Minutes of the Annual Parish Meeting held on
11th May 2023

PRESENT Mr R Lane
Mr R Theobald
Mr J Bugg
Ms Clifton
Mrs S Lindley
Mrs L Williams
Mr C Rea

APOLOGIES Mr R Hardy
Mrs S Poole (Clerk)

PARISHIONERS IN ATTENDANCE Mr James Malster

1 Acceptance of Office

Members present signed Acceptance of Office forms.

It was agreed that members would submit their own Declaration of Interest Forms.

2 To receive any declarations of interest for any items on the agenda

None received

3 Election of Chairman and Vice-Chairman of Shorne Parish Council

Mr Lane was proposed by Mr Rea and seconded by Mr Bugg for the position of Chairman. All agreed. Mr Theobald was proposed by Mr Rea and seconded by Ms Clifton for the position of Vice-Chairman. All agreed.

As there were no other nominations, Mr Lane was duly elected Chairman and Mr Theobald as Vice-Chairman. Mr Lane then took the Chair.

4 Election of Committees:-

Under Standing Order 7b, there are 4 members plus the Chairman and Vice-Chairman of the Council as ex-officio members. Other members of the Council may attend Committee meetings and may, at the discretion of the Chair, address the meeting as elected members of the Council, but shall not have voting rights.

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

Mrs Lindley, Ms Clifton, Mr Bugg, and Mr Rea were appointed to the Committee.

Mrs Lindley was proposed by Mr Bugg and seconded by Mr Rea for the position of Chairman. All agreed. Mr J Bugg was proposed by Mr Rea and seconded by Ms Clifton for the position of Vice-Chairman. All agreed.

As there were no other nominations, Mrs Lindley was duly elected Chairman 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 Williams, Mr Rea, and Mr Hardy were appointed to the Committee.

Ms Clifton was proposed by Mr Lane and seconded by Mr Rea for the position of Chairman. All agreed. Mr Rea was proposed by Mr Lane and seconded by Mr Theobald for the position of Vice-Chairman. All agreed.

As there were no other nominations, Ms Clifton was duly elected Chairman and Mr Rea as Vice-Chairman.

5 Appointment of Representatives on Outside Bodies

The following were proposed and agreed by all:

(a) Shorne Village Hall Management Committee – Mr Lane and Mr Bugg

(b) Gravesham Rights of Way Committee – Ms Clifton

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

(d) United Charity Committee – Ms Clifton and Mr Hardy

(e) John Baynard's Charity (now discontinued)

(f) Thomas Smythe's Charity (now part of Skinners Company)

(g) Page's Educational Foundation Charity – Mr Theobald, plus Debbie Mansfield and Ms McDonald

(h) Local KALC - Rural Parishes – Ms Clifton and Mr Theobald

(i) Parish Council's Liaison at GBC – Mr Lane

6 Internal Administrative Appointments

(a) Annual Parish Report Editor – Mrs Lindley

(b) Internal Financial Pre Checks – Ms Clifton

7 To approve the minutes of the Parish Council Meeting held on 13th April 2023

The minutes were approved subject to a small change in text colour.

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

Ms Clifton reported that the new auditor, Mike Platten, had agreed our AGAR figures, but has asked Mrs Poole to email various documents, even though hard copies of these had already been sent to Mr Platten. Mr Platten will then issue his report.

9 To review an interim report from the Planning & Highways Committee

Mrs Lindley advised of a Planning Application for a new house on land at the northern end of Green Farm Lane. The land is on Green Belt and on the site of an old chalk pit.

Regarding Lower Thames Crossing, Mrs Lindley is currently working on our Statement of Common Ground. National Highways are launching a mini consultation from 17th May to 16th June, to include changes to the tunnel boring. Mrs Lindley has signed up to speak at a Teams meeting on 16th May. It is unclear if Parish Councils are required to do a report for the Local Impact Report.

The main entrance / exit for lorries working on the crossing has changed from a location near Nell's Café to a point on the A226, near Chalk Church.

