Minutes of the Annual Parish Meeting held on
8th May 2025

PRESENT
Mr R Lane
Mr R Theobald
Mrs S Lindley
Ms P Clifton
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

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 Rea and seconded by Mr Hardy 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 Lane and seconded by Mr 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. Mrs S Lindley, Ms P Clifton, Mr J Bugg and Mr T Rochard-Pullen were appointed to the committee.

Mrs S Lindley was proposed by Mr Lane and seconded by Mr Bugg 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 Mrs Lindley and seconded by Mr Lane for the position of Vice Chairman. There being no other nominations, Mr J Bugg was duly elected as Vice Chairman.

(b) Appointment of Members to the Footpaths, Land & Properties 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.

Ms P Clifton was proposed by Mr Lane and seconded by Mr Rea 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 Clifton and seconded by Mr 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

The following representatives were noted and approved:

(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.

(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.

(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 – The existing authorised signatories were noted and approved as follows:

- Barclays – Mrs D Salmon, Mr R Lane, Mr R Theobald & Ms P Clifton;
- CCLA – Mrs D Salmon, Mr R Lane, Mr R Theobald & Ms P Clifton.

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

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

6 Annual Parish Report Editor – Mrs S Lindley to continue. Clerk to assist.

7 To approve the minutes of the Parish Council Meeting held on 10th April 2025

The minutes were approved.

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

None in attendance.

9 Finance Report

Mrs Salmon had previously circulated a schedule all bank transfers, payments received, and payments made during April 2025. See schedule below.

Date	Description	Net	VAT	Total
BARCLAYS CURRENT ACCOUNT				
28/03/2025	**C/fwd Reconciled Bank Balance**			**£7,686.40**
RECEIPTS				
01/04/2025	Gravesham Borough Council - Precept	£46,000.00	£0.00	£46,000.00
30/04/2025	CCLA Investment Dividend - Crabbles Bottom Fund	£1,200.52	£0.00	£1,200.52
30/04/2025	CCLA Investment Dividend - Asset Renewals Fund	£68.13	£0.00	£68.13
	Total Receipts for April	**£47,268.65**	**£0.00**	**£47,268.65**
TRANSFERS				
10/04/2025	**From Barclays General Reserve**	**£1,961.83**	**£0.00**	**£1,961.83**
10/04/2025	**To Barclays Precept Reserve**	**-£43,000.00**	**£0.00**	**-£43,000.00**
PAYMENTS				
10/04/2025	CCLA Investment Fund - Annual Asset Renewals Transfer	£3,000.00	£0.00	£3,000.00
10/04/2025	KALC - Annual Membership	£996.73	£199.35	£1,196.08
10/04/2025	Sainsbury - Clerk drinks purchase for Assembly	£46.32	£9.27	£55.59
10/04/2025	No3 Coffee Shop - Buffet for Assembly	£192.50	£0.00	£192.50
11/04/2025	Shorne Village Hall - Quarterly Rental	£126.00	£0.00	£126.00
28/04/2025	Airlandline Telephone provider	£9.99	£2.00	£11.99
28/04/2025	Clerk Allowances	£51.00	£0.00	£51.00
28/04/2025	Clerk Salary	£1,046.50	£0.00	£1,046.50
	Total Payments for April			**£5,679.66**
30/04/2025	**C/fwd Reconciled Bank Balance**			**£8,237.22**
BARCLAYS SAVINGS ACCOUNTS				
BANK BALANCES 30/04/2025				
	Barclays Current Account	£8,237.22		
	Barclays Reserve Re Precept	£100,789.84		
	Barclays Reserve Re General Savings	£0.00		
	TOTAL	**£109,027.06**		

The schedule of payments was reviewed and approved, and the bank balances were noted.

10 Update on 2024/25 accounts and Internal Audit for Annual Governance and Accountability Return (AGAR)

Martin Fielder-White is currently conducting the Internal Audit for Shorne Parish Council. The Annual Governance and Accountability Return (AGAR) is an agenda item at the Full Parish Council meeting to be held on 12th June 2025.

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

Mrs Lindley reported to members:

Planning:

- There have been a number of planning applications received in the recent weeks. All applications have been reviewed by members and representations prepared on behalf of Shorne Parish Council.

- The Planning Committee at Gravesham Borough Council are meeting on 14th May to discuss application 20250110, Land South of Pear Tree Lane. Shorne Parish Council are registered to speak at the meeting.
- An appeal has been made for 20240454 Unit 23 Apex Business Park, Queens Farm Road. Shorne Parish Council will send representations to the Planning Inspectorate.

Highways:

- Mrs Lindley thanked Mr Lane for his continued work with Lorry Watch, in particular in Green Farm Lane.

12 To review an interim report from the Footpaths, Land & Properties Committee

Ms Clifton reported to members:

- Shorne Common Rough:
  - There has been no further communication from James Young at Gravesham Borough Council regarding the additional post. Ms Clifton will chase.
- Crabbles Bottom:
  - Works are now complete and the trees are blossoming.
  - Ms Clifton has received an email from Fruit Advisory Services Team (FAST) advising that the stumps of the elders will need trimming. Ms Clifton to monitor.
  - Shorne Young Farmers are going to place sheep at Crabbles Bottom for grazing on a trial basis. A draft agreement will be circulated to members in advance of the next FLaP meeting on 26th June.
  - The first cut of the Crabbles Bottom bridleway has been completed but the edges were not strimmed. Ms Clifton has spoken to the contractor who will rectify.

13 To receive any report from Borough Councillor(s)

No report received.

14 To receive any report from County Councillor

It was noted that Diane Morton was elected as Kent County Councillor for Gravesham Rural at the elections held on 1st May 2025, and Georgia Foster and Garry Sturley were elected to represent Gravesend East (which includes Shorne West).

15 Feedback from Annual Assembly

Another successful annual assembly with many presentations from local groups and organisations. For a second year, the food was purchased from No 3 The Coffee shop in the village with hugely positive feedback.

16 Update on Annual Report

Mrs Lindley has provided the Clerk with the template document. Clerk will begin work immediately ready for Mrs Lindley to approve.

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

(a) Letter received from a resident in Bowesden Lane regarding planning matters. Mrs Lindley is drafting a response on behalf of the Parish Council to be sent by the Clerk.

18 General matters raised by Members for discussion

- Mr Theobald suggested that a wreath could be laid at the Shorne War Memorial to commemorate the VE Day 80th anniversary. Members discussed but it was considered that the gesture would be too late, but perhaps an option for VJ Day 80.

- Mr Rea informed members of his ongoing issue with the contact details for the AED at Shorne West. Mr Rea, and Mr Lane on behalf of the AED at the Village Hall are to liaise with the Clerk to arrange for a single contact email contact address for all devices.

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

Further to item 102.2 on 10th April 2025, Mr Lane has circulated further paperwork regarding the potential land exchange at Shorne Common and Shorne Hill to all members and asked them to review in preparation for the next full Parish Council meeting to be held on 12th June.

There being no further business, the meeting closed at 8.30pm.

Signed Mr Lane:…….. Dated:……..