SHORNE PARISH COUNCIL

Minutes of the Parish Council Meeting held on 11th April 2024 at Shorne Village Hall

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

APOLOGIES None

IN ATTENDANCE None

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

None

90. Approval of minutes of the Parish Council Meeting held on 22nd February 2024

The minutes were **approved** as a true record.

91. To consider any items raised by Parishioners in attendance

None in attendance.

92. To review the Finance Report

The finance report and a copy of the account balances were circulated with the agenda and are set out below.

The balance bought forward from the last reconciliation on 30th January was £30,800.08. The reconciled balance carried forward on 28th March 2024 was £16,715.44.

30/01/2024	B/fwd Reconciled Bank Balance			**£30,800.08**
Date	**Description**	**Net**	**VAT**	**Total**
INCOME				
31/01/24	CCLA Dividend	£982.68	£0.00	£982.68
EXPENSES				
08/02/24	Topsource (Payroll Services)	£20.48	£4.10	£24.58
08/02/24	Shorne Village Hall Q3	£56.00	£0.00	£56.00
08/02/24	DONATION Shorne Village Hall	£500.00	£0.00	£500.00
08/02/24	Hooper & Sons Ltd (Car Park)	£5,240.00	£1,048.00	£6,288.00
12/02/24	Gary Hagon (AED Shorne West)	£90.00	£18.00	£108.00
14/02/24	DONATION Shorne Church	£100.00	£0.00	£100.00

	Refreshments for Remembrance Parade			
26/02/24	NPC Tree Surgery Shorne Common Rough Ash Dieback	£1,800.00	£360.00	£2,160.00
26/02/24	GRANT Shorne Village Hall Kitchen	£5,000.00	£0.00	£5,000.00
28/02/24	Clerk Salary	£1,000.65	£0.00	£1,000.65
28/02/24	Clerk Allowances	£51.00	£0.00	£51.00
28/02/24	Air Landline (Telephone)	£9.99	£2.00	£11.99
	Total for February	**£13,868.12**	**£1,432.10**	**£15,300.22**
	B/fwd Reconciled Bank Balance			**£16,482.54**
INCOME				
-	-	**-**	**-**	**-**
EXPENSES				
01/03/24	Gozzett Tree Surgery (Shorne Common)	£900.00	£180.00	£1,080.00
01/03/24	Hoist & Co Fencing (Crabbles Bottom)	£3,675.00	£735.00	£4,410.00
06/03/24	TS Tigns (Bus Shelters)	£84.00	£0.00	£84.00
19/03/24	HMRC Tax and NI	£19.83	£0.00	£19.83
19/03/24	Topsource (Payroll Services)	£21.87	£4.37	£26.24
19/03/24	Town & Parish Council Websites (Annual Hosting)	£220.00	£0.00	£220.00
28/03/24	Clerk Salary	£1,000.45	£0.00	£1,000.45
28/03/24	Clerk Allowances	£51.00	£0.00	£51.00
28/03/24	Air Landline (Telephone)	£9.99	£2.00	£11.99
28/03/24	Accident Report Book (Amazon)	£4.99	£1.00	£5.99
	Total for March	**£5,987.13**	**£922.37**	**£6,909.50**
25/03/24	VAT REFUND	£0.00	-£7,142.40	-£7142.40
	C/fwd Reconciled Bank Balance			**£16,715.44**

The expenditure was **noted and approved.**

At the end of quarter 4, the balances of Lloyds Precept, Crabbles Bottom, Assets Renewals and Playground Renewals accounts remain unchanged from quarter 3.

At 31st March 2024, the balances for all accounts are:

Barclays	£16,715.44
Lloyds Bank – Precept	£40,778.67
Lloyds Bank – Crabbles Bottom	£30,312.54
Lloyds Bank – Asset Renewals	£8,200.00
Lloyds Bank – Playground Renewals	£10,207.81
TOTAL	£106,214.46

93. To review and approve changes to the Asset Register

The Asset Register has been updated to include the new AED at Shorne West and the replacement noticeboard at Shorne Crossroads, and was circulated on 7th March. It may need further updating when the bus shelter lighting is installed, and to reflect the quarterly CCLA valuation when it is received, but this is normal practice. The updated Asset Register was **approved**.

94. To approve and adopt the Health & Safety Policy

The proposed Health & Safety Policy was circulated for review on 21st February and recirculated on 18th March incorporating minor amendments. No other comments have been received, and the Chairman proposed that the Health & Safety Policy is approved and adopted. This was **approved**.

95. To approve and adopt the Grants & Donations Policy

At the Parish Council meeting on 23rd November 2023, it was suggested that we need a more formal policy and application method for awarding grants and donations. A draft Grants & Donation policy and application form was circulated on 20th February 2024 and recirculated on 22nd March. As no comments have been received, the Chairman proposes that the Grants & Donation policy and application form are approved and adopted. This was **approved**.

