SHORNE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 14th September 2023 at Shorne Village Hall

PRESENT Mr R Lane (Chairman)
Mr R Theobald
Mr J Bugg
Ms P Clifton
Mrs L Williams
Mr R Hardy
Mr C Rea
Mr T Rochard-Pullen

APOLOGIES Mrs S Lindley
Cllr Leslie Pearton

In attendance: Mrs D Salmon (Parish Clerk)
PC Joanne Hammond

The Chairman welcomed Diane Salmon to her first meeting in her capacity as Clerk and Responsible Financial Officer.

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

Mrs Salmon declared an interest in item 15.1 of the agenda and will leave the room while this is discussed. Mrs Williams declared a pecuniary interest in connection with item 15.2 on the agenda as her husband's company has submitted an estimate for the works, and will leave the room while this is discussed.

31. Minutes of the Annual Parish Council Meeting held on 22nd June 2023

The minutes were approved as a true record. It was noted that the previous Clerk had posted her letter of resignation into the mailbox on 20th June 2023, but the Council was unaware at the time of the meeting on 22nd June.

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

No matters raised.

33. To receive an update from local PC Joanne Hammond

PC Joanne Hammond attended to introduce herself as the new PC covering Gravesham Rural. She is aware of the main issues within Shorne and the surrounding areas, including concerns regarding nuisance bikes, HGVs, suspicious activity around properties in the area following a spate of break-ins previously, and fly-tipping.

PC Hammond reported that nuisance bikes are a county-wide problem and asked that all reports of nuisance bikes are reported by phone to 101. Increase in report numbers will allow an increase in funding to target this problem specifically. A recent operation to tackle illegal motorbikes was quite successful and further operations are planned. Members commented that is not always possible to get an answer on 101. PC

Hammond provided a link for reporting nuisance bikes online, and Mrs Salmon will circulate this to Members.

PC Hammond will be increasing her presence in the village to reassure residents and hopefully deter break-ins. Mr Lane advised that Shorne has CCTV including ANPR and the Police can have access to this should it be necessary.

PC Hammond works closely with Gravesham Borough Council and KCC Environmental Officers regarding fly-tipping to tackle this problem. She is currently undergoing speed gun training and once complete, will use this in the areas identified as needing it.

PC Hammond is happy to attend parish meetings when required. The Clerk will liaise with PC Hammond when this may be of assistance.

PC Hammond left the meeting at 19:53.

34. Approval of Authorised Signatories

The Chairman requested Members to formally approve Diane Salmon acting as the Clerk and Responsible Financial Officer to be authorised signatory and principal point of contact for all Council bank accounts and investment accounts, and principal point of contact for all service providers and organisations on behalf of the Council, and to authorise the Chairman and Vice Chairman to sign the necessary mandates to this effect. This was **agreed**.

The Chairman advised the Council that he now has a PIN sentry, but currently only he and the Vice Chairman have the facility to dual authorise electronic payments. This presents difficulties if either is unavailable or if either one is the intended payee. In addition to the Clerk, it is proposed to add Ms Clifton as an authorised signatory for all bank accounts, and Members were requested to authorise the Chairman and Vice Chairman to sign the necessary mandates to this effect. This was **agreed**.

Mr Theobald handed over cheque books for Barclays Bank and Lloyds Bank to Diane Salmon.

35. Finance Report and Bank Reconciliation

A spreadsheet of all payments received and made during this financial year was circulated and reviewed, together with a bank reconciliation. Ms Clifton has added Bank Reconciliation date to the spreadsheet following comments from the Internal Auditor. Ms Clifton has reconciled to 31st August 2023. This was approved and summarised below.

01/04/23	B/Fwd Bank Balance 30/03/23				31,092.37
April 23	**Description**	**Payment**	**VAT**	**Total**	**Income**
12/04/23	Nest pension (March)	68.35		68.35	
28/04/23	CCLA Dividend (Crabbles)				844.94
28/04/23	Salary (April)	848.25		848.25	
28/04/23	KALC AGM lunch	4.17	0.83	5.00	
28/04/23	S Poole expenses	676.44	43.27	719.71	
28/04/23	Village Hall - Jan to March	84.00		84.00	
28/04/23	Severn C Products (coins)	658.00	131.60	789.60	
28/04/23	Gillett & Johnson Church clock	250.00	50.00	300.00	
28/04/23	Big Bear Promo (mugs)	318.60	63.72	382.32	
28/04/23	KALC Membership	873.65	174.73	1,048.38	
	Total for April	**3,781.46**	**464.15**	**4,245.61**	**844.94**

