

SHOREHAM PARISH

Parish Clerk:

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COUNCIL

MINUTES of a MEETING of SHOREHAM PARISH COUNCIL

Well Hill Mission Church, Shoreham on 4 June 2025 at 7:30pm

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

Also Present: 2 members of the public, Amanda Barlow (Clerk)

Apologies: Cllr Jonathan Histed, Cllr Marc Logen (County), Cllr John Edwards-Winser (District) and Cllr Irene Roy (District)

1. To receive any apologies for absence.

Apologies were received and accepted from the following Cllr Jonathan Histed, Cllr Marc Logen (County), Cllr John Edwards-Winser (District) and Cllr Irene Roy (District)

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

None.

3. Public Forum

Residents commented that there has been an increase in the amount of fly tipping. Cllr Jeffery advised to report all fly tipping to Sevenoaks District Council.

4. County/District Councillor Reports

There were no County or District Councillors at the meeting

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 13.4 in confidence.

6. To receive and authorise for signature by the Chairman, the Minutes of the meeting held on Wednesday 7 May 2025

Members resolved to agree the minutes of 7 May 2025.

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

- 7.1 Shoreham Woods

Cllr Thorpe advised that the walk in the woods was excellent and the rangers were extremely passionate.

Members resolved that the Clerk should ask if the rangers could do a walk on a Saturday.

Cllr Sheward advised that he has contacted Natural England.

- 7.2 Shoreham Players Grant

The Clerk advised that the Shoreham Players will present at the next meeting in July.

7.3 Insurance

8. **Highways and Footpaths**

8.1 Parking and Traffic Survey

Cllr Jeffery advised that there were 15 people in favour of a reduced speed reduction for Well Hill and no objections.

Members resolved that the item should be included in any proposals put forward.

8.2 Car park at Filston Lane

The line marking has been completed.

9. **Shoreham Cricket Club**

9.1 Planning application

The Clerk explained that the acting Chair, Cllr Jeffery and the Clerk had advised the Cricket Club to go ahead with the planning application for the advertising banners.

10. **Shoreham Recreation Ground**

10.1 Inspection Report

The Clerk advised that there were 3 items highlighted as high and moderate risk. The company that installed the playground, Creative Play, have been instructed to carry out the repairs.

10.2 Family Fun Day

Members resolved that the Clerk should ask the Pre-school if they would be able to run the refreshments and offer a small grant of £200.

11. **Shoreham Allotments**

11.1 Dangerous Tree

The Clerk advised that a dangerous tree had been reported by the allotment gate and was dealt with by Down to Earth on 2 June 2025 at a cost of £384.

11.2 Tree Survey

The Clerk is getting a quote for a tree survey at the allotments.

12. Correspondence

- 12.1 Defibrillator at King's Arms and First Aid training
Louise Norris advised that the pads on King's Arms defibrillator are out of date.
Members resolved to award a grant of £90 to replace the pads at the King's Arms.
- Members resolved that First Aid training should take place on Saturday 11 October 2025 from 12pm to 4pm and residents who are interested should contact Louise.**
- 12.2 Request to place a bench or small memorial plaque in the Shoreham area
Members resolved to decline the request and asked the Clerk to suggest they contact the Church.
- 12.3 Sevenoaks District Council considers changes to recycling and waste collections
Noted.
- 12.4 West Kent Road Safety & Active Travel Group Newsletter
Noted
- 12.5 Sevenoaks District Council: New Chairman is prepared for her year in office
Noted.

13. Finance & Personnel and Governance

- 13.1 **Annual Governance and Accountability Return (AGAR)**
(i) To approve Section 1 (Annual Governance Statement) of the 2024-2025 Annual Return.
Members resolved to approve the Annual Governance statement for 2024-25 and it was signed by the Chair of the meeting.
- (ii) To approve Section 2 (Accounting Statements) of the 2024-2025 Annual Return.
Members resolved to approve the Annual Accounting statement for 2024-25 and it was signed by the Chair of the meeting.
- 13.2 To discuss and agree if appropriate the Statement of Internal Control
Members resolved to agree the Statement of Internal Control
- 13.3 To agree the items received, paid and payable
Members resolved to agree the items payable as at Appendix A.
- 13.4 Parish Council Vacancy

The Clerk advised that the vacancy has been advised to Sevenoaks District Council.

