

SHOREHAM PARISH

Parish Clerk:
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COUNCIL

MINUTES of a MEETING of SHOREHAM PARISH COUNCIL

Shoreham Village Hall, Shoreham on 6 March 2024 at 7:30pm

Present: Cllrs R Blamey, B Jeffery, J Histed (Chair), G Owen and N Powell (in part)

Also Present: 10 members of the public, Cllr Edwards-Winser (District) (in part), Cllr Irene Roy (District) (in part) and Amanda Barlow (Clerk)

Apologies: Cllrs Sheward, Thorpe, Montgomerie and Cllr Roger Gough (County)

1. To receive any apologies for absence.

Apologies were received and accepted from Cllrs Sheward, Thorpe, Montgomerie and Cllr Roger Gough (County)

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

None

4. County/District Councillor Reports

Cllr Irene Roy gave information about the waste collection and information is included at Appendix A. There is saving of about £100k initially and going forward there will be an additionally £164k.

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

Members agreed to take the Agenda items in the following order.

8. Shoreham Cricket Club

8.1 Cricket Ground Banners

Cllr Histed gave the background to the issue with regard to the cricket club banners.

Members resolved to agree that the Clerk should seek advice from SDC as to whether planning permission is required.

Cllr Neil Powell arrived at the meeting

Cllr Edwards-Winser left 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 12.5 in confidence.

6. To receive and authorise for signature by the Chairman, the Minutes of the meetings held Wednesday 7 February 2024

Members resolved to agree the minutes of 7 February 2024.

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

- 7.1 Follow up from PC Ashleigh Wilson

The Clerk advised that she has asked PC Ashleigh Wilson for the information.

9. Highways and Footpaths

- 9.1 **Parking Survey**
To receive an update

Cllrs Histed and Jeffery met with ITS Global consultants who was recommended by JR Consultants who did the last consultation. They advised that the quote for the consultation was well in excess of what the Council could afford.

Members resolved to set up a Parking Working Party to review and agree the priorities following the survey results and discuss with consultants a reduced service.

Members agreed that all Members of the Parish Council are welcome to attend as part of the Committee.

Cllr Irene Roy left the meeting.

- 9.2 **Footpaths**
- To discuss next actions with regard to the steps to join the footpaths

Cllr Jeffery explained about the proposals to build steps to avoid residents having to walk in the road to connect the footpath.

Cllr Jeffery advised that the DVLPS have signage ready to help direct people to the footpath rather than walking in the road.

Members resolved to build the steps subject to the approval of the land owner and final approval of design and costing.

- Signage for footpaths

Cllr Jeffery advised that the two maps showing the footpaths are faded and Members resolved to agree to spend £100 to replace each map.

10. Amenities Committee

- 10.1 To note draft minutes of the meeting on 21 February 2024
Noted at Appendix C.

- 10.2 To receive update from the Cross Sub Committee and agree next actions

Cllrs Histed, Jeffery, Mr & Mrs Tooley met to discuss re-chalk the Cross. 13 tons of chalk is required and there is plan to do it with help from residents. The cost would be about £1,000. **Members resolved that the re-chalking of the Cross should go ahead and agreed a budget of £2,000.**

- 10.3 To agree, if appropriate, the grass cutting contract for 2024-25

Members resolved to award the grass cutting contract for 2024-25 to GF Garden Maintenance.

- 10.4 To agree, if appropriate, next steps with regard to the cleaning of the War Memorial

The Clerk advised that she has contacted Burselms and is speaking to an advisor to get a quote tomorrow.

Members resolved to agree a budget of £3,000 to clean the war memorial and replace the missing name.

11. Correspondence

- 11.1. Concerns regarding the land opposite Copt Hall adjacent with A225.

Cllr Jeffery advised there is a lot of angst about the activities there. There is a TPO on some of the trees. **Members asked the Clerk to contact the tree officer.**

Residents from the area advised that there had been a lot of parking on the lane and they had then put hardstanding to stop the parking. The owner is a property developer and the residents felt that he will be building other buildings. Industrial waste is being burnt on the site. Members noted their concern.

- 11.2 Sevenoaks District Council – Waste sacks

This item was dealt with under the District Council report.

- 11.3 Kent Police

The Clerk advised that the report has not yet been received.

