Minutes of the Annual Parish Meeting held on
9th May 2024

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

APOLOGIES Mrs S Lindley

IN ATTENDANCE None

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

None received.

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

To receive nominations and elect as necessary.

Mr R Lane was proposed by Mr R Theobald and seconded by Mr J Bugg for the position of Chairman. There being no other nominations, Mr R Lane was duly elected as Chairman of the Council.

Mr R Theobald was proposed by Mr R Lane and seconded by Mr C Rea for the position of Vice Chairman. There being no other nominations, Mr R Theobald was duly elected as Vice Chairman.

3 Election of Committees:-

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

Under Standing Order 7b, there are 4 members plus the Chairman and Vice-Chairman of the Council as ex-officio members. Members were asked if they are prepared to continue to serve on the committee. Mr C Rea stepped down as a committee member and nominated Mr T Rochard-Pullen to replace him. This was seconded by Mr R Theobald. Mrs S Lindley, Ms P Clifton, Mr J Bugg and Mr T Rochard-Pullen were appointed to the committee.

To receive nominations for Chair & Vice-Chair and elect as necessary.

Mrs S Lindley was proposed by Mr R Theobald and seconded by Ms P Clifton for the position of Chairman. There being no other nominations, Mrs S Lindley was duly elected as Chairman of the committee. Mr J Bugg was proposed by Ms P Clifton and seconded by Mr T Rochard-Pullen for the position of Vice Chairman. There being no other nominations, Mr J Bugg was duly elected as Vice Chairman.

(b) Title of Footpaths, Properties & Greens Committee

It has been suggested that Footpaths, Land, & Property (or similar) might better describe the committee's responsibilities, as we not responsible for maintaining all greens (such as Crown Green, Warren View, greens in Swillers Lane, Racefield Close, etc) yet we are responsible for land at Crabbles Bottom. The titles and responsibilities of our committees are whatever we decide them to be, providing it is not confusing to our parishioners. Members discussed the change of name and all members voted to approve. Ms P Clifton proposed the name of Footpaths, Land & Properties to be adopted with immediate effect. This was seconded by Mr R Hardy. Any paperwork using the name Footpaths, Properties & Greens does not require amending.

(c) Appointment of Members to the Footpaths, Properties & Greens Committee and the election of the Chair and Vice-Chair.

Under Standing Order 7b, there are 4 members plus the Chairman and Vice-Chairman of the Council as ex-officio members. Members were asked if they are prepared to continue to serve on the committee. Ms P Clifton, Mr C Rea, Mr R Hardy and Mrs L Williams were appointed to the committee.

To receive nominations for Chair & Vice-Chair and elect as necessary.

Ms P Clifton was proposed by Mr R Lane and seconded by Mr R Hardy for the position of Chairman. There being no other nominations, Ms P Clifton was duly elected as Chairman of the committee. Mr C Rea was proposed by Ms P Clifton and seconded by Mr R Hardy for the position of Vice Chairman. There being no other nominations, Mr C Rea was duly elected as Vice Chairman.

Under SO 7b, 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.

4 Appointment of Representatives on Outside Bodies

(a) Shorne Village Hall Management Committee – Mr R Lane and Mr J Bugg to continue.

(b) Gravesham Rights of Way Committee – Ms P Clifton to continue.

(c) Shorne Church of England Primary School - Board of Governors – Mrs L Williams to continue. However, council members discussed the clash of meeting dates and all agree that Parish Council meetings must take priority.

(d) United Charity Committee – Ms P Clifton and Mr R Hardy to continue.

(g) Page's Educational Foundation Charity – Mr R Theobald to continue alongside Kathryn McDonald. Mr R Theobald is to nominate Mrs L Williams and will update the council members in due course.

(h) Local KALC - Rural Parishes – Ms P Clifton and Mr R Theobald to continue.

(i) Parish Council's Liaison at GBC – Mr R Lane to continue.

5 Internal Administrative Appointments

(a) Authorised Signatories for bank accounts

It was agreed on 14th September 2023 to add Pauline Clifton to all the bank accounts. The Chairman, Robert Lane, proposed that he is added to Lloyds and CCLA, and all former council members are removed. All members approved. Clerk to action.

(b) Internal Financial Pre Checks – Ms P Clifton to continue.

(c) Parish Magazine Reporter – Mr R Lane to continue.

(d) Annual Parish Report Editor – Mrs S Lindley to continue, confirmation provided by email in advance of the meeting alongside her apologies.

6 To approve the minutes of the Extraordinary Meeting and the Parish Council Meeting held on 11th April 2024

(circulated on 18th April, and recirculated with amendments on 21st April). All members approved.

