

**SHOREHAM**

Parish Clerk:  
Amanda Barlow

Amanda Barlow  
PO Box 618  
Sevenoaks  
TN13 9TW

**PARISH**

07912 611048

**COUNCIL**

[clerk2012@shorehamparishcouncil.gov.uk](mailto:clerk2012@shorehamparishcouncil.gov.uk)

You are hereby summoned to a Meeting of the Shoreham Parish Council to be held at **Shoreham Village Hall on Wednesday 6 April 2022** following a Planning Meeting at 7:30pm. Members of the Press and Public are warmly invited to attend.

Parish Clerk 1 April 2022

There will be a 10 minute Public Forum before the meeting and further representations from the public at the Chairman's discretion during the meeting.

**AGENDA for MEETING of SHOREHAM PARISH COUNCIL**

1. To receive any apologies for absence – Cllrs Histed, Blamey and Cockburn. District Cllr Roy has also given her apologies.
2. To receive any disclosures of interest from members in respect of items of business included on the agenda for the meeting.
3. To receive and authorise for signature by the Chairman, the Minutes of the meetings held Wednesday 2 March 2022

# SHOREHAM PARISH COUNCIL

Parish Clerk: Amanda Barlow  
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TN13 9TW  
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## **MINUTES of a MEETING of SHOREHAM PARISH COUNCIL**

Shoreham Village Hall 2 March from 7:30pm

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

Also Present: 6 members of the public (in part)  
Cllr John Edwards-Winsor (District) (in part), Amanda Barlow (Clerk)

Apologies: Cllrs Cockburn and Hubble, Cllr Roy (District), Cllr Gough (County)

- Cllr Powell commented on the power cuts. Cllr Powell suggested that the power cables should be underground as Shoreham is an ANOB. It was agreed to discuss this under the resilience
- Cllr Jeffery asked the Clerk to post the road closures on the website and Facebook page.

1. Apologies were received and accepted from Cllrs Cockburn and Hubble.
2. There were no disclosures of interest.
3. **Members resolved to agree the minutes of the meeting held on Wednesday 2 February 2022 (copies previously distributed).**

### **4. District/County Councillor Reports**

County Councillor Roger Gough and District Cllr Irene Roy had given their apologies.

Cllr Edwards-Winsor gave a verbal report to the meeting. A copy of his report is included at Appendix A.

- 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 that Agenda item 14.0 should be confidential.**

*Members agreed to take the Agenda items in the following order:*

8. **Finance**
  - b) Village hall Audit  
**It was agreed that the Village Hall should look at appointing an auditor and Members asked the Clerk to get more information on auditors. (Action: Clerk)**
6. Chairman's Report  
Cllr Histed thanked Ralph for his email following the HNC meeting.
7. Clerk's Report  
The Clerk updated Members on various issues which are detailed under the Agenda item headings.

8. **Finance**

- c) Grant requests
- St Peter & St Paul Church, Shoreham – new gates
- Members resolved to award a grant of £250 towards the new gates for the St Peter & St Paul Church.**

15. **Correspondence and Information**

- a) General Correspondence  
Noted.

**Members resolved to give permission to the Shoreham Society to use the recreation ground and use the Parish Council gazebo for an event to celebrate the Queen's Jubilee on 5 June 2022.**

13. **Working Party Updates**

- b) To receive an update from Broadband Working Party (if available)

No update.

- c) To receive an update from the CCTV Working Party (if available)

**Members agreed that Cllr Jeffrey and the Clerk would finalise the draft CCTV Policy. (Action: Clerk)**

**Members resolved to agree to purchase two cameras at a cost of £913.88.**

- d) To receive an update from the Traffic and Parking Working Party
- Kent Highways have agreed to a reduction of the speed limit to it the 40mph/50mph.
  - Members would be looking at the Highways Improvement Plan for weight limit signs for the village.
- Members asked the Clerk to email the Highways Steward to get the signs. (Action: Clerk).**

10. **Shoreham Train Station**

To consider access for all to the London bound platform at Shoreham station

Cllr Jeffrey discussed the access to the station about putting a ramp to the station. There were several options of a lift or a ramp. The lift was the preferred option and it was very expensive.

**It was agreed that the Clerk should ask about the ramp option at Eynsford Station. (Action: Clerk)**

9. **Electric Car Charge Point in Shoreham**

The Clerk advised that the she is completing the application form.

11. **The Parish resilience response**

Cllr Histed thanked the residents that helped in the aftermath of Storm Eunice.

Lesley Spence advised that the resilience team did not open the Village Hall as people were advised not to go out. There are only 2 people who are on the vulnerable list. The team felt that there was an issue with broadband as it was off for 6 hours. The team went around the village knocking on the doors.

Lesley asked if there should be more people on the resilience team. The team were urging people to keep their old phone points and a cheap phone, as well as a good torch and camping.

**Members agreed that there should be an article in the Gazette with details of the response to the storm and the current parish resilience plan.**

**Members discussed the possibility of putting power lines underground as Shoreham is in an ANOB and asked the Clerk to contact Cllr Gough. (Action: Clerk)**

12. **Defibrillators for the Parish**

Members discussed the success of the defibrillator training and the location of the defibrillators. **Members agreed that they would confirm where the defibrillators were located in the Parish.**

Members asked the Clerk to get quotes for a new defibrillator. (Action: Clerk)

13. **Working Party Updates**

- a) To receive an update from the Heat Network Committee

The public meeting has taken place in the Village Hall. Members agreed that the Clerk should advise the Committee to undertake the survey by the door to door drop and could possibly use the Gazette.

Members resolved to extend the meeting.

