37	05/05/2021		NatWest current acco		Office Allowance	Sarah Moon	X	30.00	0.00	30.00
38	05/05/2021		NatWest current acco		Business Rates	Sevensoaks District Council	X	84.00	0.00	84.00
39	05/05/2021		NatWest current acco		Water charges	Castle Water	X	34.17	0.00	34.17
40	05/05/2021		NatWest current acco		Water charges	Castle Water	X	3.00	0.00	3.00
Total								3,481.51	33.86	3,515.37