Minutes of the Annual Parish Meeting held on
14th May 2026

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 Declarations of Interest

(a) Members are required to confirm that their Disclosable Pecuniary Interests remain unchanged or declare any changes. All Members confirmed that their DPIs remain unchanged.

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

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

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

On 8th January 2026, the Council resolved that, as a minimum of two-thirds of members of the Council are elected members, and the Clerk has completed the relevant training and holds the Certificate in Local Council Administration, the Council meets the conditions as set out in The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, and that it may exercise its general power of competence in accordance with Section 1 of the Localism Act 2011.) Providing the conditions continue to be met, this resolution must be renewed at each Annual Meeting of the Council. It was **resolved** that the Council meets the conditions as set out in The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, and that it may exercise its general power of competence in accordance with Section 1 of the Localism Act 2011.)

5 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.
(c) Shorne Church of England Primary School - Board of Governors – Members discussed if it still suitable to appoint a member of the Parish Council as a School Governor. Mrs L Williams to continue as the representative whilst a review is conducted.
(d) United Charity Committee – Ms P Clifton and Mr R Hardy to continue.
(g) Page's Educational Foundation Charity – Mr R Theobald and Kathryn McDonald (non-council member) to continue.
(h) Local KALC - Rural Parishes – Mr R Theobald and Ms P Clifton to continue.
(i) Parish Council's Liaison at GBC – Mr Lane to continue.

6 Internal Administrative Appointments

(a) Authorised Signatories for bank accounts – The existing authorised signatories were note and approved as follows:
- Barclays – Mrs D Salmon, Mr R Lane, Mr R Theobald, and Ms P Clifton,
- CCLA – Mrs D Salmon, Mr R Lane, Mr R Theobald, and Ms P Clifton.

(b) Internal Financial Checks including Quarterly Bank Reconciliations with the Clerk – Ms P Clifton to continue.
(c) Parish Magazine Reporter – Mr R Lane to continue.
(d) Annual Parish Report Editor – Mrs S Lindley to continue. Clerk to assist.

7 To approve the minutes of the Parish Council Meeting held on 9th April 2026

The minutes were approved.

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

None in attendance.

9 Finance Report

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

Date	Description	Net	VAT	Total
BARCLAYS CURRENT ACCOUNT				
30/03/2026	**C/fwd Reconciled Bank Balance**			**£20,252.21**
31/03/2026	Rosherville Repairs & Maintenance (GBC) - *Michael Gardens*	£7,731.10	£1,546.22	£9,277.32
31/03/2026	**YEAR END BALANCE**			**£10,974.89**
RECEIPTS				
01/04/2026	Precept	£47,750.00	£0.00	£47,750.00
07/04/2026	UK Power Networks - Annual Rental	£4.60	£0.00	£4.60
	Total Receipts for April Statement	**£47,754.60**	**£0.00**	**£47,754.60**
TRANSFERS				
02/04/2026	TO Precept Reserve	£47,750.00	£0.00	£47,750.00
PAYMENTS				
01/04/2026	Open Spaces Society - Annual Subscription	£45.00	£0.00	£45.00
01/04/2026	KALC - Annual Subscription	£1,065.42	£213.08	£1,278.50
02/04/2026	Shorne Village Hall - Quarterly Room Hire	£96.00	£0.00	£96.00
22/04/2026	Topsource	£23.54	£4.71	£28.25
22/04/2026	Clerk Allowances	£51.00	£0.00	£51.00
22/04/2026	Air Landline - Telephone	£9.99	£2.00	£11.99
22/04/2026	Wendy Miller (Catering) - Parish Assembly Refreshments	£231.25	£0.00	£231.25
23/04/2026	HMRC PAYE Quarterly DD	£57.70	£0.00	£57.70
23/04/2026	Morrisons - Parish Assembly Refreshments	£26.66	£5.33	£31.99
28/04/2026	Clerk Salary	£1,097.60	£0.00	£1,097.60
	Total Payments for April Statement	**£2,704.16**	**£225.12**	**£2,929.28**
29/04/2026	**C/fwd Reconciled Bank Balance**			**£8,050.21**
BARCLAYS RESERVE ACCOUNTS				
29/04/2026	**Reserve Precept Balance**			**£104,409.56**
29/04/2026	**Reserve General Balance**			**£780.47**

The expenditure was **noted and approved.**

10 Update on 2025/26 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 25th June 2025.

It has been highlighted during the initial checks that Shorne Parish Council does not have an IT Policy displayed on the website. A draft copy of a suitable IT Policy was circulated to members before the meeting and will be an agenda item for approval at the next Full Council meeting on 25th June. In the meantime, Mrs Salmon will add the draft version, clearly marked as draft, to the website.