15. **Correspondence and Information**

- b) Local Landscape Trail Trust

Members discussed the issue over footpaths in the village. Martin gave his concerns over the overuse of footpaths and did not want to encourage huge numbers of people which are now enlarged tracks and the local area is getting damaged

Members discussed the tarmac path by the station and asked the Clerk to find out who owns the land.

Members asked the Clerk to ask Reece Evans from KCC to come to a meeting to discuss the topic further. **(Action: Clerk)**

- c) Timberden Farm

Members advised that it would be a nice idea and thought it would be received favourably.

8. **Finance**

- a) To agree items payable and paid

**Members resolved to agree the Appendix A.**

**Members resolved to agree that the Clerk should purchase new laptop.**

14. **Personnel**

- a) **Members resolved to agree that the Cllr Histed should sign the Clerk's contract.**

15. **Correspondence and Information**

- a) General Correspondence  
Noted at Appendix C.

16. **Next meetings** (all starting at 7:30pm in Shoreham Village Hall unless otherwise stated)
- a) Planning (if required) Meeting – Wednesday 16 March 2022
  - b) Planning (if required) and Parish Council Meeting – Wednesday 6 April 2022
  - c) To agree arrangements for the Annual Parish Meeting 13 April 2022

Amanda Barlow, Clerk to Shoreham Parish Council

## Appendix A

### Housing & Health

#### Council Housing Register Allocation Scheme Review

The Govt has stated that "Every local housing authority shall have a scheme for determining priorities and for the procedure to be followed in allocating housing accommodation"

SDC current scheme, adopted in 2019, directs applications of around 6,500 social housing properties for rent across the district

#### Key Aims

- To make the best use of social housing in the District;
- To manage home seekers expectations – the scheme cannot assist everyone who asks for our help
- To deliver a Scheme which remains current and applicable for 5 years

In Nov 21 there were almost 700 people looking for 1 or 2 bed accommodation

Everyone who wants to be able to access social housing has to be on the Sevenoaks District Council's housing register. All applicants **must complete an on-line application form** and provide documents to verify the information. This caused a bit of consternation amongst some of the members. I will come back to that later

#### Proposed changes (to bring us into line with other authorities)

There will be a change in the length of time required with local connection **from 6 months to 3 years**

continuous residency or employment. This will reduce the 700 to somewhere IRO 100

In exceptional circumstances applicants will not need to demonstrate a local connection.

For example:-

- Applicants who need to move into the District to provide or receive significant care or support
- Applicants who are at risk of violence or harassment (including domestic abuse)
- Applicants who are over 55 years of old and have been assessed as suitable for housing within one of the district's older persons' housing schemes
- Applicants who are travellers and pursue a nomadic lifestyle in line with their cultural traditions
- Applicants eligible for housing delivered on Rural Exception Sites

Income caps are to be increased to realistic levels - again in line with adjacent local authorities

- Without dependant children – gross annual income up to £40,000
- With dependant children – gross annual income up to £56,000
- Everybody is allowed total capital assets or savings of up to £16,000

The bidding cycle allows applicants to place up to 3 bids at any one time on homes they are eligible for

As there is a limited stock of social housing we need to acknowledge that the scheme is there to help address housing **need** rather than **aspiration or want**

#### Timetable

- Cabinet – 10 February 2022 (approval for Public Consultation)
- **Public Consultation – 14 February to 18 April 2022**
- Housing & Health Advisory Committee – 7 June 2022 (consideration of consultation responses and suggested revisions to draft documents)
- Cabinet – 7 July 2022 (finalised scheme to be considered)
- Full Council – 19 July (Scheme Adoption)

### **People & Places**

I said I would come back re the on-line application requirement - In the last People & Places meeting it was stated that 25% of SDC residents are digitally excluded

- they are either too old and don't see the need for computers
- or they don't understand computers and are frightened by them
- or they are at the bottom of the food chain and simply cannot afford either the capital cost or the monthly fees.

To overcome some of these problems SDC are working with KCC, who have been awarded funding to deliver Government's 'Project Gigabit' Programme. KCC are carrying out a trial scheme in one of the Swanley wards, where WiFi will be placed in every street-light in that ward and access will be free to those that meet the log-on criteria and who register with KCC. I'm not sure if this includes assistance with suitable hardware.

How this is going to enable residents to complete their housing registration on-line I really don't know

### **Licensing**

- Hackney carriage application fees are to be increased above inflation rates – no change since 2019
- The number of drivers has dropped over the past 5 years – along with custom
- The DBS checks are more stringent and expensive than eg teachers as they cover a wider range of requirements
- A petition from the licenced drivers has been received to a view to increasing their charges. It was supported by 44 licence holders to assist the trade for losses incurred due to Covid lockdowns, and reflect that driving costs were increasing with fuel and service charges becoming increasingly more expensive

The proposed changes will be the subject of a public consultation

## Housing strategy survey

We want to hear your views on a new Housing Strategy that we are drafting for the Sevenoaks District.

The strategy will set out our vision and ambitions for housing for the next five years. It covers a range of themes and these include:

- Delivering new housing to meet our residents' needs
- Increasing the supply of affordable homes
- Preventing homelessness
- Funding home adaptations to help older and disabled people
- Promoting home energy efficiency to help tackle climate change.

The survey will remain open until **5pm on Monday 18 April 2022**.

We intend to publish the Housing Strategy in the summer.

## Social housing allocation survey

We are asking for your views on how social housing should be allocated in the future.

Social housing (sometimes referred to as 'council housing') is owned and managed by housing associations. Locally these include West Kent, Moat, Places for People and others. The demand for social housing is always higher than the number of homes available.

