

**SHORNE PARISH COUNCIL**

**Minutes of the Parish Council Meeting held on  
24<sup>th</sup> February 2022 in Shorne Village Hall**

**PRESENT**

Mr R Lane (Chairman)  
Mr R Theobald  
Mr R Hardy  
Ms Clifton  
Mrs S Lindley  
Mr Bugg  
Mrs L McCluskey  
Mrs L Williams

**APOLOGIES**

Mr C Rea

In attendance:

No Parishioners

**86. To receive any declarations of interest for any items on the agenda**

Mrs Lindley declared a personal interest with regards to agenda item 10 in that Highbank neighbours her home. However, this does not influence her view, and she is not precluded from taking part in the discussion and decision-making process.

**87. Minutes of the Parish Council Meeting held on 13<sup>th</sup> January 2022.**

The minutes were approved.

**88. Any items raised by Parishioners in attendance at Chairman's discretion**

None

**89. To review the Finance Report**

Date		Description	Amount	VAT	Total
	B/F		£58,721.08	£6,120.38	£64,841.46
05/01/2022	DD	Vodafone	£26.11	£5.22	£31.33
10/01/2022	DD	NEST	£61.84	£0.00	£61.84
14/01/2022	BACS	Tom Gozzett	£385.00	£0.00	£385.00
20/01/2022	BACS	Eslip	£19.00	£3.80	£22.80
24/01/2022	BACS	HMRC July - Jan	£189.58	£0.00	£189.58
24/01/2022	BACS	Mrs S Poole (Jan Salary)	£829.88	£0.00	£829.88
			£60,232.49	£6,129.40	£66,361.89

<b>Date</b>		<b>Description</b>	<b>Amount</b>	<b>VAT</b>	<b>Total</b>
	B/F		£60,232.49	£6,129.40	£66,361.89
02/02/2022	DD	Vodafone	£29.15	£5.83	£34.98
08/02/2022	DD	NEST	£61.48	£0.00	£61.48
22/02/2021	DD	Eslip	£19.00	£3.80	£22.80
24/02/2022	BACS	Mrs S Poole (Feb Salary)	£829.88	£0.00	£829.88
24/02/2022	BACS	KCC	£270.00	£54.00	£324.00
			£61,442.00	£6,193.03	£67,635.03

Ms Clifton proposed that we make a £100 donation towards the Pop Up Café, since this is well supported by parishioners. This was agreed by all Members.

**90. Interim report from the Planning & Highways Committee**

Mrs Lindley reported that the minutes of the 27<sup>th</sup> January meeting had been circulated and the next meeting is the 10<sup>th</sup> March. There have been 11 planning applications representations submitted since the last meeting.

Mrs Lindley reported that the Lower Thames Crossing has updated their proposals for public rights of way, and is carrying out a drop-in event at the Civic Centre between 16.00 and 20.00 on 3<sup>rd</sup> March. Eva Simunovic has been in contact to arrange an online meeting to discuss plans to obtain further land for environmental mitigation, and we are awaiting a date. There has been some change in legislation where they will need to take account of nitrogen and nitrous oxide, which means they will need more land to compensate. However the environmental mitigation does not need to be local to the area affected, so the pollution may be created locally but the compensation may be provided elsewhere. The Lower Thames Crossing will be holding a mini consultation regarding changes to the parks. This was due to be at the end of March but this has been delayed due to objections on the Essex side.

Mr Lane reported that he has had a communication from a resident in Thong Lane, who has advised that Lower Thames Crossing has installed pollution monitoring outside his property opposite the entrance to Southern Valley Golf Course. Ms Lindley said that Eva from LTC had let us know about this air quality and noise monitoring for background levels, the installations are much smaller than those previously used and provide continuous monitoring, she will circulate the information.

**Highways:** Mrs Lindley reported that Woodlands Lane and Tanyard Hill near Chestnut Green, including the curved side which had particularly deteriorated, have been partly re-surfaced. Unfortunately there was a parked car in Tanyard Hill and they were unable to re-surface this section. Mrs Lindley will advise KCC Highways when the car is moved so that they can re-surface the missed section.

