

**SHOREHAM**

Parish Clerk:

Sarah Moon

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**COUNCIL**

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

Remotely via Zoom 2<sup>nd</sup> September 2020 from 7:30pm

Present: Jonathan Histed (in the Chair)  
R Blamey, M Cockburn, A Hibbins, S Hubble, B Jeffery

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

Clerk: Sarah Moon

Question Time:

1. Apologies for absence were received from N Powell and M Sheward.
2. There were no disclosures of interest.
3. The minutes of the meeting held on Wednesday 1<sup>st</sup> July 2020 (copies previously distributed) were agreed and the Clerk was authorised to sign them on behalf of the Chairman.
4. **District/County Councillor Reports**

**County Councillor Roger Gough**

- County Councillor Roger Gough explained that following a call from a local resident, the chevrons at the junction of High Street and Mill Lane have now been reinstated.
- Most children have now returned to secondary school and a lot of work has been undertaken with the bus operators to ensure that children are able to use the buses despite the capacity having to be reduced to due to COVID-19.
- The boys' grammar annex in Sevenoaks seems to be going ahead.

**District Councillor John Edwards-Winser**

**District Councillor Irene Roy**

District Councillor Roy commended everyone who contributed to the proposal for a reduction in the speed limit on the A225. This has now been accepted for discussion at the Joint Transportation Board Tuesday 15<sup>th</sup> September. Both County Councillor Roger Gough and District Councillor Irene Roy will be speaking, as well as Cllr Neil Powell, who has put the proposal together.

District Councillor Irene Roy also reported that Geoff Bineham of Kent Highways is soon due to retire and this, along with the team being busy allocating COVID-19 money, might explain why there has been no news regarding the Highways Improvement Plan, which was submitted by Shoreham Parish Council a few months ago. District Councillor Roy promised

that she would chase this up with KCC and check whether it has somehow got stuck in the pipeline.

Regarding the government's white paper on planning, there are several changes proposed, particularly around permitted development rights that will have an impact on the Sevenoaks District. District Councillor Roy stated that she will be taking this up with Laura Trott MP and that SDC will also be submitting something at a district level. District Cllr Roy urged the parish council to let her know if has any particular concerns and she will be able to forward these to SDC for inclusion in their submission.

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

There was no report from the Chairman.

#### **6. Clerk's Report**

- The new tennis system is working well and so far around £300 worth of subscriptions have been sold. Revenue from single bookings has also increased. The total revenue for this year to date is £425 as opposed to £45 for the whole of 2019.
- The Darent Valley Landscape Partnership has scheduled a board meeting later this month where they will decide if they are going to award Shoreham Parish Council a grant for the village sign.
- The new website build is nearly complete. A few items still need to be sent to Hugo Fox and the Google calendar/analytics needs to be set up then it should be ready for a first review.
- The Clerk attended an on-line training course on 21<sup>st</sup> July entitled 'Effective Working in a Virtual World'.
- The Woodland Management Plan for Shoreham Woods (Andrews, Meenfield and Pilots) has been signed off by the Forestry Commission. The Clerk and Cllr Sheward as well as several members of the Shoreham Society plan to attend a site visit to go through plan in more detail.
- KALC and the CPRE have organised a webinar at 10.00am on 11 September to discuss the government's latest planning white paper. A member of the planning committee must attend this as it could affect the AONB/Green Belt. Cllr Cockburn confirmed that she would attend.
- KALC are still advising against face to face meetings for the foreseeable future and neighbouring parishes continue to conduct their meetings via Zoom. With this in mind, the Clerk asked members whether they would consider still paying to hire the Village Hall in order to support it even though it will not be used. The money has allocated in the annual budget after all. All members agreed this would be a good idea and RESOLVED that the Clerk ask the Village Hall Committee to resume invoicing for hall hire.
- An email has been received from Sevenoaks District Council confirming that the bulky goods freighter has been cancelled for October 2020.
- Sevenoaks District Council have launched a new scheme called TELEPAL, aimed at people who are suffering anxiety or loneliness as a result of COVID-19. The scheme is run by volunteers, who are available for residents to talk to as often as they wish. Around forty Shoreham residents have been identified as possibly benefitting from this scheme and fliers along with a covering letter explaining what the scheme does will be distributed to them. The letter will also remind residents that, in the case of a second wave or local lockdown, the village COVID-19 volunteers will still be available to help with shopping, prescriptions etc.
- Following news that parish councils are now eligible for the COVID-19 small business grants, Sevenoaks District Council have given Shoreham Parish Council a grant of £10,000.

