

# SHOREHAM

Parish Clerk:  
Amanda Barlow

The Post Box,  
Shoreham Village Hall  
High Street, Shoreham  
TN14 7TB

## PARISH COUNCIL

07912 611048

[clerk@shorehamparishcouncil.gov.uk](mailto:clerk@shorehamparishcouncil.gov.uk)

You are hereby summoned to a Meeting of the Shoreham Parish Council to be held at **Shoreham Village Hall on Wednesday 1 May at 7.30pm**. Members of the Press and Public are warmly invited to attend. Meeting documents are available at [www.shorehamparishcouncil.gov.uk](http://www.shorehamparishcouncil.gov.uk)

Parish Clerk 26 April 2024

### **AGENDA for ANNUAL GENERAL MEETING and MEETING of SHOREHAM PARISH COUNCIL**

#### **1. Annual General Meeting**

##### **1.1 Election of Chairman**

(Clerk in the Chair).

##### **1.2 Declaration of Acceptance of Office**

New Chairman to sign Declaration of Acceptance of Office

##### **1.3 Election of Vice Chairman**

##### **1.4 Members' Declaration of Acceptance of Office**

All members to sign their Declarations of Acceptance of Office

##### **1.5 Appointment of Committee and Working Parties**

- a) Planning
- b) Amenities
- c) Highways

##### **1.6 Appoint of Members on other bodies**

- a) Shoreham Village Hall
- b) Shoreham Society
- c) Lullingstone Park

- 2. To receive any apologies for absence.
- 3. To receive any disclosures of interest from members in respect of items of business included on the agenda for the meeting.
- 4. Public Forum
- 5. **County/District Councillor Reports**
- 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
- 7. To receive and authorise for signature by the Chairman, the Minutes of the meetings held Wednesday 3 April 2023

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

- 8.1 Annual Parish Meeting
- 8.2 War Memorial

**9. Highways and Footpaths**

- 9.1 **Parking**  
To receive an update
- 9.2 **Highways**  
To receive an update

**10. Shoreham Recreation Ground Playground**

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

**11. Shoreham Village Hall**

- 11.1 To note the accounts
- 11.2 To appoint an auditor to audit the Village Hall accounts

**12. Correspondence**

- 12.1 Kent Police

**13. Finance & Governance**

**Finance**

- 13.1 To agree items received, payable and paid
- 13.2 To agree the year end accounts 23-24
- 13.3 To agree the insurance policy for 24-25
- 13.4 Community Infrastructure Levy (CIL) Payment 23-24

**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
- 13.8 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

## **AGENDA PAPERS**

### **1. Annual General Meeting**

#### **1.1 Election of Chairman**

(Clerk in the Chair).

#### **1.2 Declaration of Acceptance of Office**

New Chairman to sign Declaration of Acceptance of Office

#### **1.3 Election of Vice Chairman**

#### **1.4 Members' Declaration of Acceptance of Office**

All members to sign their Declarations of Acceptance of Office

#### **1.5 Appointment of Committee and Working Parties**

- a) Planning
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- c) Highways

#### **1.6 Appoint of Members on other bodies**

- a) Shoreham Village Hall
- b) Shoreham Society
- c) Lullingstone Park

## Council Structure for 23-24

### 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- Winsor, Otford & Shoreham  
cllr.edwards-winsor@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

**Members will need to decide which Committee they would like to be on.**

### Suggestion:

**Planning has a core membership but all Members can serve on the Planning Committee.**

**Remove Amenities Committee and set up working parties as and when required for specific projects.**

### Chair: Cllr Jonathan Histed

#### Planning Committee

Cllr Roy Blamey (Chair)  
Cllr Brian Jeffery  
Cllr John Thorpe  
Mr Richard Boyle  
Mr Jack Sadler  
Mrs Sarah Parkes

#### Finance & Personnel Working Party

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

### Vice Chair: Cllr Brian Jeffery

#### Amenities Committee

Cllr Roy Blamey (Chair)  
Cllr Brian Jeffery  
Cllr Alice Montgomerie  
Cllr Gavin Owen  
Mr Jack Sadler  
Mrs Lesley Spence  
Mr Jeremy Tooley

#### Highways & Footpaths Working Party

Cllr Brian Jeffery  
Cllr Gavin Owen  
Cllr Neil Powell

2. To receive any apologies for absence.

Cllr Roger Gough (County) and Cllr Irene Roy (District).

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

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

Shoreham Village Hall, Shoreham on 3 April 2024 at 7:30pm

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

Also Present: 9 members of the public, Cllr Roger Gough (County) (in part), Cllr Irene Roy (District) (in part) and Amanda Barlow (Clerk)

Apologies: Cllr G Owen, Cllr Edwards-Winser (District)

1. To receive any apologies for absence.

Apologies were received and accepted from Cllrs Owen and Edwards-Winser (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

Village Hall Management Committee – Cllr Thorpe is going to attend to represent the Parish Council. The new fire alarm is now installed and is very high level system. There have been 4 alerts. 2 of which were in the Parish Council store and an inspector is coming to check the detector. The fire alarm is monitored 24 hours per day and 365 days a year. There are four contacts if the alarm is activated. Mr McCulloch thanked the Parish Council for their contribution to the fire alarm.

Cllr Powell advised that he had possible intruders on his property. A resident advised that they had been subject to burglary. Members discussed the issues over crime and options to deal with the crime.

A resident asked that the grass on the recreation ground is cut more frequently.

Cllr Gough arrived at the meeting.

4. County/District Councillor Reports

Cllr Gough (County) made the following comments:

- The High Street is being closed for 3 days.
- Nigel Rowe, Kent Highways is very happy to talk to the Parish Council about any proposed schemes.
- The barrier by the river is owned by KCC and it is there as some of the kerb line has been washed away and when the river goes down it will be removed.
- A part of Footpath SR19 is being extinguished.
- A resident asked if the bridge could be inspected. Cllr Gough advised that he would raise it with Kent Highways.
- Cllr Sheward advised that the household waste site limits DIY waste to 2 litre bags. He was concerned that this would increase fly tipping.