A further bollard has been knocked down outside the Country Park. Mrs Lindley has reported this. The two previously reported have still not been replaced.

Mrs Lindley reported that Gravesham Borough Council has requested a meeting on 3<sup>rd</sup> March to discuss the potential housing build sites that have been promoted through the

Local Plan process. Mrs Lindley has asked for the documents to be circulated before the meeting, but has not received them. The attendance is limited to two Councillors at present, and will be attended by Mrs Lindley and Mr Lane.

**91. Interim report from the Footpaths, Properties & Greens Committee**

Ms Clifton reported that she has reported the obstructed sight lines at the entrance to Court Lodge to Kent County Council.

With regards to the encroachment towards footpath NS156, Ms Clifton has checked with KCC's PROW Officer John Pelham who considers that the footpath has not been affected. A discussion took place and it appears that the boundary to Pritam House has been extended by about 4 feet towards the east, and it may be encroaching on to land belonging to another party. Mrs Poole was asked to write to the land owners through their Agent to make them aware of the situation, and suggesting that they may wish to check the boundary.

Ms Clifton has reported the faulty door on the phone box at Post Office Green to BT, and has received confirmation that an engineer will attend to this. It was noted that residents made use of the public telephone during the recent power outage.

Ms Clifton has spoken to Colin Lawrence regarding the verge opposite the entrance to Swillers Lane where bulbs have recently been planted, as it is likely that KCC will not cut the verge until the flowers have died. The cost to include this verge in the supplementary cuts carried out by Mr Lawrence will be an extra £20.00 per cut. This was approved. Mr Lawrence has given Ms Clifton a list of all the dates for the supplementary cuts subject to weather.

Ms Clifton has contacted Trim Trail Ltd, who could possibly supply the equipment for the Adventure Trail at Shorne Common, which could include tunnels, bars and wooden steps etc. Equipment with a fall height of 60cm or less does not need safety surfacing.

Gravesham Borough Council issued consent for the tree work at Shorne Common parking area on 8<sup>th</sup> February. Mr Lane will find out from Balfour Beatty when they intend to carry out the work. **(Post Meeting Note:** Mr Lane has received information and they are due to start work on 7<sup>th</sup> March and should be finished by the 10<sup>th</sup> March.)

Ms Clifton has reported to John Pelham that the concrete block adjacent to footpath NS163 at Crown Lane has been moved. Mr Shove has been made aware of this.

Ms Clifton reported that Hillary Shove, who was involved with the Council for a number of years and also donated the land for the footpath in Forge Lane, has died. Her funeral will be next week. Mr Theobald will attend and also write an obituary. **Post Meeting Note:** It has been confirmed that the correct date of the funeral is 10<sup>th</sup> March.

**a. Bus Shelters:**

Mr Lane requested delegated authority to arrange for repairs to Tanyard Hill bus shelter, which was damaged during Storm Eunice. This was agreed.

Mr Bugg thanked Mr Theobald for the drawings he has done for the Gravesend Road bus shelters, however he considers that we need to obtain verification of the load-bearing requirements from a structural engineer for professional indemnity purposes. Mr Theobald said that this should not be a problem as he had allowed a factor of 3 in

his calculation. Mr Bugg will contact a structural engineer for verification and seek quotations so that we can consider approval at the next Full Council on 14<sup>th</sup> April 2022.

**92. Report from Borough Councillor R Lane**

Cllr Lane reported that the Council Tax for 2022/23 was set at the Council Meeting on 22<sup>nd</sup> February. In terms of Parish Precepts, Shorne has the lowest property charge of all the parishes in Gravesham, by a considerable margin.

**93. To receive any report from County Councillor B Sweetland**

Nothing received.

**94. Queens Jubilee Dinner and Dance**

Mr Lane reported that the Dinner & Dance proposed for Friday 3<sup>rd</sup> June would need some support in organising. If we have a sit-down event, we will need waiting staff, etc. Mr Lane has been advised by the Village Hall that the likely cost of providing the meal and entertainment could be up to £50 per head. Alternatively we could have a buffet meal which would be considerably less expensive. This is the Village Hall's preference, as they doubt they could secure waiting staff. Alternatively we would need to seek an alternative event supplier.