12. Finance & Personnel

- 12.1 To agree items received, payable and paid

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

- 12.2 Grant request from:

12.2.1 Sevenoaks Volunteer Transport Group

Members resolved to award a grant of £100 to the Sevenoaks Volunteer Transport Group.

12.2.2 Citizen Advice Bureau (CAB)

Members had received an update from Cllr Edwards-Winser that Sevenoaks District Council have given the CAB a grant.

Members resolved to award a grant of £100 to the Citizen Advice Bureau.

12.3 Bank Account update

The Clerk advised that the Co-op account has been closed and the money is being transferred to the NatWest account.

12.4 Preparation for Audit
12.4.1 – Asset Register

Members resolved to agree the Asset Register.

12.4.2 – Risk Assessment including Statement of Internal Control

Members resolved to agree the Statement of Internal Control.

13. **Next meetings** (all starting at 7:30pm in Shoreham Village Hall unless otherwise stated)
- a. Planning (if required) Committee– Wednesday 20 March 2024
 - b. Planning (if required) Committee and Council Meeting – Wednesday 3 April 2024**
 - c. Annual Parish Meeting – Wednesday 24 April 2024 at 7pm**

12.5 Staffing (confidential)

Members resolved to agree the proposals for the Clerk and lengthsman as discussed. It was agreed that Cllr Histed would confirm the decisions of Members in an email to the Clerk.

Appendix A

From: "Trevor Kennett" <Trevor.Kennett@sevenoaks.gov.uk>
Sent: Wednesday, 28 February, 2024 12:42pm
To: "Parish and Town Councils" <ParishandTownCouncils@sevenoaks.gov.uk>
Subject: Waste Sacks

Dear Parish and Town Councils,

I thought it would be useful to send an operational update following Full Council's recent decision to end the delivery and supply of black sacks and moving to bags for life for recycling.

Black Sacks

We will continue to deliver black sacks to residents up until 1 April 2024. However distribution of black sacks will stop after this date.

We are asking residents to put their waste out in the black or grey household waste sacks typically available from most supermarkets and hardware stores. Residents should not put out waste in carrier bags.

You can order black sacks from us until 1 April to sell to local residents.

Clear Sacks

These will still be delivered to residents until they receive a bag for life for their recycling around September 2024.

These can also still be purchased from us.

Kind regards

Trevor Kennett, FRSA, CIWM, CMI
Head of Direct Services

Direct Services | Waste & Recycling | Health & Safety | Emergency Planning | Parks & Countryside | Environmental Enforcement | Markets | Fleet & Depot | Clean & Green | CCTV | Commercial Services | Parking & Traffic Enforcement.

Sevenoaks District Council
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Online: www.sevenoaks.gov.uk<http://www.sevenoaks.gov.uk/>

Changes to waste and recycling sacks – questions and answers

5 March 2024

Black sacks

Why are you withdrawing free black sacks?

In common with most councils, businesses and households, we have seen significant increases in our costs. In the coming financial year, we faced a £1.3 million budget shortfall, and a significant proportion of this was directly linked to our refuse collections.

The fuel for the freighters and staff wages have all seen above inflationary price increases. Plus, with more people working from home and more reliance on home deliveries since the pandemic, we are collecting much more household waste than ever before.

We know how much our residents value their weekly collections of both waste and recycling, so we had to find cost savings to protect the current frequency of the service. We also believe we are the only council in the country to still be supplying our residents with free refuse sacks.

We therefore took the decision to stop the supply of black sacks at our budget-setting meeting on 20 February 2024. It will come into effect from 1 April 2024.

This change will save £100,000 a year and will allow us to continue to provide a weekly waste collection service for as long as possible.

You can find [out more about the changes](#).

What bags can I use?

Please use sacks made for household waste (usually the black or dark grey sacks).

To help protect the health of our crews, please do not use any other type of sack or bag, including carrier bags.

Where can I buy sacks?

Rolls of waste sacks are available from most markets, supermarkets, discount shops and hardware stores.

You can still buy Council black sacks from your usual distributor or your parish or town council up to 31 March 2024, subject to availability.

Why can't you provide me with a waste bin?

We know our waste collection service is valued and very popular with our residents. In our most recent, independently-run resident survey, 93% said they were satisfied with our waste collection service.