We manage the Housing Register, which is the waiting list of people who qualify for social housing. To ensure social housing is allocated fairly, our 'Housing Register Allocations Scheme' sets out who is eligible to join the Housing Register.

We are proposing a number of changes to our existing scheme to give local people the best chance of securing social housing. These include giving priority to:

- People who have lived or worked in the District for three years
- Social housing tenants who want to downsize
- Carers who receive 'Carer's Allowance' or equivalent.

We are keen to hear what you think of our revised scheme.

The survey will remain open until **5pm on Monday 18 April 2022**.

## Air Quality

Our role is to monitor the air quality in the District and to draw up a plan to improve air quality. However, we cannot improve air quality on our own. We need to work with partners, such as Kent County Council, that looks after roads, cycle paths and public transport, and residents and businesses to encourage them to use cleaner forms of transport.

We have produced a draft Air Quality Action Plan. The plan includes our work to improve air quality and the work of our partners. It also includes measures to encourage and support residents and businesses to adopt cleaner forms of transport, such as electric vehicles, walking, cycling and reducing the need to travel.



## Covid

The case rate continues to decline, and Sevenoaks is now only marginally above the all England Average, within Sevenoaks, the most marked decline is amongst the younger age groups even though they are behind in the vaccinations. Older age groups whilst below that of all ages remains static

Deaths purely attributable to Covid are in slight decline.

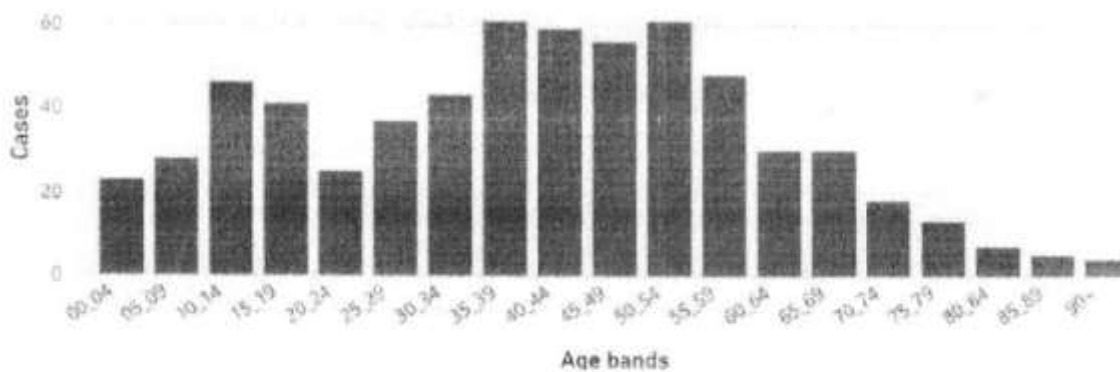
Hospitalisation continues in slow decline, but not for Maidstone and Tun Wells where it remains constant 30-35

Cases within Sevenoaks have declined across all areas, except for the towns

The UK case rate is now the lowest in most of Western Europe

There are still two peaks – school children and parents – now spreading into grand-parents. The

### Covid cases by age, past 14 days - Sevenoaks



## Appendix B

## Items to be paid:

2 March 2022 (2021-2022)

**Shoreham Parish Council**  
**PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
247	Dog waste bins	04/03/2022		NatWest current account		Dog waste bin	Sevenoaks District Council	S	470.60	94.12	564.72
245	Printing Gazette/Shoreham	04/03/2022		NatWest current account		Printing Shoreham Post	Silver Pines Services	X	60.45		60.45
246	Hall/Emergency Room Hire	04/03/2022		NatWest current account		Hall hire	Shoreham Village Hall	X	81.00		81.00
<b>Total</b>									<b>612.05</b>	<b>94.12</b>	<b>706.17</b>

## Items Paid 1 to 28 February 2022

2 March 2022 (2021-2022)

Shoreham Parish Council  
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
222	Broadband	03/02/2022		NatWest current account		Broadband	Sarah Moon	X	10.00		10.00
223	Street lighting	03/02/2022		NatWest current account		Electricity	E-on	X	41.11		41.11
224	Car Park	03/02/2022		NatWest current account		Business Rates	Sevenoaks District Council	X	84.00		84.00
225	Toilets	03/02/2022		NatWest current account		Electricity	EDF Energy	X	145.00		145.00
221	Office telephone	03/02/2022		NatWest current account		Office telephone	O2	S	10.72	2.14	12.86
226	Subscriptions - KALC/SLC	03/02/2022		NatWest current account		Subscription	Zoom	S	11.99	2.40	14.39
227	Computer/Printer Consumables	03/02/2022		NatWest current account		Website	Hugo Fox	S	29.99	6.00	35.99
231	Heat Energy Project	04/02/2022		NatWest current account		Hall hire	St Peter & St Paul Church	X	25.00		25.00
232	Printing Gazette/Shoreham Post	04/02/2022		NatWest current account		Printing Shoreham Post	Silver Pines Services	X	60.45		60.45
233	Toilets	04/02/2022		NatWest current account		Electrical inspection	7Oaks Electrical Ltd	X	190.00		190.00
234	Clerk's salary	04/02/2022		NatWest current account		Clerk's salary	Mrs A C Barlow	X	849.00		849.00
235	Clerk's mileage	04/02/2022		NatWest current account		Mileage	Mrs A C Barlow	X	91.80		91.80
228	Lengthsmen	04/02/2022		NatWest current account		Lengthsman wages	N McDonnell	X	35.64		35.64
229	Lengthsmen	04/02/2022		NatWest current account		Lengthsman wages	Mrs A Hollands-Parsons	X	267.30		267.30
230	Hall/Emergency Room Hire	04/02/2022		NatWest current account		Hall hire	Shoreham Village Hall	X	54.00		54.00
239	Office telephone	07/02/2022		NatWest current account		Office telephone	O2	S	10.72	2.14	12.86
237	Office telephone	10/02/2022		NatWest current account		Office telephone	O2	S	10.72	2.14	12.86
238	Computer/Printer Consumables	10/02/2022		NatWest current account		Website	Hugo Fox	S	29.99	6.00	35.99
244	Clerk's salary	21/02/2022		NatWest current account		Clerk's salary	Mrs A C Barlow	X	772.67		772.67
240	Lengthsmen	21/02/2022		NatWest current account		Lengthsman wages	Mrs A Hollands-Parsons	X	267.30		267.30
241	Lengthsmen	21/02/2022		NatWest current account		Lengthsman wages	N McDonnell	X	35.64		35.64
242	Toilets	28/02/2022		NatWest current account		Water charges	Castle Water	X	8.16		8.16
236	Allotments	28/02/2022		NatWest current account		Water charges	Castle Water	X	148.94		148.94
243	Postage	28/02/2022		NatWest current account		PO Box	Post Office Limited	S	300.00	60.00	360.00
<b>Total</b>									<b>3,490.14</b>	<b>80.82</b>	<b>3,570.96</b>