A discussion took place. It was felt that we probably need at least 80 people to attend, but not more than 100 to allow a dance area. We need to verify the likely cost and the likely attendance numbers in order to determine the ticket price and to ensure that the event is financially viable. Mrs Poole will talk to Mrs McCluskey and set up a Jubilee Committee to get this moving.

Mr Lane has received no reply from Mrs Martin, the owner of the preferred location for the beacon at the top of Shorne Hill. A number of possible alternative locations were discussed. It depends on the purpose of the beacon, whether it is intended to be visible from a distance, or whether it is intended for parishioners to gather around. If the top of Shorne Hill is not available, it was suggested that it should be on Shorne Common where parishioners can gather.

Mr Lane asked members to consider whether we are prepared to authorise the expenditure for the beacon, likely to be £490 plus VAT, plus the cost of two 13kg propane cylinders estimated at £45 to £50 each to hire or £80 to £85 each to purchase. Subject to agreeing the location, it was agreed to buy the beacon. Mr Bugg has offered the use of his two propane cylinders which will just need filling up. Mr Lane requested volunteers from the Council to take charge of this. Mrs McCluskey suggested a committee, and so far Mrs Poole, Mrs McCluskey & Ms Clifton have agreed to be on the Beacon Jubilee Committee. It was agreed that the committee will meet at Shorne Common on Thursday 3<sup>rd</sup> March at 09.00.

**95. Highbank communication**

Mr Lane reported at the previous meeting that he had requested Ron Prior to draft an agreement on the right of way, but on 14<sup>th</sup> January Mr Riddick instructed Mr Prior not to proceed. Mr Riddick said that his offer is to meet the cost of having an agreement drafted by a solicitor of his choosing for subsequent review and agreement by the

Parish Council, not to meet the cost of the Parish Council instructing a solicitor to prepare an agreement.

Mr Lane circulated a note and copies of correspondence to Members on 20<sup>th</sup> February. Mr Lane reminded Members that the Parish Council is the custodian of the land, and any consent given is at our sole discretion. Members were requested to decide whether to accept Mr Riddick's offer to have an agreement prepared, or to write to him agreeing to his request to modify the access, and setting out our own conditions.

It was unanimously agreed to write to Mr Riddick, declining his offer to have an agreement prepared, and to issue consent subject to the conditions determined by the Parish Council.

**96. Update on the Risk Register**

Mrs McCluskey has reviewed the Risk Register and this was circulated to Members on 11<sup>th</sup> January 2022 and again on 19<sup>th</sup> February 2022 inviting comments. It was recirculated on 23<sup>rd</sup> February reflecting comments received. Members were invited to approve the Risk Register, and this was agreed. Mr Lane thanked Mrs McCluskey for her work. Mrs McCluskey asked Mrs Poole to diarise this and other documents to be reviewed throughout the year.

**97 Correspondence requiring action**

Nothing of note.

**98. General matters raised by Members for discussion**

Mr Lane reported that PCSO Ellie Middleton has left the Police, and we are waiting to be advised of her replacement. Mrs McCluskey reported that Mrs Dymond has a meeting with the Police and Crime Commissioner and will be raising this matter with him, as at the last KALC meeting there were concerns that she might not be replaced.

Mr Lane advised the Next Litter Pick in Shorne will be on Saturday 19<sup>th</sup> March.

As agreed at the Footpaths, Properties & Greens Committee on 10<sup>th</sup> February, Mr Theobald advised that he has drafted a letter to the Scouts regarding sub-letting the Scout Hut for Commercial use. Mrs Poole will re-circulate the letter for agreement for her to send.

Ms Clifton reported on the DEFRA consultation on the Government Response to the Landscape Review. The Green Lanes Environmental Action Movement has written to Parish Councils suggesting that this might be an opportunity to end the use of green lanes by recreational motor vehicles in Kent Downs Area of Outstanding Natural Beauty. Ms Clifton asked for comments before the next footpaths meeting, as the consultation closes on 9<sup>th</sup> April 2022.