#### **7. Emergency Plan**

Updating the Emergency Plan in light of the current pandemic was briefly discussed however, Lesley Spence, who heads up the Resilience Team confirmed that a meeting was due and

this could be covered in greater detail there. Lesley urged a member of the Parish Council to attend the meeting and become part of the team and Cllr Blamey agreed to do this.

**8. Re-opening of Toilets**

The re-opening of the public toilets was discussed once again. As restrictions have eased since the last time this issue was discussed, it was RESOLVED that three toilets should indeed be re-opened. Prior to doing so however, the following need to be done:

- Ensure that Alison is able to clean the toilet once a day, more if possible and to check that she has all the equipment she needs to carry this out safely;
- Buy and install a wall mounted hand sanitiser dispenser;
- Put up a sign in the toilets advising users that the toilets are cleaned once a day and that using them will be at their own risk.

**9. Residents' Parking**

The topic of residents' parking in Shoreham Village following an increase in the number of weekend visitors was discussed as certain residents have asked whether they can apply individually for a resident's parking permit. District Councillor Roy confirmed that this was indeed possible and that she would send details to the Clerk.

**10. Working Group Updates**

The following updates from the working parties were given:

**a) Traffic and Parking Working Party**

A Freedom of Information Request has been received from a member of the public in relation to the way in which decisions have been made around the latest highway, traffic and parking initiatives, particularly the George Bend. The same resident also asked that this be discussed at the Parish Council meeting and wanted to know specifically why certain recommendations made following the publication of the independent engineer's report were agreed but not progressed.

The Chairman explained that in order for the Parish Council to implement something, it was felt that it would be better to start off with the least controversial items. These items were identified from the results of the survey where those items with the highest majority of people voting in favour were taken as the obvious items to move forward. The Parish Council wanted to focus on what was possible both from a practical and financial perspective and on items for which there was clearly an appetite. This led the working party to produce the proposal for reducing the speed limit on the A225, which will be discussed by the SDC Joint Transportation Board later this month. Other non-controversial items include a reduction in the speed limit throughout the village and minimising access for heavy goods vehicles. These and other items such as changing the surface of the road at the George Bend to encourage traffic to slow down have been included on the Shoreham Highways Improvement Plan, which has been submitted to Kent Highways for review. Initiatives, which have not yet been addressed but which were recommended by the independent engineer included marked parking bays at various locations in the village, parking restrictions, particularly on corners and junctions and extra provision for parking. These items will be revisited but it was felt it would make more sense to focus on initiatives which had the most chance of getting delivered. Traffic and parking is however under constant review and these items will be looked at once again in the future. Things take time - the Parish Council wants to deliver something but cannot do it all at once. This is not the end point, it is the starting point.

Regarding the footpath from the station to the village, this is now being led by the Darent Valley Landscape Partnership rather than the Parish Council so the Clerk promised to find out status of the project and give an update at the next meeting.

**b) Broadband Working Party**

Following the survey and the number of positive responses received, the working party determined that there was sufficient appetite for a broadband upgrade throughout the whole village. Cllr Hubble has had discussions with BT Open Reach who have revealed options around a contractless scheme whereby they work out how many houses they need to sign up and as long as they have enough, they will go ahead and do the work. Some work with Open

Reach has been undertaken to check that all houses have been included. The really good news is that there are moves afoot for KCC to increase the top up amount so each house that is getting sub 30mbps broadband is now eligible for a voucher of £7000 as opposed to £2,500. This means that the upgrade project and numbers involved should now be manageable and feasible. Confirmation is required that they will proceed but the situation is looking really good.

c) **CCTV Working Party**

The working party met month ago to discuss CCTV in various guises for parish with the aim of combatting fly tipping and improving security in the car park and the village itself. Cllr Jeffery explained that he had met with Mark Anstell of SDC, who is part of the fly tipping enforcement team and an ex-policeman. Mr Anstell recommended that instead of installing cameras, all residents who already have CCTV are contacted and asked for their details. The locations of these cameras are then mapped, and, in the case of a fly tip, a liaison person will contact the resident whom they think may have captured some footage on their camera. Mr Anstell has produced a presentation explaining this scheme in detail and would be happy to come and share the information with the Parish Council and its residents. It was RESOLVED that Cllr Jeffery would set up a meeting with Mr Anstell and the Parish Council with a view to eventually inviting him to our first face to face meeting at the Village Hall or even to come and give his presentation at the next Annual Parish Meeting.