We are therefore committed to, and our resources focused on, continuing to provide

our residents with a weekly waste collection service.

Providing residents with bins and adapting our freighters to tip these bins would involve such significant expenditure that it would likely mean we could no longer afford to be able to continue to collect both waste and recycling every week.

I want to write in with my comments or concerns?

Please complete our [feedback form on our website](#).

Sacks for life / clear sacks

What can you tell us about the sack for life?

As part of setting next year's budget, we have decided to provide all households with a reusable sack for life for their recycling instead of providing clear plastic sacks.

This will save on single use plastics and delivery costs, helping the environment.

The change will save nearly £200,000 a year, helping us to retain weekly collections for as long as we can.

Around 130 councils already use sacks for life for their recycling. The feedback we have received from other councils has been very positive.

Further details will be available before the sacks are provided to residents in the autumn.

Will you still continue to deliver clear sacks?

You should receive a double delivery of clear recycling sacks from April onwards before your reusable sack for life is delivered in the autumn of 2024.

I live in a flat. Will I get a sack for life?

If you live in a flat and you use communal waste and recycling bins (and you do not put your recycling in a clear sack), nothing will change. You will continue to use the communal bins as you do now, so you will not be given a bag for life for recycling.

What will stop my sack from being blown away after collection?

They have a recycled plastic weighted plate in the bottom. Councils who already use these bags for life assure us that this is not a problem that they encounter.

How will I know which is my sack?

There will be a small panel on the sack where you can write your house number or name using a permanent marker.

My sack is dirty, what can I do?

Your sack can be cleaned with a cloth and water or hosed down.

As always, we recommend giving cans, tins and trays a quick clean before they go in your sack.

Can the bag for life be sealed to avoid items from spilling out?

The bags can be sealed with a Velcro strip. They are animal proof and water resistant.

I don't have a lot of room, where will I store my sack for life?

The sack folds up and is water resistant so you can store it inside or outside your home. You may be able to store it in the same place you currently store your clear sacks.

Will you collect glass in the sack for life?

No, but you can continue to use one of the 40 recycling sites for glass, textiles and cardboard across the District. View the [location of our recycling sites](#).

We create a lot of recycling and one sack may not be enough. Can we get additional sacks?

Households can request extra sacks.

I've lost my recycling sack. Can I get another one?

Households can request a replacement bag for free.

Will the rounds take longer if the collectors have to empty the sacks into the freighters?

From benchmarking with other councils that use bags for life, there are only marginal differences.

How will you cope at Christmas when more recycling is put out?

We will deploy additional resources to collect all the recycling residents put out.

Bank holiday waste collections will operate as they do now with some collection days likely to change. But no household will miss a collection day.

Appendix B

March report

Our commitment to Citizens Advice to seek additional funding to support their valuable work across the District has been realised with an extra £40,000 in external funding being secured for 2024/25. Should Citizen Advice accept the extra funding, it will be a one-off payment, entirely separate from our SLA agreed grant money, which is set at £81,450 for the next three years.

There has been further positive news on the funding front, this time for local government and it's under pressure housing services. The Government's Autumn Statement announced an additional £120 million to help UK councils address homelessness pressures and support Ukrainians into settled accommodation in 2024-2025. This money has now been allocated to local authorities via a top-up to the Homelessness Prevention Grant. The top up for the District Council is £288,296, taking our total homelessness funding from £479,156 to £767,452. This additional funding is ring-fenced, and must be spent continuing the work councils do to tackle homelessness and rough sleeping and can also be used to help prevent homelessness amongst Ukrainians.

Sponsors of guests who arrive under the Homes for Ukraine scheme will continue to be eligible for 'Thank You payments' for the duration of their guest's Homes for Ukraine visa permission (up to three years for those on a 3-year Homes for Ukraine visa).

West Kent Expo

On Thursday 14 March 2024, West Kent Business will be hosting the West Kent Expo at The River Centre, Tonbridge in collaboration with Smarter Society. With around 40 exhibitors and workshops throughout the day, the Expo will showcase and celebrate the businesses of West Kent. The Expo will promote the district and West Kent as a great place to do business and is free to attend

New postal vote handling rules

As part of the ongoing reforms to electoral law brought about by the Elections Act 2022 there will be new restrictions on the handing in of postal votes at polling stations and at the Council Offices for elections held on or after 2 May 2024.