Mrs McCluskey reported that the street name that was missing in Michael Gardens has been reported to Gravesham Council and will be replaced in the next financial year.

Date of next Parish Council meeting –14<sup>th</sup> April 2022

There being no further business, the meeting closed at 20.59

Signed Mr Lane:.....

Dated:.....

# Shorne Parish Council

Borough of Gravesham



## Risk Register

Risk Area	Risk Identified	Raw risk (H/M/L)	Controls in place	Residual Risk	Action required	Review date
Section One:	Areas where there may be scope to use insurance to help manage risk					
Property	Loss or damage to property and contents owned by the council	H	<ul style="list-style-type: none"> <li>Register of assets and investments reviewed annually</li> <li>Assets all covered by insurance renewed annually</li> </ul>	M	<ul style="list-style-type: none"> <li>React promptly to any reports of defects or damage to property</li> <li>Ensure asset register reviewed annually prior to audit</li> <li>Renew insurance annually, including details of assets included.</li> </ul>	<p>Annually</p> <p>Annually</p> <p>Annually</p>
Public liability	Damage to third party property or individuals by parish employees; damage sustained by others by or in parish owned assets.	H	<ul style="list-style-type: none"> <li>Insurance cover for public liability £10,000,000</li> </ul>	L	<ul style="list-style-type: none"> <li>Renew insurance annually with sufficient public liability cover</li> </ul>	Annually
Exposure to Third Party actions	Consequential loss of income or the need to provide essential services following critical damage, loss or non - performance by a third party	L	Parish has no sources of income other than precept, and no 'essential' services.	L	If required a rota of volunteers/councillors to litter pick.	As required.
Theft	Loss of cash or assets through theft or dishonesty.	M	<ul style="list-style-type: none"> <li>Financial Regulations reviewed and audited annually</li> <li>Financial managements systems audited annually</li> </ul>	L	<ul style="list-style-type: none"> <li>Annual review of Financial Regulations</li> <li>Annual audit of financial systems</li> </ul>	Annually

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Risk Area	Risk Identified	Raw risk (H/M/L)	Controls in place	Residual Risk	Action required	Review date
Section Two:	Working with others to help to manage Risk					
Employment – paying employees correctly	Errors in paying employees.	M	<ul style="list-style-type: none"> <li>Parish contracts with payroll provider</li> <li>Financial regulations sets out system for paying employees</li> </ul>	L	<ul style="list-style-type: none"> <li>Review payroll provider annually</li> <li>Annual audit of payroll system</li> </ul>	<p>Annually</p> <p>Annually</p>
Banking	Fraud and corruption by inappropriate borrowing or lending.	M	<ul style="list-style-type: none"> <li>Parish bank accounts managed in accordance with standing orders and financial regulations</li> <li>Bank balances noted monthly at council</li> <li>Bank signatories and electronic banking authorisers approved by council</li> <li>Annual audit</li> </ul>	L	<ul style="list-style-type: none"> <li>Annual review of Financial Regulations</li> <li>Annual review of Standing Orders</li> <li>Annual review of signatories and e-banking authorisers</li> <li>Annual audit</li> </ul>	<p>Annually</p> <p>Annually</p>