## Appendix C

### General Correspondence:

1. SDC - Easter & Summer Family Fun Days 2022
2. NALC CHIEF EXECUTIVE'S BULLETIN
3. NALC NEWSLETTER
4. KALC CONFERENCES IN MARCH! LAUNCHED AND READY TO BOOK!
5. KALC NEWS JANUARY 2022
6. Sevenoaks District celebrates apprentices!
7. SDC - Solar Together Kent
8. Sevenoaks District Council: Dementia-friendly dance sessions
9. Gatwick to reopen its South Terminal
10. Local Government Bulletin 11 February
11. Great British Spring Clean 2022: Will You Take Part?
12. NALC Policing Online Event - 30th March 2022
13. NALC CHIEF EXECUTIVE'S BULLETIN
14. M20 Moveable Barrier: overnight closure notification
15. SDC - Draft themes of the Housing Strategy 2022/2027 - public consultation
16. Sevenoaks District Council: Social housing allocations
17. Council Tax precepts 2022/23
18. Sevenoaks District Council: New Swanley Leisure Centre
19. Sevenoaks District Council: Help improve air quality
20. Sevenoaks District Council Air Quality Action Plan Consultation
21. FW: KENT UNDERSTANDING PLASTICS RECYCLING IN KENT LEAFLETS - KENT COMMS GROUP AND PARISH
22. Sevenoaks Welcomes Refugees [sevenoakswelcomesrefugees@gmail.com](mailto:sevenoakswelcomesrefugees@gmail.com) Ukraine
23. NALC CHIEF EXECUTIVE'S BULLETIN
24. Sevenoaks District Community Safety Partnership Newsletter - Feb 2022

4. District/County Councillor Reports – None received.  
Cllr Gough attending 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 –None.
6. Chairman's Report – the Chairman has sent his apologies.
7. Clerk's Report
  - FaceBook – Members/residents have asked that the Clerk uses the Shoreham Village Facebook page as a way of informing residents of meetings and other issues. The Clerk needs to discuss with the previous Clerk as it is tied up with her personal Facebook page. Once this is sorted the Clerk will use this forum as well as the Parish Council website.
  - Audit – the Clerk has booked the internal audit.
  - Village Hall Audit – the Clerk has asked the Council's internal auditor to quote for carrying out the Village Hall Audit.
  - Tennis Courts – the Clerk has asked 1<sup>st</sup> Surface to quote for maintenance work on the tennis court.
  - CCTV – the CCTVs have been ordered and the Clerk and Cllr Jeffery will finalise the CCTV policy.
  - Freighter – a new location will need to be found for the refuse freighter for July.
  - Allotment Inspection – the Clerk carried out the Allotment inspection. A couple of plots were notified for improvement and the Allotment holders will be receiving their annual letter shortly.
  - Tree Survey – the Clerk is obtaining quotes to carry out a tree survey of the Parish assets.
  - Access at Station – the Clerk has requested information from the Eynsford Clerk about station access.
  - Local Landscape Trail Trust – Reece Evans from KCC will be attending the meeting in May.
  - Parish Laptop – the Parish Laptop has been built and Arron are awaiting the old computer to transfer files over. New laptop should be working after Easter.
  - Parish Mobile – a new mobile has been ordered and it will include a recorded message so residents know they have called Shoreham Parish Council