Safety at Shorne Crossroads has recently been highlighted. The new borough councillors have been made aware of this and may want to take it up with the Joint Transportation Board.

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

Miss Clifton reported that the Orchard, Footpath and Bridleway at Crabbles Bottom have had the first cut. Miss Clifton and Mr Rea had checked the Orchard to ensure the base of the trees had been cut.

GBC have been strimming the edges as well as cutting the grass on our Common Land. The strimming includes the grass areas between the play equipment.

Rob West has kindly agreed to look at the roundabout at the Play Area which is showing signs of damage and corrosion.

Mr Rea reported that the AED at Shorne West will be fitted to a lamppost with power supplied by KCC. Mr Rea has informed the Grant providers that any excess after the AED has been fitted will be put towards the Bus Shelters as this is a similar community project.

Miss Clifton reported that two quotes have been received for renovating the bus shelters, we have not yet received the third. Members discussed the pros and cons of spending a large sum and it was agreed to obtain further quotes, possibly with a change to the specifications.

It was agreed that Mr Lane and Mr Bugg would obtain quotes for the repair of the Village Hall car park.

10 To review Finance Report

The Finance Report had been circulated to members and was reviewed and agreed.

11 Update on Annual Report

Mrs Lindley is making good progress with the Annual Report.

12 To receive any report from Borough Councillor

It was noted that this is the first time in many years that our local Borough Councillor is not also a Shorne Parish Councillor. Mr Lane suggested that a copy of the programme of meetings is sent to Cllr Jordan Meade, Cllr Helen Ashenden, and Cllr Les Pearton and they are invited to send or attend to present a brief report to Parish Council meetings on GBC matters relevant to Shorne. For guidance, this should normally not be more than 100 to 200 words.

13 To receive any report from County Councillor B Sweetland

No report received.

14 Feedback from Annual Assembly

General feedback was positive, although one attendee was disappointed with certain comments made at the Assembly. Mrs Lindley and Mrs Poole have met the offended party and explained that the Parish Council has no input into the content of reports by other organisations.

15 Correspondence requiring action (to be circulated before the meeting)

a) Members were reminded that they are welcome to attend the Dandelion Times open morning on 26th May, but should advise the organiser if they intend to attend.

b) It was agreed that no reply was necessary to the letter from Mr Heming regarding the shops' forecourt. *(Post meeting note: The forecourt has since been resurfaced and a letter sent to Mr Heming thanking him for attending to the problem.)*

16 General matters raised by Members for discussion

Mr Lane advised that we have 35 days from Thursday 4 May (excluding weekends and bank holidays) to co-opt any vacancies. This means we have until 26th June. The current vacancy advertisement closes on Friday 2nd June.

Gravesham Borough Council Mayor Making and Annual Council on Tuesday 16th May. Mr Lane will be attending as former Borough Councillor and Mr Theobald will be attending as Freeman of the Borough. Mr Lane asked if any member would like to attend as representative of Shorne Parish Council.

Apologies from Mr Lane who will be unable to attend the Footpaths, Properties & Greens Committee on 8th June.

Apologies from Ms Clifton who will be unable to attend the Planning & Highways Committee on 25th May.

It was noted that the Risk Register was approved at the Parish Council meeting on 14th April and will be recirculated for review in early 2024, and that the amended Standing Orders were adopted at the Parish Council meeting on 14th April.

Ms Clifton requested approval for Mrs Poole and herself to attend a KALC 'Internal Controls' course on 5th July. This was agreed.

Mrs Williams reported that a gate in Shorne Ifield Road has been bent and an entrance wide enough for a motorcycle has been created alongside it. Mrs Williams also reported that the Playground sign at Mill Hill has become overgrown.

Mr Rea reported that large quad bikes had been seen riding over crops near Thong Lane. GBC had discovered addresses in the fly tipping on Thong Lane.

Date of next meeting. The next meeting of the Parish Council will be held at 19.30 on Thursday 22nd June. There being no further business, the meeting closed at 21.13

Signed Mr Lane:…….. Dated:……..