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Risk Area	Risk Identified	Raw risk (H/M/L)	Controls in place	Residual Risk	Action required	Review date
Section Three:	Self Managed Risk					
Financial records	Loss of control of finances; loss of records	H	<ul style="list-style-type: none"> <li>In compliance with Standing Orders and Financial Regulations, Finance Reports are produced monthly and actual v budget figures produced monthly.</li> <li>Files backed up on the Cloud.</li> </ul>	L	<ul style="list-style-type: none"> <li>Monthly finance reports reviewed at council</li> <li>Monthly review of budget v actual at Finance Committee</li> <li>Annual audit of systems</li> <li>Annual review of the contract for our back-up systems</li> </ul>	Monthly  Monthly  Annually Annually
Business activities	Breach of legal powers of councils	L	<ul style="list-style-type: none"> <li>Parish has no current business activities.</li> </ul>	L	<ul style="list-style-type: none"> <li>If considering business activities to source advice from KALC and other councils who have experience of similar activities.</li> </ul>	Ongoing
Employment law and Inland Revenue regulations	Breach of legal requirements regarding payment of employer's tax and National Insurance	M	<ul style="list-style-type: none"> <li>Use of Payroll contractor</li> <li>Clerk and appropriate councillors trained in council finance</li> <li>Annual audit</li> </ul>	L	<ul style="list-style-type: none"> <li>Advice sought from KALC if required</li> <li>Periodic review of Clerk and councillor training needs when there is a new appointment or change in legal requirements.</li> <li>Annual audit</li> </ul>	As required  As required  Annually
VAT	Not meeting HMRC regulations	M	<ul style="list-style-type: none"> <li>Clerk trained in VAT regulations for councils</li> <li>Payments/reconciled on monthly basis</li> <li>Annual audit</li> </ul>	L	<ul style="list-style-type: none"> <li>Advice a sought as required from HMRC</li> <li>Annual audit</li> </ul>	As required  Annually

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Risk Area	Risk Identified	Raw risk (H/M/L)	Controls in place	Residual Risk	Action required	Review date
Section Three:	Self Managed Risk					
Annual precept/ Budgets	Failure to set and manage precept income as regulated; spending not as budgeted.	M	<ul style="list-style-type: none"> <li>• Compliance with Standing Orders and Financial Regulations</li> <li>• Budget reviewed and agreed annually, informed by previous years' spending</li> <li>• Clerk and appropriate councillors trained in council finance</li> <li>• Budget published on parish website</li> <li>• Annual accounts published on parish website annually</li> </ul>	L	<ul style="list-style-type: none"> <li>• Standing Orders and Financial Regulations reviewed with reference to national recommended templates annually</li> <li>• Budget reviewed and agreed</li> <li>• Budget published on website</li> <li>• Annual audit</li> <li>• Annual accounts and governance statement published on website</li> <li>• Annual review of Clerk and</li> <li>• Annual audit councillor training requirements</li> </ul>	<p>Annually</p> <p>Annually</p> <p>Annually</p> <p>Annually</p>
Grants	Failure to comply with powers when funds granted to local community bodies	M	<ul style="list-style-type: none"> <li>• All grants based on approved form with supporting information</li> <li>• All grants considered and approved/denied by council, specifying which power the parish is applying</li> <li>• Annual audit</li> </ul>	L	<ul style="list-style-type: none"> <li>• Annual review of the Grant forms</li> <li>• Review Clerk and councillor training to ensure powers are well understood</li> <li>• Access advice from KALC when needed</li> <li>• Annual audit</li> </ul>	<p>Annual</p> <p>As required</p> <p>As required</p> <p>Annually</p>

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Section Three:	Self Managed Risk					
Policies	Failure to meet employment and statutory regulations including GDPR, FOI, Equality, Employment Laws	M	<ul style="list-style-type: none"> <li>Clerk and appropriate councillors trained in key areas</li> <li>Annual audit</li> </ul>	M	<ul style="list-style-type: none"> <li>Annual review of Clerk and councillor training to ensure sufficient knowledge and expertise in these areas within the council</li> <li>Advice sought from KALC as required</li> <li>Annual audit</li> </ul>	<p>Annually</p> <p>Annually</p> <p>Annually</p>
Transparency Code	Failure to meet regulations to be open and transparent	M	<ul style="list-style-type: none"> <li>Council and Committee agendas, papers and minutes are published in accordance with Standing Orders</li> <li>Each councillor has completed and published a Register of Interests</li> <li>All councillors receive at least basic councillor training, including when to declare pecuniary and non-pecuniary interests</li> <li>All required documents are published annually as set out in Standing Orders</li> <li>Register of Members' Interests, Gifts and Hospitality maintained by Clerk</li> <li>Annual audit</li> </ul>	L	<ul style="list-style-type: none"> <li>Ensure up to date with legislation through training</li> <li>Review and update councillor's Register of Interests annually</li> <li>Publish all documents as listed in Standing Orders annually</li> <li>No later than 3 clear working days prior to the meeting</li> <li>Continue to publish minutes within a month of a meeting</li> <li>Annual audit</li> </ul>	<p>Annually</p> <p>Annually</p> <p>Annually</p> <p>On-going</p> <p>On-going</p> <p>Annually</p>

