

Meeting No 1

SHORNE PARISH COUNCIL

Minutes of the Annual General Meeting held on 31 May 2018 in Shorne Village Hall

PRESENT Mr R Lane (Chairman)
Mr R Theobald
Mr R Hardy
Mrs S Lindley
Miss P Clifton
Mrs L McCluskey

APOLOGIES for absence were received from Mr C Rea,
Mr R Cooper and Mr J Bugg

ALSO IN
ATTENDANCE Mr D Paul, Hollands Close (for part of
the meeting)

1 Election of Chairman & Vice-Chairman

Mr R Lane was proposed by Mr R Hardy and seconded by Miss P Clifton for the position of Chairman.

Mr R Theobald was proposed by Mr R Lane and seconded by Mr R Hardy for the position of Vice-Chairman.

As there were no other proposals, Mr Lane was duly elected Chairman and Mr Theobald as Vice-Chairman.

Mr Lane then took the Chair.

2 Appointment of Committees

(a) Planning & Highways Committee

Mr R Theobald, Mr R Cooper, Mr R Lane, Mrs S Lindley, Miss P Clifton, Mr R Hardy and Mr C Rea were appointed.

Election of Chairman & Vice-Chairman

Mrs S Lindley was proposed by Mr R Theobald and seconded by Mr R Lane for the position of Chairman.

Mr R Bugg was proposed by Mr R Theobald and seconded by Mrs McCluskey for the position of Vice-Chairman.

As there were no other proposals, Mrs Lindley was duly elected Chairman and Mr Bugg as Vice-Chairman.

(b) Footpaths, Properties & Greens Committee

Mr R Theobald, Mr R Cooper, Mr R Lane, Mrs S Lindley, Miss P Clifton, Mr R Hardy, Mr C Rea and Mrs L McCluskey were appointed.

Election of Chairman & Vice-Chairman

Mrs L McCluskey was proposed by Mr R Hardy and seconded by Miss P Clifton for the position of Chairman.

Mr R Lane was proposed by Mrs S Lindley and seconded by Miss P Clifton for the position of Vice-Chairman.

As there were no other proposals, Mrs McCluskey was duly elected Chairman and Mr Lane as Vice-Chairman.

(c) Finance & General Purposes Committee

All Councillors.

(d) Emergency Planning Committee

All Parish Council members who are able to attend.

The Chairman and Vice-Chairman are ex-officio members of all Committees.

3 Outside Bodies

(a) Shorne Village Hall Management Committee

Mr J Bugg and Mr R Lane were appointed.

(b) Gravesend Rights of Way Committee

Miss P Clifton was appointed.

- (c) Shorne Church of England Primary School Board of Governors

Mr J Bugg was appointed.

- (d) United Charity Committee

Mrs T Davies, Miss P Clifton and Mr R Hardy were appointed.

- (e) John Baynard's Charity

Mr R Cooper was appointed.

- (f) Sir Thomas Smythe's Charity

Mr R Dinnis was appointed.

- (g) GBC/KCC Joint Transportation Board

Mrs S Lindley was appointed.

- (h) Rural Parishes Meetings (KALC)

Mr R Cooper and Miss P Clifton were appointed.

- (j) Parish Councils' Liaison at GBC

Mr R Lane was appointed.

- (k) Parish Report (Editor)

Mrs S Lindley was appointed.

- (l) Parish Magazine Correspondent

Mr R Lane was appointed.

- (m) Internal Controls (Check for Audit)

Miss P Clifton was appointed.

4 Minutes of the Meeting held on 5 April 2018

The minutes were AGREED and signed as a true record

5 GDPR – Actions to be taken

A discussion took place on actions to be taken on GDPR.

Mr Theobald reported that he had attended a meeting on GDPR at the Borough Council for Borough Councillors. Mr Lane and the Clerk had also attended a meeting of the six Parish Clerks and a Parish Councillor from each parish on 4 May 2018 in Cobham to discuss what actions needed to be taken.

Mr Lane had previously circulated draft Record of Data templates, a draft Privacy Statement, and a draft Data Protection Impact Assessment for members to review. He reported that he has placed the Privacy Statement on the website in order to comply with GDPR. Cobham Parish Council has used this as a template for their privacy statement.

It was agreed that all Members would review the draft Data Protection Impact Assessment form and the data retention periods set out for comment in the Record of Data templates.

Mr Lane reported that parish councils are not designated as public authorities under the provisions of the Data Protection Act 2018. Whilst this suggests that parish councils are not required to appoint a Data Protection Officer (DPO), this could have an impact on the use of ‘public task’ as the appropriate lawful basis for holding certain data.

