

SHORNE PARISH COUNCIL

**Minutes of the Annual Parish Meeting held on
12th May 2022 in Shorne Village Hall**

PRESENT

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

APOLOGIES

None

1. To receive any declarations of interest.

None received.

2. Election of Chairman and Vice-Chairman of Shorne Parish Council

Mr Lane was proposed and seconded for the position of Chairman of the Council. There being no other nominations, Mr Lane was duly elected.

Mr Theobald was proposed and seconded for the position of Vice-Chairman. There being no other nominations, Mr Theobald was duly elected.

Mr Lane then took the Chair.

3. Election of Committees:-

Under Standing Orders, each committee should comprise 4 members plus the Chair and Vice-Chair of the Council as ex officio members. All councillors may attend meetings, but voting rights are reserved for members of the committee.

(a) Appointment of Members to the Planning & Highways Committee and the election of the Chair and Vice-Chair

Mrs Lindley, Mr Bugg, Mrs McCluskey, and Ms Clifton were appointed to the Committee. Mrs Lindley was proposed and seconded for the position of Chair. Mr Bugg was proposed and seconded for the position of Vice-Chairman. There being no other nominations, Mrs Lindley was duly elected Chair and Mr Bugg as Vice-Chairman.

(b) Appointment of Members to the Footpaths, Properties & Greens Committee and the election of the Chair and Vice-Chair

Ms Clifton, Mrs McCluskey, Mr Hardy, and Mrs Williams were appointed to the Committee. Ms Clifton was proposed and seconded for the position of Chair. Mrs McCluskey was proposed and seconded for the position of Vice-Chair. There being no other nominations, Ms Clifton was duly elected Chair and Mrs McCluskey as Vice-Chair.

4. Appointment of Representatives on Outside Bodies:-

(a) Shorne Village Hall Management Committee

It was agreed that Mr Bugg and Mr Lane would continue to represent the Council on the committee.

(b) Gravesham Rights of Way Committee

It was agreed that Ms Clifton would continue to represent the Council on the committee.

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

Mr Theobald reported that he had not attended any meetings in the previous year, due to change of constitution as they are now part of St Georges, but Mr Theobald was prepared to stand if they require a Councillor on the Board. Mrs Poole has spoken to the head and she will be looking into this and will get back to her.

(d) United Charity Committee

It was agreed that Ms Clifton and Mr Hardy would represent the Council on the charity.

(e) John Baynard's Charity

It was agreed that Mrs Poole shall write to Mr Russell Cooper and inform him that the Council would be pleased if he will continue to represent the Council on the charity.

(f) Sir Thomas Smythe's Charity

It was agreed that Mrs Poole shall write to Mr Roy Dinnis and inform him that the Council would be pleased if he will continue to represent the Council on the charity.

(g) Page's Educational Foundation Charity

It was agreed that Mr Theobald, Ms Deborah Mansfield, Ms Katherine McDonald would continue to represent the Council on the charity.

(j) Rural Parishes Meetings (KALC)

It was agreed that Mrs McCluskey and Ms Clifton would continue to represent the Council.

(k) Parish Councils' Liaison at GBC

It was agreed that Mr Lane would continue to be the primary liaison representative with Gravesham Borough Council.

5. Internal Administrative Appointments

(a) Annual Parish Report Editor

Mr Lane thanked Mrs Lindley for an excellent job on the Annual Report and proposed that Mrs Lindley continues in the role. This was seconded by Mr Theobald. All agreed.

(b) Internal Pre Checks (Prior to Audit)

It was agreed that Ms Clifton would continue to carry out internal pre-checks prior to audit.

6. To approve the minutes of Parish Council meeting held on 14th April 2022

The minutes were agreed as a true record.

7. Review of the Risk Register

The Risk Register was reviewed and circulated by Mrs McCluskey, and approved at the Parish Council meeting on 24th February 2022. Mr Lane requested that The Clerk recirculates the risk register every January for review by Members, for consideration and approval at the Council meeting in February.

8. Review of the Standing Orders, and put in place monthly reviews for Policies and Procedures.

The Standing Orders were reviewed and circulated by Mr Lane, and adopted at the Parish Council meeting on 13th January 2022. Mr Lane advised that should any Member require changes, please circulate the proposed changes to Members for consideration as an agenda item at a subsequent Parish Council meeting.