Cllr Iren Roy (District)

- Local Plan - it is there to set out the Council's planning policy and where the new developments will go from 2025. The public were asked for its views on the possible locations. Around 5,300 people took part in the consultation and these comments will be fed into the next part of the consultation. There is a proposed strategy for development and there were 4 options. The District Council is required to build 10,680 homes in the period. The sites taken forward will be in the new consultation in the Autumn. The final version of the local plan will go to the Inspector in the new year
- The management plan for the AONB is being updated. The District Council has a statutory duty to show they are looking after these areas.
- Members asked why Pedham Place was included if it is in the green belt/AONB. Cllr Roy advised that there are special circumstances when housing developments can be considered in the Greenbelt such as where rural housing needs surveys have demonstrated a local need for affordable housing.

Members resolved to take the Agenda items in the following order:

## **9. Highways and Footpaths**

### **9.1 Parking Survey**

To receive an update

Cllr Jeffery advised that they received a quote from ITS Global which was excessive. A working party met to discuss the major changes and try and ask the consultants to focus on the main issues raised by residents.

Members agreed that there were 5 initial items that the Parish Council could instruct the consultants that would cost around £5,000.

Members agreed that it would be useful for the Parish Council to arrange a meeting with Christopher Koningen, Design & Delivery Principal Engineer/Team Leader, West Kent Highway Improvements Team from Kent Highways. Highways could also hopefully provide costings.

Cllr Jeffery advised the residents on the main issues highlighted by Members.

### **Traffic and parking main issues**

#### **SHOREHAM**

- 1 Traffic island on A225 (safer for pedestrians crossing road)
- 2 Build Kerb up outside Copt Hall from Bridle path (Stops people undertaking when vehicles are turning right and makes it safer for pedestrians horses and vehicles exiting from the houses behind Copt Hall))
- 3 Restrict parking from top of Station Road to new footpath (creates a safe passage for disabled and people with prams and buggies to reach the new footpath)
- 4 Create passing spaces along Station Road (to aid traffic flow)
- 5 Restrict parking around Samuel Palmer bend (speed reduction then needed)
- 6 Create passing space opposite Mount Vineyard entrance (To aid traffic flow)
- 7 Restrict parking on East side of bridge (to create passing place to aid traffic flow)
- 8 Restrict parking on West side of bridge (to create passing space to aid traffic flow)
- 9 Restrict parking at the junction of Church Street, Filston Lane and High Street (to aid visibility of traffic from Filston Lane and reduce congested junction)
- 10 Restrict parking on one side of Mill Lane (to aid access to properties)
- 11 Extend 30mph speed limit along part of Filston Lane to the junction of Twitton Lane
- 12 Create 20mph Zone within village (slow traffic through the village especially around the Samuel Palmer bend)  
*Create additional parking in front of allotments*
- 13 Speed reduction on A225 to 50mph

## 14 Resident only parking

### WELL HILL

15 Speed reduction from the bottom of Rock Hill to the junction of Firmingers Lane

16 Highlight the blind brow at the top of Rock Hill

### EAST HILL

17 Change the Unsuitable for HGV's Signs to more prominent signs at the entrances to Magpie Bottom

**Members agreed that the next actions would be talk to the ITS Global to get an updated view following the Jonny Russell Report.**

There were certain things that could be done by the Parish Council.

- Ask Simon Greenwood to request he put up a sign directing people to park in the Mount car park rather than on the road by the Samuel Palmer.
- Ask if the DVLP could put signage up to direct people off the road and on to the footpaths.
- Ask Jason at the Golf Club about access to the station on the London bound side.
- Signage at the station advising disabled people that they can get a taxi free of charge as they need to go to Sevenoaks if they want a London bound train.
- Request that the Village Hall place a notice outside asking people not to park on the yellow lines.
- Connect the footpaths so people don't have to walk along the road. Permission needs to be sought from the Montgomery family who own the land.

**Members unanimously resolved to agree that ITS Global should be appointed to undertake the work up to cost of £7,150.**

## 9.2 Footpaths

This item was discussed under 9.1.

9.3 Information re: Parking Laws and Rules for Motor Vehicles from PC Ashleigh Wilson

Members noted these at Appendix A.

9.4 Shoreham Drainage Inventory

Members noted that they had received the drainage inventory for Shoreham from KCC.

Cllr Roy and Cllr Gough left the meeting.

## 8. Shoreham Cricket Club

8.1 Cricket Ground Banners

Cllr Roy had sent an email to the Clerk advising on the rules set out by Sevenoaks District Council for advertisements.

**Members resolved that the Parish Council do not give consent to the advertising banners and they should be removed.**

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

None.

6. To receive and authorise for signature by the Chairman, the Minutes of the meetings held Wednesday 6 March 2023

**Members resolved to agree the minutes of 6 March 2023.**

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

### 10.4 War Memorial

The Clerk advised that Burslems is going to look at the memorial and they plan to carry out the work over the summer.

### 11.1 Land opposite Copt Hall adjacent to A225 regarding a TPO

The Clerk advised that the Sevenoaks District Council had confirmed that they have confirmed receipt of the email regarding the TPO.

## **10. Shoreham Recreation Ground Playground**

- 10.1 To note the report following the inspection carried out by The Play Inspection Company

Members noted that the inspection had been carried out. The Clerk advised that there were no high risks items.

## **11. Correspondence**

- 11.1 Shoreham Village Sign

The Clerk advised that the sign did not go ahead due to the costs and the design for the sign was not suitable.

**Members resolved not to proceed with the sign at the present time.**

- 11.2 Kent Police

Noted.

## **12. Finance & Personnel**

- 12.1 To agree items received, payable and paid

**Members resolved to agree items received, payable and paid as at Appendix B.**

- 12.2 Grant requests from:
  - 12.2.1 Kent Sussex and Surrey Air Ambulance

**Members resolved to award a grant to the Kent Sussex and Surrey Air Ambulance of £350.00.**

#### 12.2.2 Kent Mediation

**Members resolved to award a grant to Kent Mediation of £100.00.**

#### 12.2.3 Shoreham School PTA

**Members resolved to award a grant to Shoreham School of £1,000.**

#### 12.2.4 Kent Beekeepers Association

Members resolved not to award a grant.

#### 12.3 Bank Account update

The Clerk confirmed that the monies from the Co-op Bank had been successfully transferred to the NatWest Parish Council account.