7 Any items raised by Parishioners in attendance (at Chairman's discretion)

None in attendance

8 Finance Report

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

31/03/2024	B/Fwd Reconciled Bank Balance			**£16,715.44**
Date	**Supplier**	**Net**	**VAT**	**Total**
TRANSFER				
10/04/2024	From Shorne PC Lloyds Bank	£2,957.89	£0.00	**£2,957.89**
EXPENSES				
02/04/2024	A Day *Roundabout Refurb – Shorne Common*	£92.84	£0.00	£92.84
02/04/2024	Shorne Pop Up Café *Donation*	£100.00	£0.00	£100.00
12/04/2024	Top Source Worldwide *Payroll Processing*	£21.87	£4.37	£26.24
12/04/2024	Stationary	£29.34	£5.87	£35.21
12/04/2024	Shorne Village Hall Q4	£42.00	£0.00	£42.00
12/04/2024	Kent Association of Local Councils *Annual Subscription*	£923.39	£184.68	£1,108.07
17/04/2024	Start Safety Ltd *Additional Road Safety Signs*	£43.69	£8.74	£52.43
17/04/2024	Gillett & Johnston *Church Clock*	£185.00	£37.00	£222.00
24/04/2024	Parish Assembly Refreshments *Drinks*	£73.21	£14.64	£87.85
	Cutlery etc	£6.27	£0.00	£6.27
24/04/2024	Parish Assembly Refreshments *Food*	£175.00	£0.00	£175.00
26/04/2024	Staff Salary	£988.65	£0.00	£988.65
26/04/2024	Clerk Allowances	£51.00	£0.00	£51.00
26/04/2024	Air Landline	£9.99	£2.00	£11.99
	Total for April	**£2,742.25**	**£257.30**	**£2,999.55**
29/04/2024	C/fwd Reconciled Bank Balance			**£16,673.78**

The Clerk advised that the balance bought forward from the last reconciliation on 31st March 2024 was £16,715.44. The reconciled balance carried forward on 29th April is £16,673.78.

The only notable expense for April is the annual subscription to KALC (Kent Association of Local Councils).

The expenditure was noted and approved.

9 Update on 2023/24 accounts and Internal Audit for Annual Governance and Accountability Return (AGAR)

The Parish Council has had to restate the fixed asset value (AGAR box 9) for 2022/23 as this incorrectly used insured values of fixed assets for 2021/22 and 2022/23 instead of historic asset register values as recommended in Part 5 of the JPAG Practitioner's Guide.

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

Mrs Lindley had sent her apologies in advance of the meeting and confirmed that no updates were needed at this time. A full update will be provided at the Planning & Highways Committee meeting on Thursday 23rd May.

Mr Theobald raised his concerns to members regarding the appeal at Starwood. The Parish Council has been asked for any further comments by GBC.

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

(a) The bus shelter lighting works have now been completed with positive comments received from parishioners. Thanks go to Mr C Rea for his hard work co-ordinating the lighting project.
(b) A quote has been obtained for the addition of bollards at Shorne Common Rough. Mr Lane and Mr Rea advised of underground cables being present so ensure that the contractor completes a Cat & Genny scan before any works begin.
(c) Quote received for the required bench maintenance at Shorne Common.
(d) Quote received for removal of the Graffiti at Shorne Common Rough.
(e) Quote received for the maintenance required to the branches overhanging at Crabbles Bottom.
(f) Quote received for clearing the picnic area at Shorne Common Rough. Members were unsure of how much of the area was to be cleared within this quote. Ms Clifton to return to contractor and obtain further information.
(g) Mr Theobald has written to Network Rail requesting an update on the works at Shornemead Crossing. Ms Clifton has also reported the continued delay to KCC.

12 To receive any report from Borough Councillor(s)

No report received.

13 To receive any report from County Councillor

No report received.

14 Feedback from Annual Assembly

Members all commented on the quality and value of the food provided by No 3 Coffee Shop located opposite the village hall.

Special thanks was noted to the caretaker of the village hall, Mr Allan Chandler for his help setting up and clearing up the following morning.

15 Update on Annual Report

This has been paused due to Mrs Lindley being unwell.

Clerk to obtain quotes for printing the Annual Report.

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

(a) Five emails were received from one parishioner during week commencing 29th April regarding a range of issues in Bowesden Lane, including a drone, surface water, broadband, traffic associated with residential work, and bikers in Park Pale. Comments have been passed on where possible.

17 General matters raised by Members for discussion

None.

18 Any matters to be discussed in private under item 13 of the Council's Standing Orders

None.

There being no further business, the meeting closed at 20:45.

Signed Mr Lane:…….. Dated:……..