Mr Theobald is currently reviewing our financial procedures.

Mr Lane invited the Clerk to instigate a mechanism to circulate policies and procedures for review, and proposed that a small committee be set up to look at these. Mr Lane requested that our policies should be kept concise and simple, and commensurate with the duties undertaken by the Parish Council. Mrs Poole will design a table to review policies or procedures for approval at Full Council meetings.

9. To review report from the Planning & Highways Committee

Mrs Lindley reported that the next Planning & Highways committee is meeting is in two weeks.

Mrs Lindley will write to Galliford Try thanking them for their letter regarding their proposed location for a mobile telecommunications tower, and to request a site map and a coverage map, and request a site meeting. Mrs Lindley will advise them that the land is now within the latest Lower Thames Crossing Order Limits and may be acquired by National Highways.

9.1 To receive any update on Lower Thames Crossing

The Lower Thames Crossing Local Refinement Consultation was published today, and information is available on the website, including a review of the responses to the previous consultation. Changes include the widening of the Thong Lane bridge across the A2, confirmation that the footpath through Michael Gardens is for pedestrians and cycles only, changes of footpath to bridleway near Nells Café and south of A226 near Chalk Church, and minor changes to the noise reduction fence at Park Pale. They also propose to permanently acquire the remainder of Southern Valley Golf Course to extend Chalk Park as additional mitigation land, and to relocate mitigation woodland from the north side of Shorne Ifield Road to the south side to avoid a medieval settlement archaeological site.

The major changes are the inclusion of additional land for nitrogen deposition mitigation. In Shorne, this includes the farmland at the end of Swillers Lane owned by St John's College, and fields to the west of Woodlands Lane owned by

a parishioner. In Higham, it includes farmland either side of Crutches Lane, part of Gads Hill Farm.

Information events will be held from 2pm to 8pm on Friday 20th May at Cascades and Friday 10th June at Shorne Village Hall.

10. To review an interim report from the Footpaths, Properties & Greens Committee

10.1 Crabbles Bottom

Ms Clifton and Mr Hardy met Jerry Ash from New Ash Green Community Orchards at Crabbles Bottom regarding the trees in the Orchard. There are some trees that need attention as the weight has partially snapped the branches. Ideally the trees should be shaped like a champagne glass, and up to a third can be removed. Mr Ash recommended that cut branches should be left stacked for wildlife habitat. Tom Gozzett was carrying out the 2nd cut of the orchard yesterday, and Ms Clifton has shown him the six trees that need work. He will give us a quote for the work. Once this has been obtained we will decide whether further quotes are needed.

10.2 Bus Shelters at Shorne Crossroads

Mr Bugg and Mr Lane met a potential contractor at the bus shelters earlier today and are looking to get 3 quotations from contractors. On 4th May Mr Lane circulated a draft consultation leaflet for the bus shelters, and on 8th May circulated a paper setting out the actions required if we wish to pursue this and apply for grants. Mr Lane requested approval to proceed with the consultation in the catchment area, and this was agreed. We still need to demonstrate that the land is owned by Kent County Council. Mr Theobald will arrange a site visit showing them that they own the land.

10.3 Update on adventure trail equipment at Shorne Common

On 5th April Ms Clifton and Mrs McCluskey met Tom Van Hennik from Playspaces on site. He was thorough and took measurements. Ms Clifton has circulated the quotation he submitted. The other companies contacted (Trim Trail and Creative Play) have not visited the site, and there is concern that this could lead to installation problems or additional costs.

It was felt that the crawl tunnel offered by Playspaces was not appropriate for the woodland environment, and it was suggested that it may be possible to create a natural tunnel over a suitable framework. Ms Clifton will request a layout plan for circulation to members.

Mr Rea offered to do some more work around the spigot mortar. It was agreed not to excavate the soil from the pit for safety reasons.

10.4 To receive any update on Shornemead level crossing

Mr Theobald has received an email from Damian Hajnus of Network Rail, apologising for the delay. This was due to Covid and staff leaving. They hope to get a footbridge installed before the temporary closure order expires in February 2023. Mr Theobald said that if they need to extend the date they will need to get approval from the Secretary of State. Ms Clifton was requested to raise the matter with Gravesham Right Of Way Committee.