## 8. Correspondence and Information

### a) General Correspondence

#### General Correspondence:

1. NALC NEWSLETTER
2. SDC - Ukraine crisis - overwhelming response
3. KALC - Have your say on our bus funding reduction consultation
4. SDC - Community Connectors
5. KALC NEWS FEBRUARY 2022
6. NALC CHIEF EXECUTIVE'S BULLETIN
7. KALC - The Queen's Green Canopy Map
8. Sevenoaks District Council: Local celebrities honour the District's volunteers
9. Sevenoaks District Council: Go the extra mile for charity!
10. SDC - DCM&S: Guidance on reporting safeguarding concerns in a charity
11. SDC - Easter Family Fun Days
12. Sevenoaks District Council: Council flies the flag for the Commonwealth
13. Kent Volunteering Pilot Publicity Attached
14. Gatwick In Touch Newsletter Edition 7
15. SDC - Air Quality Action Plan Consultation
16. Sevenoaks District Council: Review team delivers its findings
17. KALC - Invitation to apply for Cancer Transformational Funding - Kent and Medway
18. M20 Moveable Barrier: project update
19. Sevenoaks District Council: Community grants help boost local charities
20. SDC - Support for young people affected by the pandemic
21. Rural Kent - New updates to CSE's Impact Community Carbon Calculator!
22. KALC - KENT COUNTY COUNCIL'S ENVIRONMENT BRIEFING
23. NALC NEWSLETTER
24. Sevenoaks District Council: Residents urged to comment on Spitals Cross community improvements
25. SDC - Kent County Council - Ukrainian Crisis
26. SDSAF Newsletters
27. NALC CHIEF EXECUTIVE'S BULLETIN
28. DAVSS- Domestic Abuse- Volunteers needed!
29. Sevenoaks District Council: Partnership chuffed to bits with new railway posters
30. SDC - Housing - Staffing updates
31. Action with Communities in Rural Kent - Stakeholder Survey
32. Chevening - Open Gardens events (Charity event in aid of the National Garden Scheme)
33. News and upcoming events from Darent River Preservation Society (DRiPS)
34. KALC - QGC mapping extension
35. KALC - KCC Strategic Statement Consultation

- b) **Annual Parish Meeting**  
Meeting at 7.30pm at the Village Hall

3 speakers

Cllr Histed, Chair of Parish Council

Rick Bayne. Landscape Partnership Manager, Darent Valley Landscape Partnership Scheme

Update from Heat Network Committee

Followed by Wine, soft drinks and crisps etc.

- c) **Motorbikes in Andrew's Wood**

**From:** Cllr Edwards-Winsor, John [mailto:[cllr.edwards-winsor@sevenoaks.gov.uk](mailto:cllr.edwards-winsor@sevenoaks.gov.uk)]

**Sent:** 30 March 2022 16:31

**To:** Sheila Birkin; Parish.Council, Shoreham

**Subject:** Re: Motorbikes in Andrew's Wood.

Hi Sheila

I chased this up with SDC and below is their response

Regards

John E-W

Member for Otford & Shoreham

01959-522503

Dear Councillor

I trust this message finds you well. With reference to email correspondence below, Having recently taken on post of Countryside manager for SDC I felt this was an opportunity to introduce myself to you and respond to your enquiry.

I have spoken with Ray (Froud) whom is aware of this being an issue on occasions. However restricting access is unfortunately not a practical option in many cases due to the sites nature and maintaining access to it for legitimate visitors and users. We will however check to see that signage is still in place and replace if necessary and continue to report any sightings and descriptions of both riders and machines accordingly to the Police, as the Rangers do not have any authorised powers delegated to them to take any action other than where safe advise riders and work with the Police supplying information of regular sightings that may assist them in their operations. One would also encourage members of the public to notify police of sightings as this will help with them potentially allocating resources to hot spot areas.

Please feel free to contact me if you have any further questions or indeed suggestions that may be practical for us to consider in the ongoing discouragement of such activity.

Kind regards

Dave

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**From:** Sheila Birkin <

**Sent:** 25 March 2022 07:08

**To:** Parish.Council, Shoreham <[clerk2012@shorehamparishcouncil.gov.uk](mailto:clerk2012@shorehamparishcouncil.gov.uk)>

**Cc:** Cllr Edwards-Winsor, John <[cllr.edwards-winsor@sevenoaks.gov.uk](mailto:cllr.edwards-winsor@sevenoaks.gov.uk)>

**Subject:** Motorbikes in Andrew's Wood.

EXTERNAL EMAIL: Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Amanda

I hope you are settling into your new role.

I wanted to raise something which the PC might already be aware of. That is, the regular use of the woods above Shoreham ( on the western side) by motor cyclists. I think they are primarily accessing the woods via Andrew's Woods and sometimes from the northern end of 'the terrace'.

I'm not sure if there is any way to prevent this. There were some signs at one point but they seem to have disappeared ( and I'm not sure if they acted as a deterrent).

It is a real blight when walking, to have these noisy, polluting vehicles ploughing up and down the paths and tracks and I worry for the safety of dogs and children.

Any measures that could be taken to curb this increasingly common occurrence would be welcome. I realise that the woods are owned by the SDC but wanted to ask advice from the PC about what could be done.

I have copied to John EW and Irene R

Best Wishes

Sheila Birkin

- d) PCSO  
New PCSO – Lauren Bruce will be attending the Annual Parish Meeting



9. Notice Boards in Village  
a) By the Samuel Palmer

15:58



Lucy's post



The parish noticeboard by [The Samuel Palmer](#) is a sorry sight of mould, condensation and tatty flyers (specially so with its new classy surroundings!). Would be nice if it could have a makeover for when the pub's open so local businesses and events could pop their flyers up. I know the George used to hold a key but presume it's actually the responsibility of the council? Perhaps [Shoreham Clerk](#) can help please?



Write a comment...



Home



Marketplace



Profile



Groups



Notifications



Menu

b) Outside the Village Hall

The official Parish Council Noticeboard – does it need replacing?

10. **Shoreham Village Hall**

a) Ownership and Land Registry

Attached document gives background information to Village Hall.

The Hall is not registered at the Land Registry.

b) Minutes of Village Hall Meeting 30 March 2022

**Minutes of Shoreham Village Hall Committee**

On Wednesday 30<sup>th</sup> March at 7.30pm

Present: Ralph Abbott, Geraldine Field, Suzie Faubert, John Carder, Aidan McCulloch, Sylvia Poynter

**1. Welcome**

**2. Apologies for absence.**

Wyn Melville-Jones, Chris Euman

**3. Minutes of previous meeting**

These were agreed by Neil.