96. Interim report from the Planning & Highways Committee

Mrs Lindley advised there are no planning updates since the last Planning & Highways Committee meeting on the 14th March 2024.

Mrs Lindley attended a Lower Thames Crossing meeting recently but there was no further information to provide to the Council. Mrs Lindley is waiting for an update regarding dates of further meetings.

(a) Shorne Crossroads fatal accident and residents' petition

Members will be aware of the fatal accident that occurred on 24th February. KCC has been informed but will not respond formally until the cause has been investigated. The Coroner's office has been requested to inform the Parish Council of the date of the inquest. A residents' petition containing over 1300 names calling for safety improvements at the crossroads was presented to the Chairman of Kent County Council by Bryan Sweetland on 28th March 2024, and KCC has advised that it will be discussed at the Joint Transport Board. The next one is scheduled for 29th May. The Parish Council will continue to press for effective measures to reduce the frequency and severity of accidents at this location.

97. Interim report from the Footpaths, Properties & Greens Committee

Ms Clifton has received quotes to attend to the fallen branches at Crabbles Bottom and also to clear the picnic area at Shorne Common Rough. These will be added to the agenda for discussion at the next Footpaths, Properties & Greens Committee meeting on the 13th June 2024.

(a) To ratify the order for solar lighting for the bus shelters

At the previous meeting, it was agreed that Mr Rea should take the option of solar lighting forward. Members were requested to approve the placing of an order with Pensdown Ltd in accordance with their quotation dated 22nd February 2024. This was **approved.**

98. To receive any report from Borough Councillor(s)

No report received.

99. To receive any report from County Councillor(s)

No report received.

100. To consider transferring Crabbles Bottom bank balance into CCLA fund

Mr Lane circulated a note in which it is proposed to transfer the current balance of £30,312.54 from the Lloyds Crabbles Bottom account into the Crabbles Bottom CCLA investment fund. This would increase the dividends receivable, but would mean that any expenditure greater than the dividend received would be met from the general account. As the CCLA fund is treated as a long-term asset, it would also have the benefit of reducing our general reserve balance which the auditors consider to be too high. Members discussed and it was **agreed** to arrange to transfer the balance from the Lloyds Crabbles Bottom account into the Crabbles Bottom CCLA investment fund. The Clerk was requested to look into the necessary arrangements, including how to extract funds from the investment fund if necessary in the future.

101. To consider setting up a long-term investment fund for asset renewals

A note was included with the agenda regarding consideration of setting up an investment fund similar to the Crabbles Bottom CCLA investment fund to hold the asset repair and renewal funds currently held in two separate bank accounts. This would have the benefit of generating additional funds for asset renewals, and would be regarded as a long-term asset rather than as cash reserves, thereby addressing issues raised by the internal and external auditors. This was agreed in principle. The Clerk is to contact CCLA to obtain information about what funds are available and suitable. The Clerk is to review the bank accounts held at Barclays and Lloyds with a view to close unnecessary accounts if applicable.

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

Nothing received.

103. Preparation for Parish Assembly and Annual Report

The Chairman reminded Members that the Parish Assembly will take place on 25th April. The Chairman has circulated his draft presentation and requested other presenters to do the same. It is essential that the Annual Report is published and distributed in good time, and late reports from local organisations must not be allowed to delay this.

104. General matters raised by Members for discussion

(a) Ms Clifton asked the Clerk to ensure that PC Jo Hammond has been invited to the Annual Parish Assembly on Thursday 25th April and that an invitation is sent out before each Parish Council meeting going forward.

(b) Ms Clifton had been approached by a parishioner to ask if there are any planned celebrations for D Day in June. The council members agreed that there are no plans for any celebrations or activities for this, but it was agreed to look into possible events for VE Day in May 2025.

(c) Mr Rochard-Pullen has reviewed the accessibility of the Parish Council Website and advised that documents are now being uploaded to the necessary standard. Mr Rochard-Pullen will continue looking at ways to improve the current website.

(d) Gravesham Borough Council's Annual Meeting and Mayor-making ceremony is on Tuesday 14th May. Mr Lane will not be able to attend on this occasion and Mr Theobald has his own invitation. Mr Hardy is hoping to attend on behalf of Shorne Parish Council.

(e) Mr Lane circulated a note on 9th April regarding the possibility of obtaining a pair of back-to-back 20mph roundel repeater signs for fitting near the junction of Cob Drive, and asked if members supported this. This was generally supported.

105. <u>Matters discussed in private under item 13 of the Council's Standing Orders</u>

None

There being no further business, the meeting closed at 8.38pm.

Signed Mr Lane:…….. Dated:……..