14. **Next meetings** (all starting at 7:30pm in Shoreham Village Hall unless otherwise stated)
- a. Planning (if required) Committee – Wednesday 18 June 2025
 - b. Planning (if required) Committee – Wednesday 2 July 2025
 - b. Full Council Meeting – Wednesday 16 July 2025 at 7.30pm**

Appendix A

Shoreham Parish Council

2 June 2025 (2025-2026)

PAYMENTS LIST

Code	Date	Description	Supplier				Total
Broadband	01/05/2025	Broadband	Mrs A C Barlow	X	10.00		10.00
Office Rent/Storage	01/05/2025	Office Allowance	Mrs A C Barlow	X	30.00		30.00
Annual Parish Meeting	01/05/2025	Food for Annual Parish Meeting	Waitrose	X	113.50		113.50
Annual Parish Meeting	01/05/2025	Drink for Annual Parish Meeting	Shoreham Village Store	S	99.90	19.98	119.88
Car Park	01/05/2025	Business Rates	Sevenoaks District Council	X	84.00		84.00
Subscriptions - KALC/SLCC/Other	06/05/2025	CPRE Annual Subscription	Campaign to Protect Rural England	X	60.00		60.00
Office telephone	06/05/2025	Office telephone	O2	S	13.72	2.74	16.46
Toilets	06/05/2025	Electricity	EDF Energy	L	147.62	7.38	155.00
Payroll	07/05/2025	Payroll	DM Payroll Services Ltd	X	216.00		216.00
Annual Parish Meeting	07/05/2025	Stationery for Annual Parish Meeting	Mrs A C Barlow	S	20.80	4.16	24.96
Email Hosting Charges	07/05/2025	Annual Email Hosting Charge	Vision ICT	S	180.00	36.00	216.00
Refuse freighter	07/05/2025	Refuse freighter	Sevenoaks District Council	S	220.50	44.10	264.60
Refuse freighter	07/05/2025	Refuse freighter	Sevenoaks District Council	S	231.52	46.30	277.82
Stationery/Sundries	16/05/2025	Stationery	Amazon	S	19.24	3.85	23.09
Playground inspection	16/05/2025	Playground Equipment Inspection	The Play Inspection Company	S	154.00	30.80	184.80
Car Park	16/05/2025	Line marking for car park	Total Line Marking Ltd	S	825.00	165.00	990.00
CCTV	16/05/2025	CCTV	Custodia CCTV	S	997.00	199.40	1,196.40
Stationery/Sundries	20/05/2025	Stationery	Amazon	S	34.43	6.89	41.32
Computer/Printer Consumables	20/05/2025	Website	Hugo Fox	S	29.99	6.00	35.99
Allotments	20/05/2025	Water Charges - Allotments TW2378728040	Castle Water	X	190.00		190.00
Office Rent/Storage	02/06/2025	Office Allowance	Mrs A C Barlow	X	30.00		30.00
Hall/Emergency Room Hire	02/06/2025	Hall hire	Shoreham Village Hall	X	64.00		64.00
Broadband	02/06/2025	Broadband	Mrs A C Barlow	X	10.00		10.00
Hall/Emergency Room Hire	02/06/2025	Hall hire	Shoreham Village Hall	X	96.00		96.00
Insurance	02/06/2025	Insurance	Arthur J Gallagher Insurance	X	1,897.98		1,897.98
Grant	02/06/2025	Grant to Shoreham Society for VE day	Shoreham Society	X	500.00		500.00
Grant	02/06/2025	Grant to Shoreham Village Pre School	Shoreham Pre School	X	500.00		500.00