**Meeting No 1**

# SHORNE PARISH COUNCIL

## Minutes of the Annual General Meeting held on 15 May 2019 in Shorne Village Hall

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| PRESENT | Mr R Lane (Chairman)<br>Mr R Theobald<br>Mr J Bugg<br>Mr R Hardy<br>Mrs S Lindley<br>Miss P Clifton<br>Mrs L McCluskey |
| APOLOGIES | for absence were received from Mr C Rea |
| ALSO IN ATTENDANCE | Mrs Sarah Poole, New Clerk<br>County Cllr B Sweetland<br>Mr N Lance, Bowesden Lane |

Mrs Poole was introduced to Members and welcomed to the Parish Council.

Mr Lane requested that the survey for the proposed mobile telephone mast be included on the agenda as an additional item.

**1 Election of Chairman and Vice-Chairman**

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

Mr R Theobald was proposed by Mr R Lane and seconded by Mrs McCluskey 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

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

Election of Chairman and 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 Mrs S Lindley and seconded by Mr R Lane 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

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

Election of Chairman and Vice-Chairman

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

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

As there were no other proposals, Mrs McCluskey was duly elected Chairman and Miss Clifton 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) Gravesham 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)

Mrs L McCluskey 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 (Prior to External Audit)

Miss P Clifton was appointed.

## 4 Proposed Mobile Phone Mast at Shorne Common

Galliford Try carried out a survey on Monday 13 May 2019. It was attended by Cllrs Lane, Lindley, Clifton, and Theobald. During the survey, it became apparent that they are considering a 25m high lattice tower, located in an 8m x 8m compound immediately adjacent to footpath NS316. Mr Lane felt that this would have a detrimental impact on the local amenity, and is concerned that this would not meet the conditions of the transfer deed. Mr Lane considers that the Parish Council should inform Galliford Try that it is unlikely that we would agree to their proposal. However, it is noted that they may have legal rights under The Communications Act 2003 to ask a court to impose agreement on us should they wish to pursue the matter.

An open discussion then took place. The general consensus was that the proposed mast and associated compound is much larger and more intrusive than would reasonably be expected to improve mobile phone coverage in Shorne, and this raised questions about its purpose. In view of the adverse impact this would have on Shorne Common, it was felt that the Parish Council would not agree to it being located there as currently proposed. This is not a planning matter, it is a question of whether we agree to it being on Parish Council-owned property. Should Galliford Try still wish to pursue the matter, we may need to engage specialist legal representation.

Galliford Try have since written to the Parish Council suggesting topics for a public meeting to put forward their proposals. It was agreed to write to Galliford Try, informing them that the Parish Council does not agree to the mast as currently proposed being sited on Shorne Common. In order to avoid any future potential Planning prejudice, it was agreed that Mr Theobald would send the letter.

## 5 Minutes of the Meeting held on 4 April 2019

The minutes were AGREED and signed as a true record.

## 6 Update on Borough Council by R Theobald and B Lane

Mr Lane paid tribute to Mr Theobald, who has been a loyal servant to the people of Shorne, Cobham & Luddesdown for many years, and who fought an excellent campaign.

Mr Lane is currently undergoing training and familiarisation. He has been appointed to the Regulatory Board and the Joint Transportation Board, and as a shadow cabinet member of the Strategic Environment Committee, where he hopes to be able to keep a watch on major developments such as the Lower Thames Crossing.

## 7 Report by County Cllr B Sweetland

(a) Cllr Sweetland reported that now the purdah period for the GBC election is over, the grant for speed indicator devices can be progressed and ordered with a contribution from the KCC Members Grant.

(b) Fly tipping continues to be a problem and a combined effort to clamp down on offenders is needed by KCC, Gravesham Borough Council and the Police. Gravesham BC has the detection, enforcement and prosecution responsibility. Charges for certain types of non-domestic waste (hardcore and plasterboard) are to be introduced at Pepperhill and other KCC waste sites. There is already a charge for used tyres. KCC has said that there is no evidence to suggest these charges will lead to an increase in fly tipping, however there are very few prosecutions and more should be done to identify and prosecute offenders. Mrs Lindley reported that residents living in Shorne, Higham and the surrounding areas will no longer be permitted to dispose of their waste at the Medway Council Cuxton recycling centre due to the introduction of charges. Mr Lane asked for this to be raised at KCC.

(c) Cllr Sweetland advised the meeting that he will continue to attend any Parish Council meeting when invited to speak on specific County Council issues and will deal with urgent issues with the Chairman and Clerk as and when they arise.

