Meeting No 1

SHORNE PARISH COUNCIL

Minutes of the Annual General Meeting held on 28 May 2015 in Shorne Village Hall

PRESENT	Mr R Theobald (Chairman) Mr J Bugg Mr D Hart Mr R Cooper Mr G Dent Mrs S Lindley
ALSO IN ATTENDANCE	Miss P Clifton, Parishioner
APOLOGIES	Apologies for absence were received from Mr R Lane

1 Election of Chairman & Vice-Chairman

Mr R Theobald was proposed by Mr R Cooper and seconded by Mr J Bugg for the position of Chairman.

Mr J Bugg was proposed by Mr R Theobald and seconded by Mr D Hart for the position of Vice-Chairman.

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

Mr Theobald then took the Chair.

2 Appointment of Committees

(a) Planning & Highways Committee

Mr D Hart, Mr R Cooper, Mr R Lane, Mr G Dent and Mrs S Lindley were appointed.

Election of Chairman & Vice-Chairman

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

Mr J Bugg was proposed by Mr R Theobald and seconded by Mr R Cooper 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 D Hart, Mr R Cooper, Mr R Lane, Mr G Dent and Mrs S Lindley were appointed.

Election of Chairman & Vice-Chairman

Mr R Lane was proposed by Mr R Cooper and seconded by Mr J Bugg for the position of Chairman.

Mr R Cooper was proposed by Mr G Dent and seconded by Mr D Hart for the position of Vice-Chairman.

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

(c) Finance & General Purposes Committee

All Councillors.

(d) Emergency Planning Committee

All Parish Councillors - whoever can get there.

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 D Hart were appointed.

(b) Gravesham Rights of Way Committee

Mr R Lane was appointed.

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

Mr R Cooper was appointed.

(d) Cobham/Shorne Countryside Partnership Liaison Group

Mr R Cooper was appointed.

(e) United Charity Committee

Mrs T Davies, Mrs P Grace and Mr D Hart were appointed.

(f) John Baynard's Charity

Mr R Cooper was appointed.

(g) Sir Thomas Smythe's Charity

Mr R Dinnis was appointed.

(h) GBC/KCC Joint Transportation Board

Mr J Bugg was appointed.

(i) Neighbourhood Forums

Mr D Hart was appointed.

(j) Rural Parishes Meetings

Mr G Dent was appointed.

(k) GBC - Community Services Committee

Mr D Hart was appointed.

(l) Parish Councils' Liaison at GBC

Mr J Bugg was appointed.

(m) Parish Magazine(Editor)

Mr D Hart was appointed.

(n) Internal Controls (Audit)

Mr D Hart was appointed.

4 Minutes of the Meeting held on 9 April 2015

The minutes were AGREED and signed as a true record.

5 Finance

(a) Annual Audit

The Financial Figures for the year ending 31 March 2015 as prepared by Mr Wharton, the Accountant for the Annual Audit, were approved and signed by the Chairman and Clerk. It was also reported that Mr D Hart had carried out the internal controls on 14 April 2015. 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 signed Accounts will be sent off to Littlejohn LLP in London, the assigned Auditors by the Audit Commission, for the Audit to be carried out.

(b)	Precept for 2015/2016 (Paid directly into Lloyds TSB)		£25,500. 00
(c)	VAT Reclaimed (Paid into Barclays Bank by BACS)		£ 122. 04
(d)	Talk Talk	Account (May'15)	£ 35. 54
	(Paid by DD)	VAT	£ 7. 11
			£ 42. 65
			======
(e)	H & P Conservation-	One-off initial clearance of footpath	
	works Ltd	and bridleway at Crabbles Bottom	£600. 00
	(Paid from Nationwide	VAT	£120. 00
	Crabbles Bottom A/C)		£720. 00
			======

(f) The following accounts were passed for payment and cheques issued.

Geerings	Photocopier (Jan, Feb, March 2015)	£ 8. 89
	VAT	£ 1. 97
		£ 11. 86
		======
Viking Direct	Stationery Items	£ 31. 97
	VAT	£ 6. 39
		£ 38. 36
		======
John Vilday	Repairs to the Notice Board at Shorne Common	£137. 63
M J Read & Co	Preparation of Accounts & Reviewing the Internal Controls	

	for Year Ended 31.3.2015	£350. 00
	VAT	£ 70. 00
		£420. 00
		======
Norris & Fisher	Insurance Premium	£742. 85
(5th Year of Long Term Agreement for 5 Years from June 2011, adjusted to 2019 in error by them)		
Shorne Parish Council	VAT Paid Back - H & P Conservationworks Work carried out at Crabbles Bottom	£120. 00
Mrs T Martin (Matrix Computers)	Problem with HMRC Tools/ Software Issues/General Service	£149. 00
Shorne Church PCC Roof Repair Fund	Donation in Memory of Peter Hornby ex-Parish Council Vice Chairman	£ 25. 00
Mrs T Martin	Postage & Stationery	£ 43. 98
Mrs T Martin	Refreshments for Parish Assembly held on 14 May 2015	£ 23. 03
KALC	Induction Course on 9.6.2015 at Rochester for Mr R Lane, Mr G Dent & Mrs S Lindley	£ 62. 50
	VAT	12. 50
		£ 75. 00
		======
Mrs T Martin	Salary - May' 2015	£ 800. 60
	Less Tax	- 92. 95
		£ 707. 65
		======
Inland Revenue	Tax deducted from Clerk's Salary	£ 92. 95
	PC's Contributions for NI	£ 18. 99
		£111. 94
		======
Mrs L Brown	Bus Shelter Cleaning	£ 61. 00
Mrs T Martin	Salary - June' 2015	£ 800. 60
	Less Tax	- 92. 95
		£ 707. 65
		======

Inland Revenue	Tax deducted from Clerk's Salary	£ 92. 95
	PC's Contributions for NI	£ 18. 99
		£111. 94
		======

6 Risk Assessemnt

This was reviewed by Council and maintaining the status quo. It was noted that there may be a need to produce a Risk Register and to carry out regular inspections.