It was agreed that Mrs McCluskey would undertake the functions of the DPO.

It was agreed to migrate to a shorneparishcouncil.org email domain.

Cllr Sweetland has advised that two GDPR conference sessions for Town and Parish Councillors will be held at County Hall on 28th June 2018. The conference training is priced at £25 (including lunch and refreshments). Mr Lane and Mrs McCluskey will attend the morning session.

6 Report by County Clllr B Sweetland

No report.

7 Planning & Highways Committee

Mrs Lindley reported on planning applications dealt with since the last Planning & Highways Committee meeting. There had been 13, with a further 3 received that day.

Planning and Highways items of note are:-

- (a) Hartshill Bungalow, corner of Shorne Ifield Road and Thong Lane: A retrospective planning application has been submitted for very large extensions on two sides, built without prior planning application although the owners were aware of the required process.
- (b) Daymer, Green Farm Lane - Demolition of Bungalow and Erection of two chalet Bungalows: A new planning application has been submitted for what is actually a pair of semi-detached houses, now reduced to three bedrooomed and made to appear like one large house but still seems too large for the site.
- (c) Burdett Avenue: The owners of 31 Burdett Avenue for some reason built fences on land that they do not own - beside the footpath in the adjacent fields and across the roadway at the end of Burdett Avenue. It has been reported by a local resident that the fence on the field had been removed after legal action by the landowner but Mr Theobald thought that it had not in fact been completely removed. He also commented about there being a fire hydrant at the end of the road but members were unsure of its exact location, so that needs checking. Mrs Lindley has e-mailed Earl Bourner at KCC Highways for clarification about the fence across the road as it is still in place, he having said previously on 3rd May that KCC would take enforcement action. She will check the situation regarding the fire hydrant and in the field and will contact the landowners agent (it is believed that the land may be owned by Cobham College) about the status of the footway link to the registered footpath.
- (d) Corner of Forge Lane: Due to storm damage, there is a large pothole around a previous repair. This has been reported to KCC Highways by both Mrs Lindley and Mr Theobald. Other damage around a grating and flooding at the crossroads had also been reported.
- (e) Venesta, Woodlands Lane: Mr Theobald and Mrs Lindley had a very useful meeting with the Planning Dept at GBC concerning this application with multiple changes to the previously approved design. GBC liaised with the applicant over the proposed hedge on the common, which was then removed from the plans. GBC included some narrative in their decision notice that the owner should have discussions with the Parish Council about the access route to the house, which presently crosses the corner of the Parish-owned Shorne Common Rough and a public footpath. Formal contact from the owner is therefore awaited.
- (f) Merrievale, Pear Tree Lane: On the morning of the same day, Mr Theobald and Mrs Lindley were both contacted by anxious residents concerned that numerous oak trees were being cut down in the front garden by the new owner. Mr Theobald spoke to the relevant officers at GBC before the meeting mentioned above, and it was very impressive that by the time that the meeting ended, the officers had already gone out for a site visit and within 24 hours had put in place an emergency Tree Preservation order in relation to the mature oak trees on the site.

- (g) Brackenside, Pear Tree Lane: Mr Theobald was contacted by a concerned resident because a large amount of earth had been deposited in the back garden there to level the site, which constituted engineering works requiring planning permission. This has been reported to the Planning enforcement officer at GBC. There was concern that there was now a high bank to the neighbouring property.

8 Footpaths Properties & Greens Committee

- (a) Crabbles Bottom: Tom Gozzett has flailed, strimmed and cleared the main orchard meadow area. The repairs to the fence alongside the bridleway needs to be checked.
- (b) Mill Hill Lane – Play Area: The wood chippings offered free of charge by the tree surgeon were unsuitable, so Mr Lane has requested Mr Vilday to supply and lay suitable bark around the play equipment.

9 Meetings of Outside Bodies

No reports.

10 Finance

(a) Annual Audit

It was reported that Miss P Clifton had carried out the internal controls on 12 April 2018. The Receipts & Payments Book, the cheque books, paying-in book and Receipts folder were all checked and everything was found to be in order.

The Financial Figures for the year ending 31 March 2018 as prepared by Mr Wharton, the Accountant, for the Annual Audit, were not signed by the Chairman and Clerk as there was a query on the Balance Sheet which needed resolving. Miss Clifton undertook to speak to the accountant regarding the item under “Assets” & “Liabilities”.

Subsequent to the meeting, Miss Clifton spoke to the Accountant the following day and the queries raised have been explained and resolved on the Balance Sheet regarding the “Assets” and “Liabilities” and the Leases to include the Football Club and the Scout Hut. An amended Balance Sheet 2018 has been sent out to all Parish Councillors.