The Chairman thanked Cllr Sweetland for his report.

**8 Meetings of Outside Bodies**

(a) Mr Lane attended a Parliamentary Briefing given on 1 May by Tim Jones, LTC Project Director. It was quite disappointing, with nothing new reported. The ground condition survey works will be quite widespread and intrusive.

(b) Mr Lane reported that he will be unable to attend the meeting of the Parish Chairs at the Civic Centre next Wednesday 22 May and Mr Theobald has agreed to represent Shorne Parish Council.

**9 Finance - Approval of the Finance Figures for the Annual Audit**

(a) Annual Audit

It was reported that Miss P Clifton had carried out the internal controls on 10 April 2019. 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 Accounts were adopted by members and signed by the Chairman and the Clerk, and 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 2019/2020 (Paid directly into Lloyds TSB) £28,271.00

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| (c) | VAT Reclaimed (Paid into Barclays Bank by BACS) | | £1347.28 |
| (d) | Talk Talk<br>(Paid by DD) | Account (May'19)<br>VAT | £ 43. 46<br>£ 8. 75 |
| | | | £ 52. 51 |
| (e) | The following accounts were passed for payment and cheques issued:- | | |
| | M J Read & Co | Preparation of Accounts &<br>Reviewing the Internal Controls<br>for Year Ended 31.3.2019<br>VAT | £ 370. 00<br>£ 74. 00<br>£ 444. 00 |
| | NPC Tree Surgery | Works on trees at Shorne Recreation Ground<br>VAT | £ 850. 00<br>£ 170. 00<br>£1020.00 |
| | Mr R Lane | Various items of fixtures for Sign at SC Rough<br>VAT | £ 25. 55<br>5. 11<br>£ 30. 66 |
| | Mrs T Martin<br>(Argos) | Pro Action Paper Shredder<br>VAT | £ 16. 66<br>3. 33<br>£ 19. 99 |
| | Norris & Fisher | Insurance Premium | £ 617. 46 |
| | Mrs T Martin | Refreshments for Parish Assembly<br>held on 18 April 2019 | £ 36. 97 |
| | Mrs T Martin | Postage & Stationery | £ 28. 24 |
| | Mrs T Martin | Salary - May' 2019<br>Less Tax | £871. 65<br>-£ 87. 55<br>£784. 10 |

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| Inland Revenue | Tax deducted from Clerk's Salary | £ 87. 55 |
| | PC's Contributions for NI | £ 20. 93 |
| | | £108. 48 |
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**10 Reviewing the Risk Assessment**

Mr Lane circulated an amended version of the Risk Assessment for review and comment on 7 April 2019 and proposed that this is adopted. Mrs Lindley has raised further amendments. Members agreed to this, subject to the amendments by Mrs Lindley.

**11 Correspondence**

(a) A letter has been received from a parishioner concerning the neglected condition of the property and garden at Woodvale, The Ridgeway.

(b) The Parish Council has received two applications for the vacancy for a Parish Councillor. It was agreed that the closing date is extended until the end of May and efforts made to attract further applications.

(c) From the Ellenor Hospice, thanking the Parish Council for the donation of £50.

(d) Mr N Wharton, MJ Read & Co, Accountants, re: Reviewing the Internal Controls.

**12 Matters Raised by Members**

(a) Mrs Lindley reminded everyone of the "Drop-In" on Saturday, 8 June 2019 from 10am to 12 noon.

(b) Mr Lane reminded everyone to submit their DPIs. The Parish Council will need to retain copies for publishing on the website. This is a legal requirement.

**13 Matters Raised by Parishioners**

Mr Lance drew the Parish Council's attention to the dangerous situation with the parking of vehicles opposite the "See Ho", especially for residents in Bowesden Lane. The residents have reported the hazards but it would appear that the problem cannot be easily resolved. Mrs Lindley reported that plans are in hand for yellow line corner protection. When this is in place, then enforcement action can be taken.

Mr Lane reported that the abandoned vehicle near the junction has been reported.

**14 To Approve the Clerk's Long Service Award and Handover Arrangements**

Mr Lane moved that Mrs Martin is awarded a long service award to the value of £1,000 in recognition of her 33 years dedicated service to the Parish Council. It is

further proposed that Mrs Martin is paid a retention fee of £1,500 to provide ongoing support and advice on request for a period of up to one year following her retirement. This was unanimously agreed by members.

There being no further business, the meeting closed at 9.15pm.