A new limit is being introduced on the number of postal votes a person can hand in at a polling station or at the council offices.

- A person will not be allowed to hand in more than five postal ballot packs for other electors plus their own (6 in total) for each relevant election
- If a person hands in more than five postal ballot packs for other electors, all the postal votes (other than their own) will be rejected
- The person handing in postal votes at the Council Offices or in a polling station must complete a 'return of postal voting documents' form, otherwise the postal votes will be rejected.

Additionally, we can no longer accept postal votes left in the letterbox at the council offices as they would not be accompanied by the required form.

To ensure residents and postal voters are aware of these new postal vote handling rules a leaflet has been included within the council tax bills, which also reminds those voting in

Appendix C

AMENITIES & SERVICES COMMITTEE MINUTES

Wednesday 21 February 2024 at Shoreham Village Hall from 7.30pm

Present: Cllrs R Blamey (in the Chair), B Jeffery, N Powell,
Mrs L Spence and Mr J Tooley

Apologies: Cllr G Owen

Also Present: 2 members of the public

Clerk: Amanda Barlow

1. To receive any apologies for absence.

Apologies were received and accepted from Cllr Owen.

2. To approve the minutes of the meeting of the Amenities and Services Committee held on 18 October 2023 for signature by the Chairman.

Members resolved to agree the minutes of the meeting held on 18 October 2023.

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

None.

4. Resilience Plan

Members agreed to update the current plan and then Cllr Jeffery and Mrs Spence will work on a new resilience plan.

5. Grass cutting

Members resolved to recommend to the Full Council that GF Garden Services should be appointed to carry out the grass cutting in 2024-25.

6. Refuse Freighter

Members noted the scheduled and the comments regarding the reasons why there was no freighter in September.

7. Shoreham Cross

The Committee is meeting next week to discuss plans for the Shoreham Cross.

8. Recreation Ground

8.1 Tree work

Members noted that they are awaiting the response from Sevenoaks District Council on the planning application.

8.2 Area behind tennis courts

Cllr Blamey agreed that he would organise a working party to clear the area behind the tennis courts.

8.3 Tennis Club

The Clerk advised that there are currently 7 members of the tennis club.

9. Allotments

Members thanked Vanessa for her excellent work on the allotment membership.

The Clerk advised that all the rents except one have now been collected.

Mr Tolley advised that the new shed is done and there is new guttering. The hut needs new flooring and they are planning to do that when the weather is drier. The communal compost sites have been rebuilt.

There being no further business the meeting closed at 8.48pm.

Appendix D

Items received 6 February 2024 to 5 March 2024

5 March 2024 (2023-2024)

RECEIPTS LIST

Vouch e	Code	Date	Minute Bank	Receipt No	Description	Supplier	VAT Type	Net
29	Interest on Precept	29/02/2024	NatWest tax save		Bank interest	NatWest Bank	X	12.23
							Total	12.23
								12.23

Items Paid 6 February 2024 to 5 March 2024

Vouch e	Code	Date	Description	Supplier	VAT Type	Net
206	Clerk's mileage	23/02/2024	Mileage	Mrs A C Barlow	X	55.08
207	Centenary Wood	23/02/2024	Grass cutting Centenary Wood	GF Garden Maintenance	X	390.00
211	Allotments	28/02/2024	Water charges	Castle Water	X	265.14
210	Toilets	04/03/2024	Electricity	EDF Energy	L	341.90
208	Broadband	05/03/2024	Broadband	Mrs A C Barlow	X	10.00
209	Office Rent/Storage	05/03/2024	Office Allowance	Mrs A C Barlow	X	30.00

Items to be paid @ 7 March 2024

Shoreham Parish Council

5 March 2024 (2023-2024)

PAYMENTS LIST

Vouche	Code	Date	Cheque No	Description	Supplier	VAT Type	Net
212	Cricket Club	06/03/2024	CCTV for Cricket Club	Custodia CCTV	S	1,439.00	287.80
213	Village Hall	06/03/2024	Fire alarm for village hall	NKM Fire Protection Ltd	S	11,920.00	2,384.00
214	Computer/Printer Consumat	06/03/2024	Website	Hugo Fox	S	29.99	6.00
						Total	13,388.99
							2,677.80
							16,066.79