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Risk Area	Risk Identified	Raw risk (H/M/L)	Controls in place	Residual Risk	Action required	Review date
Section Three:	Self Managed Risk					
Electronic data security	Data being stolen or hacked	H	<ul style="list-style-type: none"> <li>• Firewalls on office equipment</li> <li>• Firewall on Clerk's laptop to block attacks</li> <li>• Anti-virus and malware protection installed (MacAfee)</li> <li>• Laptop is password protected</li> <li>• Data is backed up securely in the Cloud</li> <li>• Registered with ICO</li> <li>• Website meets current GDPR legislation</li> </ul>	L	<ul style="list-style-type: none"> <li>• Laptop passwords should be changed annually, with sufficient password strength</li> <li>• Password is not documented (consider an accredited Password Management application)</li> </ul>	Annually
IT equipment	Clerk's IT equipment fails	H	<ul style="list-style-type: none"> <li>• Back-up of data is secured in Cloud offsite</li> <li>• Laptop hardware and software lifecycle monitored to ensure replacement in timely manner</li> </ul>	L	<ul style="list-style-type: none"> <li>• Ensure all valuable data is being backed up and ensure access is available to other nominated members of the council.</li> <li>• Perform monthly health checks on laptop and other IT equipment</li> <li>• Ensure laptop software is updated in a timely way (office suite, any packages relied on)</li> </ul>	<p>Weekly</p> <p>Monthly</p> <p>Ongoing</p>

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Risk Area	Risk Identified	Raw risk (H/M/L)	Controls in place	Residual Risk	Action required	Review date
Section Three:	Self Managed Risk					
Electronic data Storage	Loss of data	H	<ul style="list-style-type: none"> <li>Persistent (continuous) back-up into the Cloud (data storage in 2 places to mitigate loss of 1)</li> <li>Files stored by Parish councillors must be kept separate from any domestic file storage.</li> </ul>	L	<ul style="list-style-type: none"> <li>Annual subscription</li> <li>Files should be kept on a separate password protected storage system</li> </ul>	<p>Annually</p> <p>Annually</p>
Electronic data security	Email accounts compromised	H	<ul style="list-style-type: none"> <li>Parish council email accounts must be used for all Parish council business.</li> </ul>	L	<ul style="list-style-type: none"> <li>For any council business Parish councillors must use their Parish council email address.</li> </ul>	Annually
Reputation	Parish is subject of negative publicity due to poor decisions; poor transparency of actions; or negative social media/press.	M	<ul style="list-style-type: none"> <li>Decision making and transparency compliant with Standing Orders, Financial Regulations and statutory requirements</li> <li>Meetings held in public and topical public meetings held to engage with residents and hear views</li> <li>Communications and social media policies in place to ensure appropriate interaction with social media and press</li> <li>Annual Parish Meeting to be held where all residents can come and ask questions and have their say on topics or issues.</li> </ul>	L	<ul style="list-style-type: none"> <li>Annual review of communications and social media policies</li> <li>Annual review of Standing Orders and Financial Regulations and our compliance</li> <li>Annual Parish Meeting to take place</li> </ul>	<p>Annually</p> <p>Annually</p> <p>Annually</p>

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Risk Area	Risk Identified	Raw risk (H/M/L)	Controls in place	Residual Risk	Action required	Review date
Section Three:	Self Managed Risk					
Breach of Statutory Duty	Statutory Duties may be placed on the council, and we need to be aware of them.  New or changes to legislation.	M	<ul style="list-style-type: none"> <li>• Membership of Kent Federation of Local Councils. In receipt of their newsletters.</li> <li>• Information from Borough Council</li> </ul>	L	<ul style="list-style-type: none"> <li>• Regular monitoring.</li> </ul>	Ongoing