**4. Matters arising from minutes.**

- Aidan needs sight of the PC and SVH insurance documents in order to define responsibility for insuring the building. - **outstanding**
- Geraldine contacted PC to ask that a member of the PC attend these meetings
- Dave (electrician) carried out a condition report
- John organised cooker repair
- Key safe organised
- Hot water machine instructions unnecessary
- Ralph to liaise with door company – **outstanding**
- Neil, Ralph and Geraldine to meet re: heating – **outstanding**
- CCTV being installed on the 8<sup>th</sup> April to cover all entrances
- Ralph changed Gazette advertisement – booking by email only
- Floor doesn't need any maintenance for at least 5 years
- John has identified non-slip mat for entrance. Ralph to purchase
- Janet and Geoff quite happy to do questions for a quiz

## **5. Bookings and Treasurer's Report.**

See attached

Action - Geraldine to research prices from other halls with a view to increasing our prices (now £27 for residents and £30 for non-residents per session normal hire) to £30 and £35 respectively.

Action – In order to complete the budget Ralph needs to know what inspections etc are need by statute for the forthcoming year. Neil and Aidan to get relevant info.

Action – fundraising. Who?

## **6. Health and Safety and Maintenance Officer's Report**

Aidan has identified several areas of concern:

- the roof space needs checking
- leak from tank needs repairing

Action: John, Ralph and Aidan to get relevant key from the PC and check

- Phone not working

Action: Ralph to try his phone before replacing existing handset

Red book in the hall cupboard so the issues can be checked off when dealt with. The lighting in the ladies is being changed to L.E.D.

Ladies toilet seat to be fixed or replaced.

Action: Ralph is dealing with this

## **7. General business**

Resilience plan.

Ralph queried the role of the hall in a crisis i.e. the recent power cuts. Who has the key to the generator cupboard? Who knows how to use the generator? Who tests it? It was decided that this is the responsibility of the PC though a key to the generator cupboard should be in the key safe.

Action: Geraldine to write to the PC to ask how they intend to document and manage the Resilience plan and address the above issues.

The Fire Emergency Plan.

This still needs updating. Aidan has identified several risks including the generator and fuel storage, fire stopping and the 3 rooms at the end of the hall. He explained 4 options to reduce the risk:

Do nothing

Install 10 year life fire detectors around the building

Install wireless linked detection system

Have professionally installed fire detection system

Action - Aidan to update as necessary.

Once finalised, Geraldine will need to be informed of the changes so that the website can be updated.

Action - Aidan to bring to the attention of the clerk to the PC; to clarify and define responsibilities regarding insurance for the above.

Action – Neil to talk to Dave Rogers about Option 3

John is going to create a plan of the building.

Suzie commented on how clean the hall is and Geraldine will write and thank Helen, the cleaner.

Neil asked if Ralph could ask the fire extinguisher company to collect the old extinguishers.

### **8. Date of next meeting**

Wednesday 27<sup>th</sup> July at 7.30

## **Shoreham Village Hall Committee Meeting 30 March 2022 Treasurer's and Bookings Report**

### **• Overview**

This report gives an early overview of the Hall's financial performance for the 2021 / 22 financial year. The accounts submitted to the Charity Commission may differ slightly if there are any late transactions.

Key points are:

- The Hall has a surplus of income over expenditure of approx. £1,800.
- This is due to donations, grants and fundraising which accounted for £4,250 of income (28%).
- Expenditure was below budget, primarily due to some inconsistent charging by utilities.
- Unplanned maintenance exceeded the budget considerably (£2,000 spent; £1000 budgeted). Major items of unplanned maintenance included repairs to guttering, new fridge, cooker repair, electrical repairs and drain clearance.

Bookings are strong and are now almost back to pre-Covid levels.

### **• 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 four financial years plus where we are currently.

	<b>Current</b>	<b>31-Mar -21</b>	<b>31-Mar -20</b>	<b>31-Mar-19</b>	<b>31-Mar-18</b>
<b>COIF</b>	£2,529	£2,529	£2,526	£2,505	£8,485
<b>Bank Account</b>	£23,938	21,335	£6,253	£10,809	£7,287
<b>Petty Cash</b>	£12	£179	£932	£27	£27
<b>Total</b>	<b>£26,479</b>	<b>£24,043</b>	<b>9,711</b>	<b>£13,340</b>	<b>£15,799</b>

### **• Profit / Loss**

The table below shows our current position plus the profit / loss achieved for the last four financial years.

	Current	31-Mar-21	31-Mar-20	31-Mar-19	31-Mar-18
<b>Income</b>	£14,082	£25,017	£17,160	£19,907	£11,238
<b>Expenditure</b>	£12,219	£10,782	£21,662	£21,380	£10,197
<b>Profit / Loss</b>	<b>£1,863</b>	<b>£14,234</b>	<b>-£4,502</b>	<b>-£1,273</b>	<b>£1,041</b>

- Bookings**

	Current	2000-21	2019-20	2018-19	2017-18
<b>Bookings</b>	£9,346	£1,290	£11,455	£9,849	£10,068

- Forecast**

Bookings are back to pre-Covid levels so an income from the hire of the hall in the region of £10,000 can be expected. Our provisional budget for the next financial year, excluding capital projects, shows that running costs will be in the region of £13,500, a shortfall of £3,500.

Our capital reserve would allow us to manage this for a couple of years. However, we can raise funds throughout the year through running events.