7 Correspondence

(a) From Mr NJ Wharton, Accountant re: Review of Internal Controls for the Year Ended 31 March 2015. 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 Ian Craig, on behalf of Shorne Parish Church, thanking the Parish Council for the donation of £25.00 to the Church Roof Fund, in memory of the late Peter Hornby

(c) From Kevin Bown, Highways Agency re: Heavy Goods Vehicles Parking on the A2 in reply to the Parish Council's letter. This has been circulated to members.

(d) From GBC re: Armed Forces Day, Flag Raising Ceremony on Monday 22 June 2015 at the Community Centre, Gravesend.

8 Matters Arising from the Minutes

(a) Minute 83(b) - Mr Theobald reported that it was not an abandoned vehicle. It was reclaimed by the owner and is now relocated in The Street.

(b) Minute 84(d) - Mr Theobald reported that he had spoken to the Chairman of Higham Parish Council about the obstruction of the footpaths in Court Wood which are in Shorne, but the walkers are from Higham. The matter needs to be followed up.

(c) Minute 89 - Shornemead Crossing. Mr Theobald reported that since the last meeting of the Parish Council, a copy of KCC's reply to the Planning Inspectorate has been received which included the statement that they would not be changing their view. The Parish Council has sent further comments in response to this.

(d) Minute 91 - Gravesham Local Plan Core Strategy. It was agreed to defer Mr Lane's letter for further discussion by members when Mr Lane is present at a meeting.

(e) Minute 100(d) - Board of Past Parish Council Chairmen in the foyer of the Village Hall. A discussion took place as to whether there was space in the Village Hall and whether the Village Hall Management Committee would agree to this. This needs to be checked with them.

9 Matters Raised by Members

(a) Mr Theobald had previously drawn attention to footway in Forge Lane. The farmer has trimmed back the hedge but at the base of the hedge, the bank is being eroded onto the footway. This is a recurring problem. The surplus soil needs to be removed. Mr Theobald reported that he had contacted Kevin Law for an estimate and has now received a price of £300 - £350 to remove the soil. This was agreed by Council. Mr Theobald will advise Kevin Law to proceed with the clearing works.

(b) Mr Theobald raised the matter of a proposed footway at The Ridgeway (similar to Forge Lane) which it was hoped assistance could be obtained from Cllr Sweetland's Grant Fund. It was agreed that residents should be consulted on this. Mr Theobald will draft a letter to be sent to them.

(c) As the matter of the proposed footway at The Ridgeway was still a long way off, it was agreed to go ahead and accept Cllr Sweetland's offer of £800 from his Grant Fund for the speed watch equipment from Boughton Parish Council. Miss Clifton will contact them, advising them to contact the Clerk to arrange payment and collection of the equipment.

A discussion took place on where the speed watch equipment would be used. The proposed locations would be The Ridgeway and Tanyard Hill. It was pointed out that there are only certain official places where the equipment can be operated.

(d) Mr Theobald had previously reported that he had been contacted by a parishioner in Racefield Close who owns a caravan, about the kerb-line which needs to be realigned. The grass beyond the kerb is being damaged and it is clear that the kerb is being mounted by large vehicles including the refuse freighter. The residents have requested a lay bye. Mr Theobald will produce a drawing of the area. Kent Highways will be requested to see if the works can be put in hand.

(e) Theobald reported that at the top end of Butchers Hill at Shorne Common, although there is a DoT Type 1 material laid on the highway, huge puddles occur when it rains and it is causing an unpleasant smell. The matter is to be reported to Kent Highways.

(f) Theobald reported that two letters have been sent to Cllr Sweetland re: Lights being turned off at night and RJS Skips at Apex Business Park. Parishioners have indicated that they wished the lights to be turned back on. At Apex Business Park, equipment has

started being erected by RJ Skips. There is a limitation of consent as to the number of vehicles that can be on site. The matter needs to be monitored.

(g) Mr Bugg referred to a communication from Harlex regarding Shorne Common Rough. A couple of years ago they placed a couple of tank traps up there (round concrete lumps) and the plan was to come back and bury them in the ground so as to restrict quick exiting for fly tippers. They have just noticed that they have only done half the job and had forgotten to bury them. They will return and complete the work with the machine. They also thought one more tank trap may be required there.

(h) Mrs Lindley referred to the difficulties drivers have, getting off the A2, coast bound at the at the T junction.

(i) Mr Dent reported on the works being carried out in Marling Way by Kent Highways which are going well. The speed humps will be replaced starting on 6 June 2015. The speed hump on the south side of Marling Way will not be replaced.

There being no further business, the meeting closed at 9.30pm.