11. To review Finance Report

Date		Description	Amount	VAT	Total
		Precept Received			£42,230.00
04/04/2022	DD	Vodafone	£26.87	£5.37	£32.24
08/04/2022	DD	Nest	£65.27	£0.00	£65.27
20/04/2022	DD	Eslip	£19.00	£3.80	£22.80
21/04/2022	BACS	Mrs S Poole License	£21.00	£0.00	£21.00
21/04/2022	BACS	SLCC	£144.00	£0.00	£144.00
21/04/2022	BACS	Mrs S Poole Booker	£246.81	£32.70	£279.51
21/04/2022	BACS	Tom Gozzett	£760.00	£0.00	£760.00
21/04/2022	BACS	KALC	£871.52	£174.30	£1,045.82
		Total C/Fwd	£2,154.47	£216.17	£2,370.64
Date		Description	Amount	VAT	Total
		B/Fwd	£2,154.47	£216.17	£2,370.64
03/05/2022	BACS	Mrs S Poole (Expenses)	£497.58	£86.80	£584.38
03/05/2022	BACS	Mrs S Poole April Salary	£848.63	£0.00	£848.63
05/05/2022	DD	Vodafone	£28.78	£5.75	£34.53
10/05/2022	DD	Nest Pension	£62.57	£0.00	£62.57
	BACS	Bulfinch	£490.00	£98.00	£588.00
	BACS	Mrs S Poole (Expenses)	£110.10	£0.00	£110.10
	BACS	Mr Lane (Expenses)	£37.33	£7.47	£44.80
		Total C/Fwd	£4,229.46	£414.19	£4,643.65

Mrs Poole advised that we had received payments for Jubilee Ball tickets but this has been refunded as the event is now cancelled. We have received two payments from CCLA which is the investment fund for Crabbles Bottom which helps pay for the upkeep. We have also received 2 years' peppercorn rent from the Scouts for 2021 and 2022.

12. Finance – Update on Annual Audit which is with Internal Auditor

Mrs Poole had a meeting with Ms Clifton last Friday to do the internal pre-checks, and the folder has now been passed to our Internal Auditor Martin Thomas.

13. Update on Annual Report

Mrs Lindley reported this is now with the printers. Mrs Poole said that the reports should be received by 21st May. Mr Lane will organise volunteers for delivery in Shorne, and Mrs McCluskey, Mr Rea, and Mr Hardy will arrange deliveries in Shorne West.

14. To receive any report from Borough Councillor R Lane

Nothing important to report. The new Council year commences with the Annual Council Meeting on 17th May. Mrs McCluskey offered to attend on behalf of the Parish Council.

15. To receive any report from County Councillor B Sweetland

Nothing received.

16. Use of Scout premises for non-scouting purposes

Mr Lane said that we need to consider the issues identified in the paper circulated on 14th April. He circulated his initial thoughts on 25th April.

The Parish Council needs to consider what activities may be permissible at the Scout's premises, what would not be appropriate, and what (if any) detrimental impact this may have on the viability of the Village Hall and on the peppercorn rent.

Whilst the new Scout Leader acted presumptuously by letting out the premises for non-scouting purposes without first consulting the parish council, Mr Lane does not believe this was done with any intention to undermine the Village Hall or to take unfair advantage of the peppercorn rent.

The Deed gives the Parish Council the right to permit the Common to be used for purposes intended to be useful to or to promote the interests of the inhabitants of the Parish which the Parish Council may think proper or expedient. Mr Lane said that we should consider very carefully before making any decision that some of the activities taking place are not useful or in the interests of the parishioners, when parishioners who have contacted us clearly want them to continue. Mr Lane considers that we should take a very open and pragmatic view on what should and should not be permitted, and any charges that the Parish Council may make should not be prohibitive. Mr Lane wants the Scouts to have the opportunity to supplement their income, without unduly damaging the viability of the Village Hall or taking unfair advantage of our generosity with the peppercorn rent, and the best way forward may be to negotiate a mutually acceptable agreement with the Scouts. This could be subject to review period, when the situation and any impacts can be assessed.

In the first instance, we should look at each of the activities in turn, and decide whether it should be permitted or not, and if so whether a charge would be appropriate. Once these decisions have been taken after debate and voting, we will then have an agreed mandate to go back to the Scouts. Mr Lane proposed that we arrange a closed meeting of the full council when each of these aspects can be decided. He has circulated a draft table of the main issues to be determined, and requested that this needs to be reviewed by Members and agreed in advance of the closed meeting.