#### **Draft Annual Accounts**

<b>Shoreham Village Hall</b>			
<b>Balance Sheet</b>			
		<b>2020-21</b>	<b>2021-22</b>
<b>Assets</b>			
COIF		£ 2,529.10	£ 2,529.35
Lloyds current account		£ 21,334.89	£ 23,937.84
Cash		£ 178.85	£ 12.14
Customer deposits to be returned		-£ 50.00	-£ 600.00
<b>Total</b>		<b>£ 23,992.84</b>	<b>£ 25,879.33</b>
<i>Represented by</i>			
Balance brought forward		£ 9,705.55	£ 23,992.84
Surplus /deficit		£ 14,287.29	£ 1,863.24
<b>Total</b>		<b>£ 23,992.84</b>	<b>£ 25,856.08</b>
<b>Profit and Loss Account</b>			
		<b>2020-21</b>	<b>2021-22</b>
<b>Income</b>			
Parish Council Grant			
KCC Grant		£ 1,938.00	
SDC Grant		£ 21,050.86	£ 2,667.00
Rent		£ 1,886.00	£ 8,983.00
Fundraising		£ 165.00	£ 1,287.00
COIF interest		£ 3.01	
Donations		£ 10.00	£ 1,145.00
Sundries			
Refunds		£ 16.69	
Retained deposit			
<b>Total</b>		<b>£ 25,069.56</b>	<b>£ 14,082.00</b>

<b>Expenditure</b>			
Heating and electricity		£ 1,868.50	£ 2,235.06
Rates		£ 811.56	£ 5.00
Insurance		£ 1,229.90	£ 1,268.31
Maintenance -	Cleaning	£ 1,984.00	£ 2,670.00
	All other maintenance	£ 3,517.94	£ 3,916.70
Administration		£ 1,171.42	£ 2,123.69
PRS			
Sundries		£ 198.95	
<b>Total</b>		<b>£ 10,782.27</b>	<b>£ 12,218.76</b>
<b>Surplus /deficit</b>		<b>£ 14,287.29</b>	<b>£ 1,863.24</b>

Notes following Meeting:

**bi. From Geraldine:**

**Subject:** Shoreham Village Hall Committee Meeting

Hi Amanda,

I hope you are well and settling into your new role. As no one from the PC attended last night's meeting, could you please raise these at your next meeting.

Firstly, Aidan, our H and S officer will be in touch regarding some fire safety/insurance issues.

Secondly, some discussion was held regarding the Village Resilience Plan and the role of the hall:

'Ralph queried the role of the hall in a crisis i.e. the recent power cuts. Who has the key to the generator cupboard? Who knows how to use the generator? Who tests it?'

Although this responsibility lies with the PC, it was felt that it's useful for us to have the answers to the above.

Best wishes

Geraldine

**bii. From Aidan**

From: Aidan McCulloch [mailto:ajwmcculloch@btinternet.com]

Sent: 04 April 2022 12:51

To: Clerk2012

Cc: Geraldine Field; Ralph Abbott; vicks306@hotmail.com; J Carder

Subject: PC Meeting 6/3/22 Shoreham Village Hall safety/fire risks

Hi Amanda

CCs FYI

Thanks for our helpful chat earlier, and confirming that fire safety is on Wednesday's Agenda.

As promised, in summary the fire safety options we discussed at our Cmtte meeting were:

1 Do nothing

2 Minimal cover smoke/heat detector alarms only

3 Maximum cover interlinked wire smoke/heat detector alarms throughout building

4 Full professional detection, alarms, maintenance etc system

As minutes show, decision to progress option 3 was made, but my action was also to engage with Parish Council on overall building fire and safety management.

There are wider issues including insurance and liability issues, call point emergency alarms, and the future strategy and risk management for the whole building. Grateful if I could have copies of any PC insurance docs to review please, Ralph is providing a copy of ours.

As discussed, a good way forward will be a small fire/safety joint review group to look at all relevant options ASAP and recommended specific costed actions.

Thanks for your help, and look forward to seeing you at Wednesday's meeting.

Kind Regards

Aidan McCulloch

(H&S Adviser Shoreham Village Hall Management Committee)



11. **Defibrillators for the Parish**  
To agree next actions.

# Defib Machines

## WHAT DO DEFIB'S DO?

PROTECT YOURSELF  
FROM THE UK'S  
BIGGEST KILLER



## CARDIAC ARREST

OVER 140,000 DEATHS EACH YEAR  
100 PER WEEK IN THE WORKPLACE



## WHAT DEFIB MACHINES OFFER:

- ✓ FULLY SERVICED AND MAINTAINED MACHINES
- ✓ IP56 RATED COMPACT DEVICE PERFECT FOR ALL
- ✓ ONSITE DEMONSTRATION AND TRAINING DVD
- ✓ REGULAR ONSITE HEALTH CHECKS
- ✓ NEW MACHINE IF EVER USED OR DISPLAYING AN ERROR
- ✓ LOYALTY BONUS OF NEW MACHINE AND PRICE REDUCTIONS
- ✓ PADS AND BATTERIES, INSTALLATION, SIGNAGE AND MORE
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T: 0800 0852 733

### **Defib Machines – Quote**

#### **AED Rental Package – Full Coverage**

The costing per AED is £1.00 (+VAT) per day and a £150 deposit in your first year (returnable after your order has finished). All orders run for 5 years and payments would be annually in advance.

Included for the price quoted;

- Full installation of Defib Machine(s) and wall bracket(s);
- Onsite AED training
- Adult Pads and training on how to activate these pads in an emergency
- Full Maintenance & Service of machine, including regular onsite Health Checks and pad/battery replacement
- Replacement of Defib Machine(s) if ever used in an emergency or displaying an error message within one working day
- Loyalty Bonus available including new machine and 10% price reduction after 3 years
- Resuscitation Kit; Signs & Training link
- Protective hard casing and Adult Live Pads

***Annual Total per AED - £365 (+VAT) per device***

**12. Annual Playground Inspection – report attached – all items very low or low risk.**

To note report.