- 13. Next meetings** (all starting at 7:30pm in Shoreham Village Hall unless otherwise stated)
- a. Annual Parish Meeting – Wednesday 24 April 2024 at 7pm**
  - b. Planning (if required) Committee – Wednesday 17 April 2024 at 7.30pm**
  - c. Planning (if required) Committee and Annual General Meeting and Council Meeting – Wednesday 1 May 2024 at 7.30pm**

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

#### 8.1 Annual Parish Meeting

The Annual Parish Meeting was attended by 5 Members and around 20 members of the public but all of whom were connected in some way to the Members/Parish Council, i.e. spouses, Allotment Secretary, Cricket Club, former Members, Village Hall Committee etc.

Following vitriolic criticism on social media last year, Members invited local organisations to speak at the meeting and there were 3 excellent presentations. The meeting was also attended by Cllr Roger Gough (County) and the District Councillors, Cllrs Irene Roy and John Edwards-Winsor who all gave very informative updates.

The event was widely advertised on the website, social media and on notice boards throughout the Parish and the date was continually included in all minutes etc. The turnout was extremely disappointing.

For those who attended it was an excellent event and much enjoyed but given the apathy it would be sensible for Members to rethink next year to limit expenditure and time wasting.

## 8.2 War Memorial

Up date at meeting

## 9. Highways and Footpaths

### 9.1 Parking

To receive an update at meeting

### 9.2 Highways

To receive an update at meeting

## 10. Shoreham Recreation Ground Playground

### NEW URGENT ITEM

From: "Down To Earth Trees Enquiries" <Enquiries@dtetrees.co.uk>  
Sent: Wednesday, 1 May, 2024 3:50pm  
To: "clerk@shorehamparishcouncil.gov.uk" <clerk@shorehamparishcouncil.gov.uk>,  
"brian.jeffery@shorehamparishcouncil.gov.uk" <brian.jeffery@shorehamparishcouncil.gov.uk>  
Subject: Down to Earth Trees- URGENT- Highly dangerous defects identified. RF20442

Good afternoon,

I hope you are keeping well.

Following our crew on site this afternoon, our crew has discovered some very serious defects in the trees that they were working on. Our Operations Director, Dan, has reviewed the trees on site and believes that the defects within the trees are of high urgency which we would not recommend leaving.

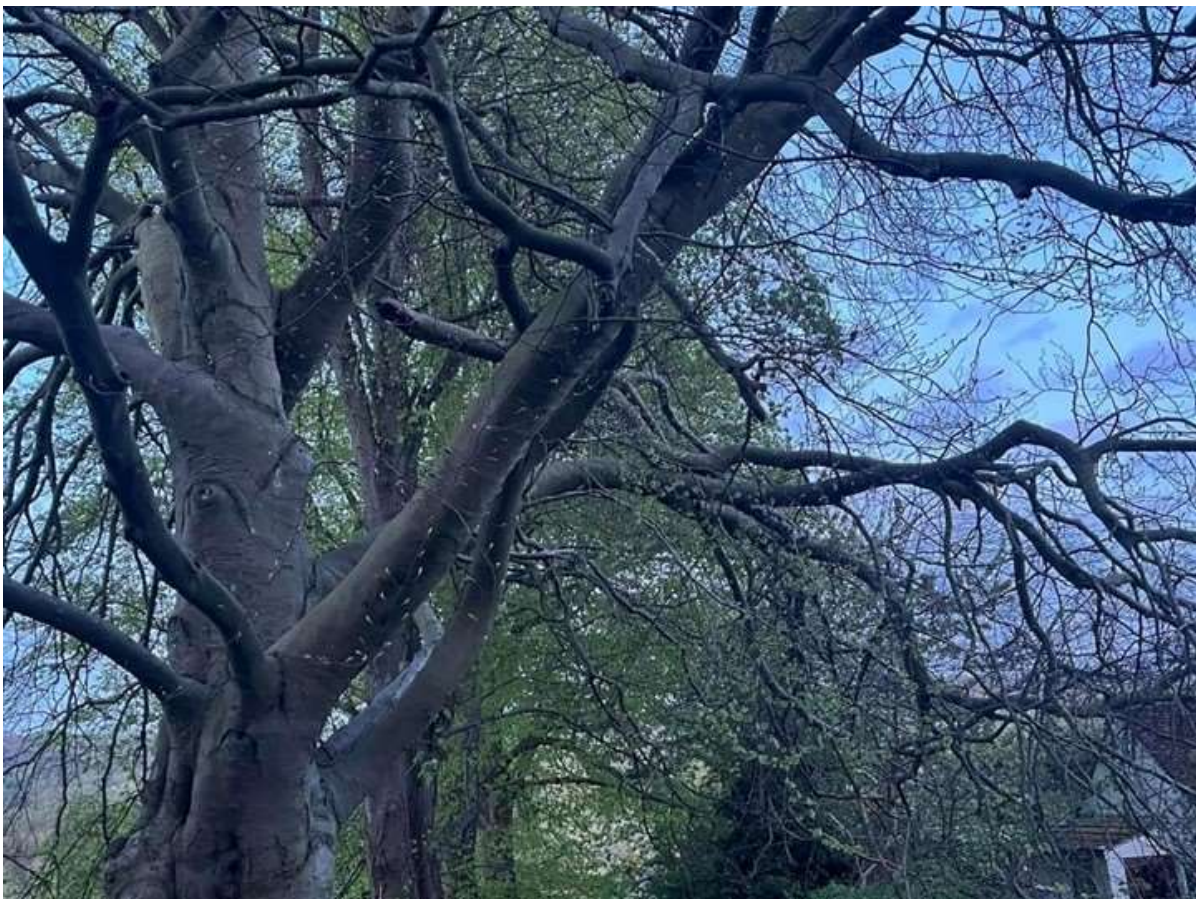
Dan reviewed the potential to block off the pathways to ensure that no member of the public walk beneath; however, due to the location of the trees it did not appear possible to eradicate the potential of someone walking below.

I have attached the photos of the defects and a quotation of the branches being removed (the final item on the quotation). One Beech tree is within G1 and the other within G2 in the map attached.

We would highly recommend that these works are carried out, if you would like to continue with the quotation attached, we can arrange for the crew to complete these works whilst on site tomorrow completing the remainder of the quotation.

I look forward to hearing from you.