	C/fwd Bank Balance 28/04/23				27,691.70
May 23	**Description**	**Payment**	**VAT**	**Total**	**Income**
02/05/23	Eslip payroll (April)	20.48	4.10	24.58	
04/05/23	Vodaphone	37.18	7.45	44.63	
17/05/23	VAT reclaimed				645.75
22/05/23	HMRC – tax/NI contributions	89.00		89.00	
24/05/23	Nest – March Salary sacrifice	976.30		976.30	
various	Payments for mugs & coins				50.00
	Total for May	**1,122.96**	**11.55**	**1,134.51**	**695.75**
	C/fwd Bank Balance 30/05/23				27,252.94
June 23	**Description**	**Payment**	**VAT**	**Total**	**Income**
31/05/23	Salary (May)	858.05		858.05	
02/06/23	Vodaphone	41.45	8.29	49.74	
06/06/23	C Lawrence (village hall)	80.00		80.00	
06/06/23	T Gozzett (Crabbles)	912.00		912.00	
12/06/23	Kent Community Grant (AED)				5,021.00
30/06/23	Salary (June)	858.25		858.25	
	Total for June	**2,749.75**	**8.29**	**2,758.04**	**5,021.00**
	C/fwd Bank Balance 30/06/23				29,515.90
July 23	**Description**	**Payment**	**VAT**	**Total**	**Income**
04/07/23	Civic Service refresh. donation	75.00		75.00	
04/07/23	Zurich Insurance	598.99		598.99	
07/07/23	GBC Election charge	300.80		300.80	
10/07/23	M Platten Internal Audit	455.00		455.00	
11/07/23	Internal Auditor (file handover)	160.50		160.50	
11/07/23	Village Hall – April to June	98.00		98.00	
11/07/23	C Lawrence (verge cutting)	500.00		500.00	
11/07/23	T Gozzett (Crabbles)	858.00		858.00	
11/07/23	KALC – Dynamic Councillor	70.00	14.00	84.00	
18/07/23	R Lane - mail box keys	18.00		18.00	
20/07/23	R Lane – One.Com domain	201.35	40.27	241.62	
20/07/23	R Lane – One.Com late charge	10.00		10.00	
21/07/23	P Clifton – mugs + Scouts rent				35.05
24/07/23	Nest Pension	228.14		228.14	
25/07/23	HMRC – tax/NI contributions	83.25		83.25	
25/07/23	P Clifton – audit file mileage	23.40		23.40	
25/07/23	S Lindley – Kiwi Printing	1,074.00		1,074.00	
28/07/23	ICO Data Protection Fee	35.00		35.00	
28/07/23	Salary (July)	1,078.13		1,078.13	
28/07/23	UKPN – AED unmetered supply	1,777.20		1,777.20	
28/07/23	C Rea – mugs, coins				25.00
	Total for July	**7,644.76**	**54.27**	**7,699.03**	**60.05**
	C/fwd Bank Balance 28/07/23				21,876.92
Aug 23	**Description**	**Payment**	**VAT**	**Total**	**Income**
31/07/23	CCLA Dividend (Crabbles)				918.34
11/08/23	Vodaphone closing account	85.42	16.10	101.52	
17/08/23	P Clifton – Rec Ground padlock	54.66	10.95	65.61	
17/08/23	P Clifton - sale of mugs/coins				230.00
22/08/23	HMRC – tax/NI contributions	342.30		342.30	
29/08/23	Vodaphone credit	-53.25		-53.25	
	Total for August	**429.13**	**27.05**	**456.18**	**1,148.34**

	C/Fwd Bank Balance 30/08/23				22,569.08

Mr Rea still has not received a VAT invoice for the payment made to UK Power Networks for the new defibrillator connection. He will chase this again.

36. To review the recommendations and actions from the internal auditor's report

Mr Lane has circulated the internal auditor's report to Members on 27th June, 31st August, and 8th September. It included a number of comments, including recommendations with regards to bank account reconciliations, accounting packages, risk register, asset register, financial regulations, and other matters.

- Ms Clifton and The Clerk now ensure that bank account reconciliations are carried out and reported at every full council meeting;
- The Clerk is looking into possible financial packages specifically designed for parish councils, and will make recommendations for consideration;
- Mr Lane has produced a revised draft risk register and circulated to Members;
- Mr Lane has produced an updated asset register and circulated to Members;
- Whilst the Council considered that the Finance Regulations produced by Mr Theobald and adopted last October were clear and concise, and appropriate for our purposes, the internal auditor considered that they do not include all key controls and the procedures should be based on the NALC template. The NALC template is not mandatory, and does not discriminate between the size of the council or the scope of the duties undertaken. Mr Lane has produced revised Financial Procedures loosely based on the NALC template, but abridged to reflect the scope of Shorne Parish Council's responsibilities, and has asked Mr Theobald to review them before wider circulation.