11. **Inappropriate Use of Footpaths**

Several residents have complained about the increasing number of cyclists using public footpaths and have asked the Parish Council to consider any measures which could be taken to prevent this. In the first instance, County Councillor Roger Gough agreed that he would check with KCC whether there are any rules around cycles using public rights of way and whether they have an official line.

It was RESOLVED to wait to hear the outcome of these discussions with KCC but it is likely that increased and more visible signage would be the only option as installing extra kissing gates etc would only hinder wheelchairs and pushchairs. One of the worst places is footpath SR4 between the bottom of Mill Lane and Redmans Lane so perhaps signs asking cyclists to dismount at this point could be put up.

12. **Correspondence/Information**

- a) Issue 3 of the Allotment & Leisure Gardener has been received.
- b) The Summer 2020 of the CPRE's Countryside Voice magazine has been received.
- c) A letter has been received from KCC regarding the provision of Electric Vehicle (EV) charging points.

13. **Financial Matters**

Accounts/Payments: The schedule of payments (Appendix A) was approved and the Clerk was authorised to sign

Accounts Receipts : The second instalment of our annual precept (£21,600) has been received;

A small business grant of £10,000 has been received from SDC as parish councils are now eligible for this funding.

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

- a) Planning (if required) and Finance – Wednesday 16<sup>th</sup> September
- b) Planning (if required) and Parish Council Meeting – Wednesday 7<sup>th</sup> October
- c) Planning (if required) and Amenities & Services Meeting – Wednesday 21<sup>st</sup> October
- d) Planning (if required) and Parish Council Meeting – Wednesday 4<sup>th</sup> November

Sarah Moon, Clerk to Shoreham Parish Council

The meeting closed at 9.40pm

Appendix A – Schedule of Payments

2 September 2020 (2020-2021)

Shoreham Parish Council  
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
106	01/09/2020		NatWest current acco		Subscription	ICD	X	40.00	0.00	40.00
114	02/09/2020		NatWest current acco		Office telephone	O2	S	10.85	2.13	12.78
115	02/09/2020		NatWest current acco		Broadband	Sarah Moon	X	10.00	0.00	10.00
116	02/09/2020		NatWest current acco		Office Allowance	Sarah Moon	X	30.00	0.00	30.00
117	02/09/2020		NatWest current acco		Business Rates	Severekia District Council	X	84.00	0.00	84.00
118	02/09/2020		NatWest current acco		Water charges	Castle Water	X	34.17	0.00	34.17
119	02/09/2020		NatWest current acco		Electricity	EDF Energy	X	30.00	0.00	30.00
120	02/09/2020		NatWest current acco		Water charges	Castle Water	X	3.00	0.00	3.00
121	02/09/2020		NatWest current acco		Subscription	Zoom	S	11.99	2.40	14.39
107	03/09/2020		NatWest current acco		Subscription	Shoreham PCC	X	100.00	0.00	100.00
108	03/09/2020		NatWest current acco		Scribe licence	Scribe 2000 Ltd	X	347.00	69.40	416.40
109	03/09/2020		NatWest current acco		Clerk's salary	Sarah Moon	X	979.81	0.00	979.81
110	03/09/2020		NatWest current acco		Lengthsman wages	N McDonnell	X	34.88	0.00	34.88
111	03/09/2020		NatWest current acco		Lengthsman wages	Ms A Hollands-Parsons	X	261.60	0.00	261.60
112	03/09/2020		NatWest current acco		PAYE & NI	HM Revenue & Customs	X	25.61	0.00	25.61
113	03/09/2020		NatWest current acco		Printing & Laminating	Silver Pines Services	X	27.50	0.00	27.50
105	03/09/2020		NatWest current acco		Grass cutting	GP Garden Maintenance	X	380.00	0.00	380.00
<b>Total</b>								<b>2,410.21</b>	<b>73.93</b>	<b>2,484.14</b>