Kind regards  
Amelia Roma- Office Manager





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

The bench by the tennis courts has been vandalised and there was glass all over the tennis court. To consider CCTV

#### Vandalised Bench on Tennis Court

From: [ralph.abbott@gmx.com](mailto:ralph.abbott@gmx.com)

Sent: Wed, 10 Apr, 2024 at 10:42 am

To: [clerk@shorehamparishcouncil.gov.uk](mailto:clerk@shorehamparishcouncil.gov.uk), [Brian Jeffery](#)

Hi,

You may have seen on Facebook that I have reported to the police that the bench on the tennis court has been vandalised. Olivier made it a few years back from old pallets and made a pretty good job of it. For it to be smashed up by some mindless idiots is a disgrace. I know the bench isn't Parish Council property but I thought you should know.

I know the PC purchased some cameras with the intention of identification of fly tippers. If my understanding is correct, I believe these are battery powered and record to an SD card. I propose that you redeploy one of these to cover the tennis court. This isn't the first time it's been vandalised plus you can identify non payers.

I'm going to check the village hall CCTV to see if I can identify any likely suspects going into the recreation ground but it's a long shot.

Regards,

Ralph Abbott

**11. Shoreham Village Hall****11.1 To note the accounts**

## Shoreham Village Committee – 10 April 2024

### Treasurer's and Bookings Report

**1. Overview**

This report looks at the 2023 / 2024 financial year to date. i.e. 1<sup>st</sup> April 2023 to 31 March 2024 and historical data for the last few years.

I'm pleased to report that the Village Hall has made a profit this year of £1,083 and that expenditure is well below budget. This is due, primarily, because I increased the budgeted provisions significantly for oil, electricity and unscheduled maintenance to take account of spiralling energy costs and historical data relating to unforeseen expenditure. The actual costs were below my estimates hence the positive variance at the end of the financial year.

We were also fortunate to get the windfall income from the film crew using the village hall. This generated £550 of unexpected income.

Our thanks to all the village organisations that support the hall. They comprise more than 65% of the total income. See below.

| User                              | Total £        | Percent       |
|-----------------------------------|----------------|---------------|
| Lucy Holland                      | £2,160         | 16.27%        |
| Village Players                   | £1,860         | 14.01%        |
| June Bryant                       | £1,200         | 9.04%         |
| Stay and Play                     | £930           | 7.01%         |
| Parish Council                    | £600           | 4.52%         |
| WI                                | £600           | 4.52%         |
| Over 60s                          | £600           | 4.52%         |
| Historical Society                | £270           | 2.03%         |
| Shoreham Society                  | £225           | 1.70%         |
| Horticultural Society             | £198           | 1.49%         |
| <b>Income from Village Groups</b> | <b>£8,643</b>  |               |
| <b>Total Rental Income</b>        | <b>£13,272</b> | <b>65.12%</b> |

## 2. Details of Assets

Our assets comprise three elements:

- Investment Account (COIF)
- Lloyds Current Account
- Petty Cash

The table below shows our financial position for the last five financial years.

|                     | 31-Mar-24      | 31-Mar-23      | 31-Mar-22      | 31-Mar - 21    | 31-Mar -20   |
|---------------------|----------------|----------------|----------------|----------------|--------------|
| <b>COIF</b>         | £2,601         | £2,575         | £2,530         | £2,529         | £2,526       |
| <b>Bank Account</b> | £20,144        | £19,438        | £23,994        | 21,335         | £6,253       |
| <b>Petty Cash</b>   | £60            | £60            | £12            | £179           | £932         |
| <b>Total</b>        | <b>£22,706</b> | <b>£22,073</b> | <b>£23,536</b> | <b>£24,043</b> | <b>9,711</b> |

## 3. Profit / Loss

The table below shows the profit / loss achieved for the last five financial years.

|                      | 31-Mar-24     | 31-Mar-23      | 31-Mar-22     | 31-Mar-21      | 31-Mar - 20    |
|----------------------|---------------|----------------|---------------|----------------|----------------|
| <b>Income</b>        | £13,298       | £12,249        | £14,385       | £25,017**      | £17,160*       |
| <b>Expenditure</b>   | £12,215       | 16,657         | £12,492       | £10,782        | £21,662        |
| <b>Profit / Loss</b> | <b>£1,083</b> | <b>-£4,408</b> | <b>£1,893</b> | <b>£14,234</b> | <b>-£4,502</b> |

\*Includes £1,852 KCC grant

\*\*Includes £22,983 in grants from SDC and KCC

## 4. Bookings

The table below shows bookings totals for the last five financial years.

|                 | 31-Mar-24 | 2022-23 | 2021-22 | 2000-21 | 2019-20 |
|-----------------|-----------|---------|---------|---------|---------|
| <b>Bookings</b> | £13,571   | £13,025 | £9,286  | £1,290  | £11,455 |

## 5. The Future

The committee is constantly looking for ways to increase income, improve the facility and manage costs effectively. Potential projects need to be highlighted now so that the viability and funding requirements can be assessed and, if necessary, included in the 2024 / 25 budget.

In general bookings are strong, there is no bad debt and no major expenditure in the pipeline other than the potential reorganisation of the loft space.

Although, on the surface the finances are sound, profit margins are slim. However, we have the comfort of a strong bank balance as a buffer against any unforeseen large expenditure.

### 11.2 To appoint an auditor to audit the Village Hall accounts

Members to agree to appoint the Parish Council's internal auditor Julia Chamberlain to audit the accounts.

## 12. Correspondence

### 12.1 Kent Police

## Community events attended and next month's events in surgery

Throughout Kent and the Sevenoaks district there have been reports of various vehicle related crimes. These include Vehicle thefts and Vehicle interference reports. As a result, there has been increased patrolling especially in the hours of darkness. Advice on how to prevent theft from a vehicle. [Prevent theft from a vehicle | Crime Prevention | Kent Police](#)

As we move into lighter and warmer evenings, we are beginning to see a rise of nuisance vehicles within the area. Please continue to report any nuisance behaviours whether this is vehicle or person related and any areas of interest to Kent Police. This will ensure both beat officers and the Neighbourhood Task Force are aware of the most affected areas so we can provide visibility to these.