In the short term, we need to avoid any perceivable conflict of interest that may arise over the Jubilee period. As circulated on 1st May, Mr Lane proposed that the Parish Council resolves to suspend the Licensing of Commercial Activities on Parish Council Land for a period of up to three months. This was agreed.

Mrs Poole will send out some dates for a closed meeting to be held before the next Full Council meeting on 23rd June 2022.

17. Correspondence requiring action (to be circulated before the meeting)

Mrs Poole has circulated the only quote she has received, from Gallagher Insurance, which is almost twice that budgeted. She is still chasing Zurich for a quote and is concerned that if we have to chase them for a quote, how will they be if we had a claim.

18. General matters raised by Members for discussion.

- a. Mrs McCluskey reported that the Jubilee Committee held a meeting this week, where the Children goodie bags were filled. They also met with the head teacher of Shorne School to discuss the celebrations.

For the Thursday, the Jubilee Beacon should arrive any day now. (*Post Meeting Note: This is due to arrive 16th May 2022.*) The gas is being provided by Mr Bugg and will be replaced by the Parish Council after the event. Mr Lane is supplying the stakes for roping off the beacon, and Mr Rea is supplying the rope. Ms Clifton has confirmed that Stages are providing sound equipment and microphone. Electricity will be provided by the Scouts Hut. Mrs McCluskey has obtained recorded music for the event as we have been unable to get a bugler. Mrs McCluskey reported that the Rose and Crown will be providing a bar service, the Parish Council has purchased the TENS license.

On the Friday, the Ball has had to be cancelled due to insufficient ticket sales, although a number of people have asked if tickets are still available since this was cancelled. Decorations including bunting will start to go up. Mr Lane has offered to help with height work, with Mr Rea. The village hall car park will be closed from 6pm on Friday 3rd June and reopened at 4pm on Saturday 4th June.

On Saturday the Street Party will be held, and KCC has agreed for The Street to be closed to through traffic from 11am to 3pm. Extra parking has been arranged at Shorne Surgery. Mrs McCluskey said we will need volunteers to help put the tables and chairs out into The Street so they can be decorated, Mr Hardy, Mr Rea and Mr Lane said they will help with this. Mrs Poole asked Mr Bugg to email the Trustees of the hall to see if they can help. The food will be served between 12 noon and 2pm. There will be crafting activities taking place in the small and large halls at a cost of 50p per child. There will be a few stalls which include a Prosecco Van, cake stall, and plant stall; we are still waiting for other stalls to confirm to us. There will be a colouring competition in conjunction with Shorne School with prizes, these will be judged by Shorne Parish Councillors. All children will receive a party bag.

On Sunday - Big Lunch from 11am until 4pm. The decorations will be moved from the Village Hall to Shorne Common. Residents and their friends and families are invited to bring their own food and drinks to the Common and celebrate in their own way, but a Fish and chip van will be on site, and any crafting materials left over will be moved too.

Mrs McCluskey asked about mugs for the Jubilee. We have now received quotes and the cost of this would be within the agreed budget. It was agreed that all children in the Parish would be offered one free Platinum Jubilee Mug, and mugs would also be offered for sale for £5.00 each for anyone who wants one.

- b. Mr Lane would like the Parish Council to formally record our gratitude to Mr Robert West for the excellent renovation of the bus shelter in Tanyard Hill. This was unanimously agreed by Members. Mrs McCluskey suggested we consider a community award to recognise parishioners who help in the future.
- c. On 5th May, Mr Lane circulated a proposed consultation for the 20 mph scheme in Shorne. Mr Lane requested that this is formally agreed at the Planning and Highway meeting so that this can be progressed.
- d. Mr Lane requested approval to place orders for the “Thank you for driving carefully through Shorne” signs and the Spigot Mortar signs. This was agreed.

Meeting No 1

Date of next meeting. The next meeting will take place at 19.30 on 23rd June in Shorne Village Hall Committee Room. Mrs Poole has sent her apologies as she will be on holiday, Ms Clifton will do the minutes.

There being no further business, the meeting closed at 21.20

Signed Mr Lane:.....

Dated:.....