It is essential that all our key controls are reviewed annually, and that this is recorded in the minutes. Mr Lane has therefore arranged a programme for each one to be included on the agenda periodically throughout the year, but it is important that Members review the documents and make any comments before the meeting, so that the agreed documents can be approved at the appropriate meeting.

37. To approve the revised licence agreement for Dandelion Time

The amended licence for the continued use of the Scout's premises by Dandelion Time was circulated to Members on 30th August. This was approved, and the Clerk authorised to sign the licence agreement on behalf of the Council.

38. To receive an interim report from the Planning & Highways Committee

Mrs Lindley was not in attendance but provided a report to the Clerk in advance. The Clerk reported to Members:

- **Planning:** There have not been many Planning Applications to deal with over the summer, so we are up-to-date presently excepting one just received. These will be reported at the Planning and Highways Committee on 28th September.
- **Highways:** This has also been fairly quiet, with some road repairs having been undertaken and the 20mph zone in the process of being installed. Further details will be reported on 28th September.

- **Lower Thames Crossing:** This has been very busy, with 7 hearings and a site visit in the last week, all of which need documents or comments sent in. Mrs Lindley has spoken for the parish council at the hearings where possible and relevant. There are 221 new submissions to be read and reviewed, a direct question about alternative routes that residents will take, and the 71-page document of general questions that also needs review and answering. This all has to be completed by midnight next Tuesday 19th September. Our Statement Of Common Ground document has been partially updated with National Highways. The Planning Inspectors have said that they may hold one more Open Floor Hearing at which any Interested Party can take part.

Mr Rea asked for his gratitude to Mrs Lindley to be recorded in the minutes for her relentless hard work regarding the Lower Thames Crossing. All Members agreed.

39. To receive an interim report from the Footpaths, Properties & Greens Committee

Crabbles Bottom: Ms Clifton reported that the 3rd cut of the orchard is complete and has been checked. With regards to the previous request regarding metal detecting, Ms Clifton is waiting for further correspondence from the applicant confirming his membership status. The area known as the Den may need some additional vegetation installed to deter antisocial use.

Ms Clifton reported that the interactive 30mph sign in The Ridgeway had stopped working due to overhanging branches obstructing the solar panel. This has been cut back by Mr Lane and Ms Clifton and the interactive sign is now working again.

40. To receive any report from Borough Councillors

No report received.

41. To receive any report from County Councillor B Sweetland

No report received.

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

An email has been received from a parishioner concerning parking and access issues in Butchers Hill. Mrs Salmon has circulated the email together with a draft response for consideration by Members. The draft response was approved and Mrs Salmon was requested to respond on behalf of the Council.

43. General matters raised by Members for discussion

(a) Mr Bugg reported that there was no report from Shorne Parish Council in the most recent edition of Gravesham's "Your Borough" magazine. Mr Lane had also observed this and was not aware that Shorne Parish Council had been approached for a report. Mr Lane has since asked Gravesham Borough Council for further information about providing a report for the next copy.

(b) Mr Lane raised the issue of resurfacing the village car park which is included in the budget for this year. He has been working on layout options and will endeavour to obtain quotations for the work.

44. Matters to be considered in private under Item 14 of the Council's Standing Orders

44.1 To ratify the terms & conditions for The Clerk

Diane Salmon left the room during the discussion.

The draft Contract of Employment for the Clerk had previously been circulated to Members for review, and this was approved.

44.2 To consider quotations received for alterations to the bus shelters at Shorne Crossroads.

Louisa Williams left the room during the discussion.

The Council has received three estimates for the works to the bus shelters at Shorne Crossroads. The work includes bricking up the alcoves inside the shelters, removal of vegetation, and repairs to the roof, gutters, facias, etc.

Mr Bugg, Ms Clifton, and Mr Lane met with Gary Williams of GWC on site on 20th July to affirm the scope, following which GWC submitted an amended quote that complies with the specification. Mr Lane proposed that that the Council instructs GWC Contactors Ltd to proceed with the work. This was **agreed**.

Mr Lane proposed a small amount of additional funding should be made available for internal mirrors in the shelters to ensure the public can see buses approaching, and the addition of Shorne Parish Council signs on the shelters. This was agreed.

Date of next meeting. The next meeting of the Parish Council will be the Budget & Finance Meeting to be held at 19.30 on Thursday 26th October.

There being no further business, the meeting closed at 20:40.

Signed Mr Lane:…….. Dated:……..