Upon review of calls made to the police from the Sevenoaks district reports of Fraud related crimes are still appearing. One report of concern involved an elderly resident being subject to bogus works being completed on their home and being asked for a large sum of money. Other reports included impersonating a police officer via telephone and bogus calls relating to loft insulation. The main trend of reports tends to be targeting victims via the telephone and those that could be deemed more vulnerable. We continue to ask residents to report this to the police and ensure to keep up to date with ways to deter fraudulent behaviour. This is often easier for those with access to internet and being aware of fraud. It is important to remind those who may be more vulnerable and susceptible to becoming victim of fraud. Advice of how to deter fraudulent activity - [Personal fraud and how to prevent it | Kent Police](#).

Throughout the Sevenoaks district we are still seeing the odd report of burglary including in Sevenoaks. Whilst out and about I have been providing prevention advice and how to keep houses and businesses safer to deter criminal behaviour. Please read over the following link and ensure you're aware of all of the tips listed and make sure to share with friends/family/neighbours that may not have access to relevant safeguarding advice [Kent Against Burglary | Kent Police](#). If you're aware of any meetings/persons that may benefit from crime prevention advice I am happy to attend and discuss further tips.

### Upcoming Events

Shoreham Over 60's Meeting- 8<sup>th</sup> May 2024

Otford Lunch Club- 9<sup>th</sup> May 2024

Shoreham WI Coffee Morning- 9<sup>th</sup> May 2024



### Drop-in surgery

•

Your local officer is Police Community Support Officer

PC 15907 Ashleigh Wilson

## 12.2 Street naming



Shoreham Parish Council

Tel No:  
Ask for: Street Naming & Numbering  
Email: [street.naming@sevenoaks.gov.uk](mailto:street.naming@sevenoaks.gov.uk)  
My Ref: 24/00053/CHGADD  
Date: 19th April 2024

Dear Sir/Madam

STREET NAMING & NUMBERING - SECTION 64 TOWN IMPROVEMENTS ACT 1847

Site: Little Copt Farm Shoreham Road Shoreham Kent TN14 7RU

Change of house name from Little Copt Farm to Ellis House.

We can confirm the address has been changed to:

Ellis House  
Shoreham Road  
Shoreham  
Kent  
TN14 7RU

If you have any queries then please contact us.

Yours faithfully

Fraser McGregor

Street Naming & Numbering Officer

Chief Executive: Dr. Pav Ramewal  
Council Offices, Argyle Road, Sevenoaks, Kent TN13 1HC  
Telephone: 01732 227000 DX 30006 Sevenoaks  
Email: [information@sevenoaks.gov.uk](mailto:information@sevenoaks.gov.uk)  
[www.sevenoaks.gov.uk](http://www.sevenoaks.gov.uk)

**INVESTORS IN PEOPLE**  
We invest in people Platinum

## 13. Finance & Governance

### Finance

#### 13.1 To agree items received, payable and paid –

#### 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  |
| Office telephone             | 05/04/2024 | Office telephone                   | O2                         | S        | 13.08  | 2.62   |
| Annual Parish Meeting        | 11/04/2024 | Annual Parish Meeting advertising  | Big Art and Banners        | S        | 52.94  | 10.59  |
| Stationery/Sundries          | 15/04/2024 | Stationery                         | Amazon                     | S        | 14.16  | 2.83   |
| Computer/Printer Consumables | 15/04/2024 | Website                            | Hugo Fox                   | S        | 29.99  | 6.00   |
| Allotments                   | 19/04/2024 | Water charges                      | Castle Water               | L        | 144.04 | 7.20   |
| 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  |
| 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  |

#### 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 |

- 13.2 To agree the year end accounts 23-24 – the final budget will be available after the internal audit on 24 May 2024
- 13.3 To agree the insurance policy for 24-25 - Cost for 23-24 was £1,674.66



Insurance | Risk Management | Consulting

**Private & Confidential**

Ms Amanda Barlow  
Shoreham Parish Council  
8 High Street  
Shoreham  
Sevenoaks  
Kent  
TN14 7TD  
United Kingdom

27th April 2024

Dear Ms Barlow,

**Insurance Policy: AJG Community Schemes**  
**Client Name: Shoreham Parish Council**  
**Client Reference Number: 1584751**  
**Policy Number: 8188517**  
**Effective Date: 01/06/2024**

Your insurance policy is due for renewal shortly and we have pleasure in enclosing your renewal quotation(s) and documentation. These have been based on your requirements which you disclosed to us previously or in our recent renewal discussions. Our understanding of your requirements are shown in the enclosed documentation.

There are a number of documents enclosed and it is important that you review each of them. Within this letter we have summarised what we consider to be the most important points to assist you. We have directed you to those documents, or parts of documents, which you must read carefully.

Your renewal premium(s) for the forthcoming year are detailed as follows:-

| Policy                | Insurer                          | Premium          | Insurance Premium Tax | Administration Fee(s) | Total Due        |
|-----------------------|----------------------------------|------------------|-----------------------|-----------------------|------------------|
| AJG Community Schemes | Hiscox Insurance Company Limited | £1,617.38        | £194.09               | £50.00                | £1,861.47        |
| <b>Total</b>          |                                  | <b>£1,617.38</b> | <b>£194.09</b>        | <b>£50.00</b>         | <b>£1,861.47</b> |

**Long Term Agreement Option**

In order to ensure rate stability, Shoreham Parish Council may choose to set up a 3 year binding Long Term Agreement (LTA) with Hiscox Insurance Company Limited, at an LTA premium of £1,861.47. This means Shoreham Parish Council will commit to keep their policy with Hiscox Insurance Company Limited for the period of the LTA, which will expire 3 years from the original inception date.

In return Hiscox Insurance Company Limited agrees not to increase the annual insurance premium, except for the following reasons:

- When there are changes to the material facts concerning your policy.

## 13.4 Community Infrastructure Levy (CIL) Payment 23-24



FAO Parish/Town Clerk  
Shoreham Parish Council  
By Email Only

Tel No: 01732 227000  
Ask for: Planning Policy  
Email: [cil@sevenoaks.gov.uk](mailto:cil@sevenoaks.gov.uk)  
My Ref:  
Your Ref: CIL/P18  
Date: 12<sup>th</sup> 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          |
|            | <b>TOTAL</b>   | <b>£13,643.05</b> |

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

Chief Executive: Dr. Pav Ramewal

Council offices  
Argyle Road  
Sevenoaks  
Kent TN13 1HG

t 01732 227000  
e [information@sevenoaks.gov.uk](mailto:information@sevenoaks.gov.uk)  
DX30006 Sevenoaks  
[www.sevenoaks.gov.uk](http://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](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:

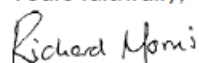
- Publish a report on your website.
- Or on SDC's website if you do not have one.
- Send a copy of the report to the Charging Authority (SDC) no later than 31st December of each year for the financial year ending in March that year.