**13. Working Party Updates**

- a) To receive an update from the Heat Network Committee
- b) To receive an update from Broadband Working Party (if available)
- c) To receive an update from the CCTV Working Party (if available)
- d) To receive an update from the Traffic and Parking Working Party

**14. Finance**

- a) To agree items payable and paid

Items to be paid

5 April 2022 (2022-2023)

**Shoreham Parish Council**  
**PAYMENTS LIST**

Voucher	Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
5	Hall/Emergency Room Hi	05/04/2022	Hall hire	Shoreham Village Hall	X	27.00		27.00
6	Dog waste bins	11/04/2022	Dog waste bin	Sevenoaks District Counc	S	332.00	66.40	398.40
7	Playground inspection	11/04/2022	Playground Equipment Ins	The Play Inspection Com	S	130.00	26.00	156.00
2	Printing Gazette/Shoreh	11/04/2022	Printing Shoreham Post	Silver Pines Services	X	60.45		60.45
3	Broadband	11/04/2022	Broadband	Mrs A C Barlow	X	10.00		10.00
4	Office Rent/Storage	11/04/2022	Office Allowance	Mrs A C Barlow	X	30.00		30.00
12	Office Rent/Storage	11/04/2022	Office Allowance	Mrs A C Barlow	X	30.00		30.00
1	Refuse freighter	11/04/2022	Refuse freighter	Sevenoaks District Counc	S	165.46	33.09	198.55
11	Broadband	11/04/2022	Broadband	Mrs A C Barlow	X	10.00		10.00
13	Clerk's mileage	11/04/2022	Mileage	Mrs A C Barlow	X	73.44		73.44
8	Lengthsmen	20/04/2022	Lengsthman wages	Mrs A Hollands-Parsons	X	267.30		267.30
9	Lengthsmen	20/04/2022	Lengsthman wages	N McDonnell	X	35.64		35.64
10	Clerk's salary	20/04/2022	Clerk's salary	Mrs A C Barlow	X	784.53		784.53
<b>Total</b>						<b>1,955.82</b>	<b>125.49</b>	<b>2,081.31</b>

**Items Paid 1 March to 31 March 2022**

5 April 2022 (2021-2022)

**Shoreham Parish Council  
PAYMENTS LIST**

<b>Voucher</b>	<b>Code</b>	<b>Date</b>	<b>Description</b>	<b>Supplier</b>	<b>VAT Type</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
248	Shoreham Post	02/03/2022	PO Box	Royal Mail	S	300.00	60.00	360.00
249	Toilets	04/03/2022	Electricity	EDF Energy	X	145.00		145.00
250	Office telephone	08/03/2022	Office telephone	O2	S	10.72	2.14	12.86
251	Computer/Printer Consumables	10/03/2022	Website	Hugo Fox	S	29.99	6.00	35.99
227	Computer/Printer Consumables	10/03/2022	Website	Hugo Fox	S	29.99	6.00	35.99
221	Office telephone	10/03/2022	Office telephone	O2	S	10.72	2.14	12.86
226	Subscriptions - KALC/SLC	10/03/2022	Subscription	Zoom	S	11.99	2.40	14.39
262	Grant	11/03/2022	Grant	St Peter & St Paul Church	X	250.00		250.00
263	Village Hall	11/03/2022	Electrical inspection	7Oaks Electrical Ltd	X	100.00		100.00
252	Subscriptions - KALC/SLC	11/03/2022	Subscription	Zoom	S	11.99	2.40	14.39
258	Dog waste bins	18/03/2022	Dog waste bin	Sevenoaks District Council	S	470.60	94.12	564.72
261	Hall/Emergency Room Hire	18/03/2022	Hall hire	Shoreham Village Hall	X	81.00		81.00
245	Printing Gazette/Shoreham Post	18/03/2022	Printing Shoreham Post	Silver Pines Services	X	60.45		60.45
246	Hall/Emergency Room Hire	18/03/2022	Hall hire	Shoreham Village Hall	X	81.00		81.00
247	Dog waste bins	18/03/2022	Dog waste bin	Sevenoaks District Council	S	470.60	94.12	564.72
259	Refuse freighter	18/03/2022	Refuse freighter	Sevenoaks District Council	S	165.46	33.09	198.55
260	Printing Gazette/Shoreham Post	18/03/2022	Printing Shoreham Post	Silver Pines Services	X	60.45		60.45
255	Lengthsmen	20/03/2022	Lengthsman wages	Mrs A Hollands-Parsons	X	267.30		267.30
256	Lengthsmen	20/03/2022	Lengthsman wages	N McDonnell	X	35.64		35.64
257	Clerk's salary	20/03/2022	Clerk's salary	Mrs A C Barlow	X	821.44		821.44
253	Toilets	28/03/2022	Water charges	Castle Water	X	9.79		9.79
254	Allotments	28/03/2022	Water charges	Castle Water	X	148.94		148.94
265	Office Rent/Storage	31/03/2022	Office Allowance	Sarah Moon	X	30.00		30.00
264	Broadband	31/03/2022	Broadband	Sarah Moon	X	10.00		10.00
266	CCTV	31/03/2022	CCTV	Wild View Cameras	S	761.57	152.31	913.88
<b>Total</b>						<b>4,374.64</b>	<b>454.72</b>	<b>4,829.36</b>

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

- a) Annual Parish Meeting 13 April 2022
- b) Planning (if required) Meeting – Wednesday 20 April 2022
- c) Planning (if required) and Parish AGM and Council Meeting – Wednesday 4 May 2022

Amanda Barlow, Clerk to Shoreham Parish Council