The Accounts were adopted by members and signed by the Chairman and the Clerk, which will be sent off to Littlejohn LLP in London, the assigned Auditors by the Audit Commission, for the Audit to be carried out.

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| (b) Precept for 2018/2019 (Paid directly into Lloyds TSB) | £27,540. 00 |
| (c) VAT Reclaimed (Paid into Barclays Bank by BACS) | £ 401. 24 |

(d)	Talk Talk (Paid by DD)	Account (May'18) VAT	£ 42.61 <u>£ 8.52</u> £ 51.12 =====
(e)	The following accounts were passed for payment and cheques issued		
	M J Read & Co	Preparation of Accounts & Reviewing the Internal Controls for Year Ended 31.3.2018 VAT	£370.00 <u>£ 74.00</u> £444.00 =====
	North & West Citizens Advice Bureau	Donation	£ 50.00
	Kent, Surrey, Sussex Air Ambulance	Donation	£ 50.00
	Norris & Fisher	Insurance Premium (2nd Year of Long Term Agreement for 3 Years from June 2017 to June 2020)	£590.61
	CW Lawrence	4 cuttings of grass verges @ £80 per cut	£320.00
	Mrs T Martin	Refreshments for Parish Assembly held on 17 May 2018	£ 32.56
	Mrs T Martin	Postage & Stationery	£ 16.73
	Mrs T Martin	Salary - May' 2018 Back Pay	£832.98 <u>£ 16.32</u> £849.30 -£ 87.53 -£ 3.26 £758.51 =====
	Inland Revenue	Tax deducted from Clerk's Salary Tax deducted on Back Pay PC's Contributions for NI	£ 87.53 £ 3.26 <u>£ 19.41</u> £110.20 =====
	Mrs L Brown	Bus Shelter Cleaning	£ 65.00

Mrs T Martin	Salary - June' 2018	£832. 98
	Less Tax	<u>£ 87. 53</u>
		£745.45
		=====
Inland Revenue	Tax deducted from Clerk's Salary	£ 87. 53
	PC's Contributions for NI	<u>£ 19. 41</u>
		£106. 94
		=====

11 Risk Assessment

This was reviewed by Council and amendments made. This has been circulated to members

12 Correspondence

- (a) From Mr NJ Wharton, Accountant re: Review of Internal Controls for the Year Ended 31 March 2018. The Parish Council's attention was drawn to the "Review of Effectiveness of System of Internal Audit". He referred to the "Accounts & Audit (England) Regulations 2011" Regulation 4 which requires the findings of the review of the system of internal control to be considered by a committee, or members of the Parish Council. Also Regulation 6 which requires the Parish Council to review the effectiveness of its system of internal audit once a year and for the findings of the review to be considered by a committee, or members of the Parish Council as part of the consideration of the system of internal control referred to in Regulation 4.
- (b) From North & West Citizens' Advice Bureau – Request for support. Members agreed to make a donation of £50.
- (c) From Kent Surrey Sussex Air Ambulance – Request for a donation. Members agreed to make a donation of £50.
- (d) From Miss T Hewett, Head of Shorne C of E Primary School, thanking the Parish Council for the grant of £1448.00.
- (e) From M Howard & Grace Wood, Head Boy and Girl at Shorne C of E Primary School, thanking the Parish Council for the grant.

13 Matters Raised by Members

- (a) Mr Theobald reported that it appeared that there has been an application to locate what appeared to be a transport depot at Scalers Hill, Cobham. No formal application has been seen by the Parish Council. Mr Theobald agreed to investigate further.

- (b) Mrs Lindley reported that on Thursday 31 May 2018, a Salvatori DAF heavy goods vehicle registration number GL16 LOF was observed driving through Green Farm Lane in Shorne, on its way to premises in Queens Farm Road. She has reported this via Lorry Watch, and a letter has been sent to Salvatori asking what action they are taking to prevent a recurrence of this event.
- (c) Mrs McCluskey reported that she has heard nothing further regarding the “No Dogs” signs for Michael Garden play area. Mr Theobald will investigate this with GBC.
- (d) Miss Clifton reported that there is another sign for the “See Ho” in Pear Tree Lane.
- (e) Miss Clifton reported that the “No Fly Tipping” sign at Shorne Common Rough was leaning over, and she has pushed it upright.
- (f) Miss Clifton reported that there has been some confusion regarding the delivery of leaflets as to where Pear Tree Lane and The Ridgeway start. It was reported that The Ridgeway starts from the Ridgeway Bungalows.
- (g) Mr Hardy reported on the fly tipping in Shorne Ifield Road.

There being no further business, the meeting closed at 9.35pm.