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

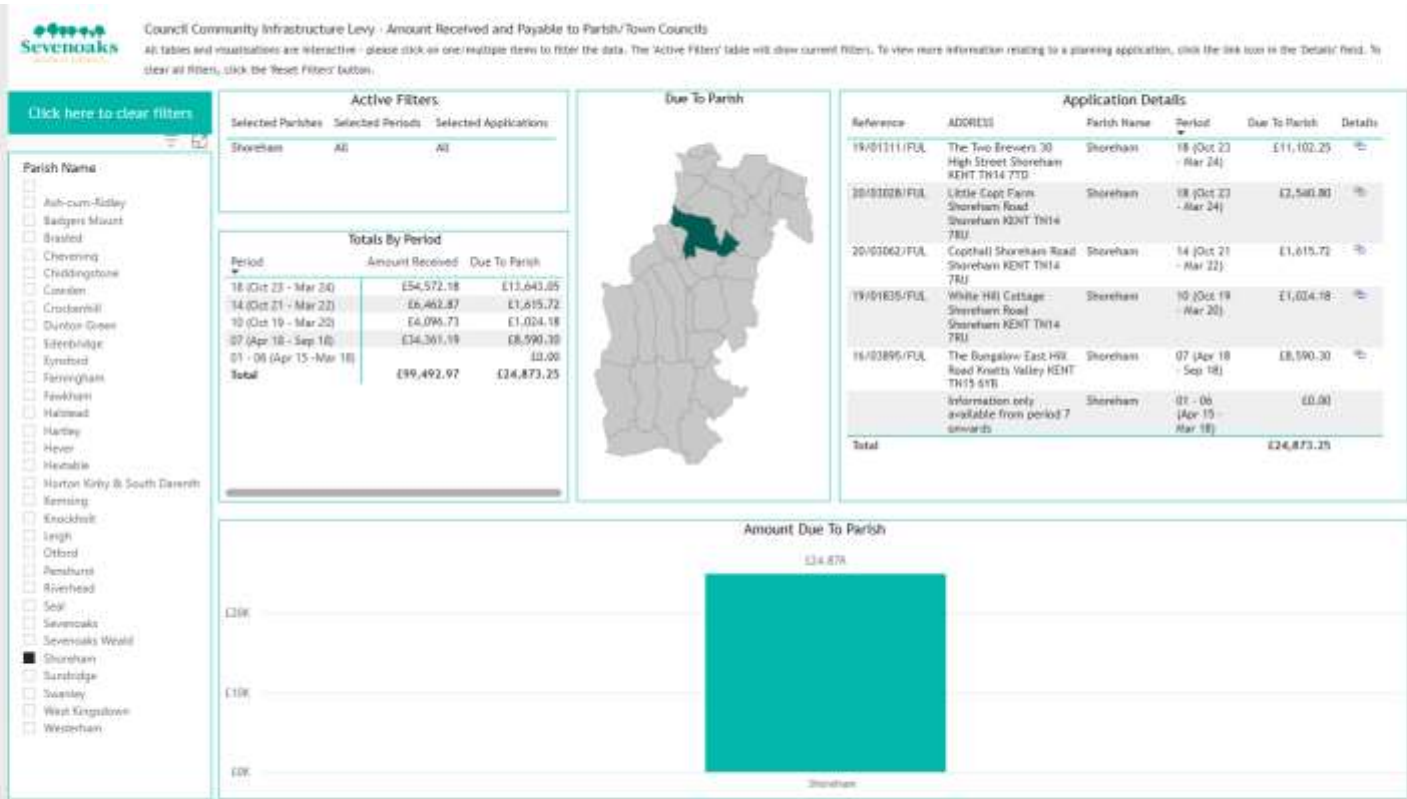
**Important:** If the monies are spent incorrectly or are not spent within five years of receipt, Sevenoaks District Council will serve the relevant notice on you and ask for the money to be returned.

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

Yours faithfully,



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



**Governance****13.5 To agree the Code of Conduct****Code of Conduct for Members**

As a member or co-opted member of Shoreham Parish Council I have a responsibility to represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.

In accordance with the Localism Act provisions, when acting in this capacity I am committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in this authority.

**The Seven Principles of Public Life***Selflessness*

**1.** Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

*Integrity*

**2.** Members must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

*Objectivity*

**3.** Members should make decisions in accordance with the law and on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

*Accountability*

**4.** Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

*Openness*

**5.** Members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

*Honesty*

**6.** Members should not place themselves in situations where their honesty may be questioned, should not behave dishonestly and should on all occasions avoid the appearance of such behaviour. Members should declare any private interests relating to their public duties and take steps to resolve any conflicts arising in a way that protects the public interest.

*Leadership.*

**7.** Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

On their election or co-option to the Shoreham Parish Council, members are required to sign an undertaking to comply with the authority's Code of Conduct.

This Code of Conduct, adopted by the authority on 25 July 2012, is set out below. It is made under Chapter 7 of the Localism Act 2011 and includes, as standing orders made under Chapter 7 of that Act and Schedule 12 of the Local Government Act 1972, provisions which require members to leave meetings in appropriate circumstances, while matters in which they have a personal interest are being considered.

## **Part 1 – General provisions**

### **Introduction and interpretation**

1. —(1) This Code applies to **you** as a member of the authority, when acting in that capacity.
- (2) This Code is based upon seven principles fundamental to public service, which are set out above. You should have regard to these principles as they will help you to comply with the Code.
- (3) If you need guidance on any matter under this Code you should seek it from the Parish Clerk or your own legal adviser – but it is entirely your responsibility to comply with the provisions of this Code.
- (4) It is a criminal offence to fail to notify the Parish Clerk of a disclosable pecuniary interest, to take part in discussions or votes at meetings, or to take a decision where you have disclosable pecuniary interest, without reasonable excuse. It is also an offence to knowingly or recklessly to provide false or misleading information to the Parish Clerk.
- (5) Any written allegation received by the authority that you have failed to comply with this Code will be dealt with by the authority under the arrangements which it has adopted for such purposes. If it is found that you have failed to comply with the Code, the authority has the right to have regard to this failure in deciding –
  - (a) whether to take action in relation to you and
  - (b) what action to take.
- (6) In this Code—

“authority” means Shoreham Parish Council

“Code” means this Code of Conduct

“co-opted member” means a person who is not a member of the authority but who—
  - (a) is a member of any committee or sub-committee of the authority, or
  - (b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority,and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

"meeting" means any meeting of—
  - (a) the authority;
  - (b) the executive of the authority;

(c) any of the authority's or its executive's committees, sub-committees, joint committees, joint sub-committees, or area committees;

"member" includes a co-opted member.

"register of members' interests" means the authority's register of members' pecuniary and other interests established and maintained by the Parish Clerk under section 29 of the Localism Act 2011.

## Scope

**2. —**(1) Subject to sub-paragraphs (2) and (3), you must comply with this Code whenever you—

(a) conduct the business of your authority (which, in this Code, includes the business of the office to which you are elected or appointed); or

(b) act, claim to act or give the impression you are acting as a representative of your authority,

and references to your official capacity are construed accordingly.

(2) This Code does not have effect in relation to your conduct other than where it is in your official capacity.

(3) Where you act as a representative of your authority—

(a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or

(b) on any other body, you must, when acting for that other body, comply with your authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

## General obligations

**3. —**(1) You must treat others with respect.

(2) You must not—

(a) do anything which may cause your authority to breach any of its the equality duties (in particular as set out in the Equality Act 2010);

(b) bully any person;

(c) intimidate or attempt to intimidate any person who is or is likely to be—

(i) a complainant,

(ii) a witness, or

(iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct; or

(d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.

**4. You must not—**

(a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where—

- (i) you have the consent of a person authorised to give it;
- (ii) you are required by law to do so;
- (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
- (iv) the disclosure is—

(a) reasonable and in the public interest; and

(b) made in good faith and in compliance with the reasonable requirements of the authority;

(b) prevent another person from gaining access to information to which that person is entitled by law.

**5. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.**

**6. You—**

(a) must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage;

(b) must, when using or authorising the use by others of the resources of your authority—

(i) act in accordance with your authority's reasonable requirements;

(ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and

(c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

**7. —(1) When reaching decisions on any matter you must have regard to any relevant advice provided to you by—**

(a) The Parish Clerk

(b) The Responsible Finance Officer

where that officer is acting pursuant to his or her statutory duties.

(2) You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements impose

### 13.6 To agree the Standing Orders

Attached separately – available on the website

### 13.7 To agree the Section 101 Scheme of Delegation

## **Shoreham Parish Council**

### S101 delegation of powers

The Scheme of Delegation (s101 of the 1972 LGA), provides for delegating authority to the Clerk for making decisions on behalf of the council as and when appropriate. S101 requires formally agreed Terms of Reference by the Council. It needs to be based in Terms of Reference (a sheet of A4 rules – see Scheme of Delegation below) that sets out the key themes of the delegation and the financial thresholds that apply.

### **Delegation of Power**

Section 101 of the Local Government Act 1972 provides:

- That a Council may delegate its powers (except those incapable of delegation) to a committee or an officer.
- A Committee may delegate its powers to an officer.
- The delegating body may exercise Powers that have been delegated.

Any delegation to the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law.

The Proper Officer may nominate another named Officer to carry out any powers and duties, which have been, delegated to that Officer.

In an emergency the Proper Officer is empowered to carry out any function of the Council.

Where officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult a minimum of two Members, and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

The following items may not be delegated to the Clerk:

- To appoint the Chairman and Vice-Chairman in May each year
- To sign off the Governance Statement by 30<sup>th</sup> June each year
- To set the precept
- To appoint the Head of Paid Service (Clerk)
- To make byelaws
- To borrow money
- To consider any matter required by law to be considered by Council.

**To the Proper Officer LGA 1972 s101**

The Council's Scheme of Delegation authorises the Clerk to the Council to act with delegated authority in the specific circumstances detailed:

**To take action:**

1. To take action on any issue that cannot wait until the next Parish Council meeting; as a temporary measure the Proper Officer is empowered to take any and all decisions that would normally be taken by Full Council, or a committee or a working group, having consulted a minimum of two Members. Consultation may be by email or by telephone or by virtual meeting, followed by a confirmation email.
2. If circumstances do not permit the input of at least two councillors, the Clerk would normally be expected to consult the Chairman or Vice Chairman if the Chairman is unavailable and take his/her view into account.

**Financial thresholds:**

3. To authorise expenditure on items where the Council has previously approved the budget to a maximum of £3,000 per transaction having consulted a minimum of two Members and the Chairman, or to a higher level where the Council has agreed & minuted the expenditure at a prior meeting. Additionally, these Members should be independent of the two Members who will authorise the payments within the online banking system. For the avoidance of doubt, this includes any payments that will be overdue before the next scheduled Council Meeting or where discounts may be lost to the Council; to include normal salaries and all items specifically budgeted for, contracted for or expenditure previously agreed by Council at a meeting.
4. To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or other work or essential project which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000.00 per transaction, having consulted the Chairman and taken on board his views – suggest change to “having consulted with the Chairman or Vice Chairman and Chairman of the F&P Committee”.
5. To take any action regarding minor repairs or purchases (up to a cost of £500.00 per transaction) having consulted the Chairman and taken on board his views – suggest change to “having consulted with the Chairman of the F&P Committee or Chairman of the Amenities Committee”.

**Planning Matters:**

6. Planning applications will be received by the Clerk and responses determined by the Clerk following consultation with a minimum of two Members who are currently members of the Planning Committee.
7. The Planning Committee delegate authority to the Clerk to request any application be referred to Sevenoaks District Council Planning Committee for decision.

**Delegation Limitations, Record keeping & Reporting:**

8. Records will be kept demonstrating a clear trail (particularly around decision making in any form).
9. All decisions will be reported at the next available Full Council Meeting.
10. Delegated actions shall be in accordance with Standing Orders and Financial Regulations and in line with directions given by Council from time to time and this Scheme of Delegation, and where applicable any other rules/regulations and legislation.

Date approved ..... Minute number .....

Date for review May 2025

**13.8 To agree the Complaints Procedure****COMPLAINTS PROCEDURE****INTRODUCTION**

This complaints procedure covers all complaints received at the Council. Shoreham Parish Council takes all complaints seriously, about Officers or services provided.

Shoreham Parish Council believes that complaints form part of the valuable feedback and useful information from its residents about the quality of our procedures, services and practices. We firmly believe that the effective handling of any complaint received will assist us in improving the quality of life for the residents of the parish.

**OBJECTIVES**

Upon receipt of each complaint, Shoreham Parish Council will aim to fully investigate as quickly as possible. However, our main objective is to undertake a thorough investigation and this may mean that some complaints will take a little longer to resolve to the satisfaction of both the complainant and the Council

**DEFINITION OF COMPLAINTS**

A complaint can usually be defined as follows:

- Financial Irregularity
- Criminal Activity
- Member Conduct
- Officer Conduct
- All Other Complaints

**WHAT YOU SHOULD DO IF YOU HAVE A COMPLAINT**

If your complaint is about Council Services, you should contact the clerk:

Amanda Barlow

Clerk to Shoreham Parish Council

The Post Box, Shoreham Village Hall

High Street, Shoreham

Kent TN14 7TB

[clerk@shorehamparishcouncil.gov.uk](mailto:clerk@shorehamparishcouncil.gov.uk)

State at the outset that this is a complaint and provide as much evidence as you can, including any documentation but remember to keep copies for your own records. Be clear and provide concise details such as dates, times, names and addresses. Remember to provide full contact details to enable the Clerk to telephone to arrange a meeting or a site visit if necessary.

In many instances an issue can be dealt with immediately and the source of the complaint resolved but for more complex issues you are advised to put the complaint in writing.

For all written complaints, whether by letter or e-mail, the Council will send a written acknowledgement within 7 working days. Under normal circumstances, for more straightforward complaints, the council will respond in full within 15 working days. More complex issues will take longer to resolve and each case will be assessed on its own merit, with a timescale to be agreed by both the complainant and the Council.

**WHAT IF YOUR COMPLAINT RELATES TO A COUNCIL OFFICER**

If your complaint involves the Clerk, you should address your complaint in writing to the Chair of the Parish Council. Your correspondence should be marked Private and Confidential.

## **WHAT SHOREHAM PARISH COUNCIL NEEDS TO DO TO PUT THINGS RIGHT**

Once an investigation has been completed and the council has been found to be at fault, every effort will be made to resolve the complaint to the complete satisfaction of the complainant.

Where subsequent actions or simply the passage of time prevents restitution then other actions may be appropriate, which may include a local settlement, the remedy will need to be appropriate to the injustice and may be reduced where a complainant has contributed, directly or indirectly, to the injustice suffered.

## **WHAT DO YOU DO NEXT IF YOU ARE NOT SATISFIED**

If you are not happy with the decision or action taken by the Clerk then you should write to the Chairman of the council at [Jonathan.histed@shorehamparishcouncil.gov.uk](mailto:Jonathan.histed@shorehamparishcouncil.gov.uk). The Chairman will then independently review the complaint, together with all relating documentation and if he believes it appropriate will submit the complaint to the relevant Committee of the Council for consideration.

## **BEFORE THE MEETING**

The complainant should be advised whether the complaint will be treated as confidential or whether, for example, notice of it will be given in the usual way on the Council agenda. The complainant will be invited to attend the meeting and to bring with them a representative should they wish.

Seven clear working days prior to the meeting, the complainant shall provide the council with copies of any documents or other evidenced relied upon. The Council shall provide the complainant with copies of any documentation upon which they wish to reply upon at the meeting and will do so promptly, allowing the complainant the opportunity to read the material in time for the meeting.

## **AT THE MEETING**

The Council shall consider whether pursuant to Section 1 of the Public Bodies (Admissions to Meetings) Act 1960 and together with the Council's own Standing Orders, the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the meeting in public. The meeting will proceed as follows:

- The Chairman should introduce everyone and explain the procedure.
- The complainant (or representative) should outline the grounds for the complaint and, thereafter, answer questions which may be asked by the Clerk and Members
- The complainant should be offered the opportunity to summarize their position
- The complainant should be asked to leave the room whilst members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, the complainant shall be invited back.
- The Clerk and the complainant should be given the opportunity to wait for the decision but if the decision is unlikely to be finalised on that day, they should be advised when the decision is likely to be made and when it is likely to be communicated to them.

## **AFTER THE MEETING**

The decision should be confirmed in writing within seven working days, together with details of any action to be taken.

## **WHAT SHOULD I DO IF I HAVE A COMPLAINT ABOUT A COUNCILLOR or COUNCILLORS**

Councillors are required to observe high ethical standards to a Code of Conduct and are required to have regard to the following principles – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

They must declare to:

- Not discriminate unlawfully
- Treat others with respect at all times
- Not to do anything which will compromise the integrity of Council Officers
- Not to disclose any confidential information
- Not to stop anyone gaining proper access to information to which they are entitled to see
- Not to conduct themselves in such a way as to bring their office or the Council into disrepute
- Not to use their position to improperly secure an advantage, or disadvantage, for anyone
- Not to use the Council's resources for unauthorised political or personal benefit

- Must declare any personal or prejudicial interest, pecuniary or non-pecuniary, in any matter which comes before the Council and, if appropriate, not to take part in any decision relating to such a matter. Where the interest declared is deemed by the Council to be prejudicial, Councillors are not permitted to take part in the decision relating to that matter.
- To register certain financial and other interest

A copy of Shoreham Parish Council's Councillor Code of Conduct can be viewed on the website at [www.shorehamparishcouncil.gov.uk](http://www.shorehamparishcouncil.gov.uk) or can be made available by contacting the clerk.

If you feel a Councillor has broken any of the rules mentioned above, you can complain directly to Sevenoaks District Council as follows:

[members.conduct@sevenoaks.gov.uk](mailto:members.conduct@sevenoaks.gov.uk)

Monitoring Officer  
Sevenoaks District Council  
Council Offices  
Argyle Road  
Sevenoaks  
Kent  
TN13 1HG

[www.sevenoaks.gov.uk/info/20039/councillors\\_and\\_decisions/82/standards\\_and\\_conduct\\_arrangements\\_for\\_councillors](http://www.sevenoaks.gov.uk/info/20039/councillors_and_decisions/82/standards_and_conduct_arrangements_for_councillors)

- 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