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

Mrs Lindley had no urgent matters to report. The next Planning & Highways Committee meeting is scheduled for 28th May 2026.

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

(a) Options for Contractors for Grounds Maintenance – to be discussed under item 19.

Ms Clifton reported:

- The contractor who completed the works at the bus stops on Shorne Crossroads previously still has the restored noticeboard stored safely. Ms Clifton suggests this is used to replace the noticeboard on Vigilant Way.
- Mr Rea has possession of the existing noticeboard removed from a resident's fence in Vigilant Way.
- Members discussed where to locate the restored noticeboard in Vigilant Way. Mr Rea is to speak with the existing location's resident, and the neighbouring property. Mr Rea will report back to members.
- A new combination padlock has been added to the gate going into the orchard at Crabbles Bottom. All padlocks at Crabbles Bottom are now combination locks with the same code.
- A resident has commented on the grassed area at Shorne Common Rough being long. Ms Clifton believes this to be due to GBC's policy of not cutting certain areas during spring and early summer in order to encourage wildlife. However, Ms Clifton will speak to GBC as this is an approved Picnic Area.
- There is further evidence of nuisance motorbikes damaging the meadows at Crabbles Bottom. It is difficult to see how they enter the site, but it is hoped that once the works on the bridleway fencing are complete, it will restrict any unauthorised vehicle access.
- Ms Clifton is still waiting for 2 quotes for the replacement and repairs on the bridleway fencing. It is possible that the contractor who provided the original quote can re-quote for the most urgent works required.
- A tree from Shorne Common Rough fell onto Woodlands Lane on 9th May. This was reported to KCC and was cleared quickly, but it is unknown who by.

13 To receive any report from Borough Councillor(s)

No report received.

14 To receive any report from County Councillor(s)

No report received.

15 Feedback from Annual Assembly

Mrs Salmon advised that she would ensure any external speakers that are invited in the future are to be given their time limit in advance, and confirmation again on the evening.

Ms Clifton reported that an attendee commented they would like to hear footpath names, not just numbers, during Ms Cliftons presented report. Ms Clifton acknowledged this request and will ensure this happens in the future.

16 Update on Annual Report

This has been printed and will be delivered to Mr Lane on Friday 15th May for distribution.

Mr Lane has a number of volunteers for deliveries, but due to house moves needs one in Thong and one in Coutts Avenue. There are currently no volunteers in Shorne West, other than 2 councillors.

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

(a) **Collecting Fallen Wood Request** – Members discussed the request and agreed that permission is refused. All members agreed that any fallen wood is essential for environmental habitat enhancement. Clerk to respond to the request via email.

(b) **Crabbles Bottom Unauthorised Wood Removal** – Members discussed. A review of possible signage at Crabbles Bottom is to be conducted advising members of the public that wood should not be removed from the site. Clerk to respond to the email.

(c) **Park Pale** – Since the Agenda was issued, Mr Lane has received an email from a parishioner regarding nuisance vehicles in Park Pale, suggesting a petition. A draft reply has been circulated, reminding the parishioner that a petition was initiated in 2025 which obtained 940 names. Following that petition, meetings were held with the Police, but the officer has since left the Police. Mr Lane has already requested a replacement contact.

18 General matters raised by Members for discussion

Mr Theobald – Swillers Lane – Local residents have reported seeing rats in the un-kept front garden of a property. Mr Theobald approached an individual believed to be the resident who was in the front garden. Mr Theobald was ordered to leave the property with the individual refusing to speak on the matter. Members discussed. A suitable action is for a letter to be sent on behalf of the Parish Council highlighting the concerns.

Mr Theobald – Land South of Gravesend Road, Shorne, DA12 3JR – Mr Theobald has written a report on behalf of Dickens' Country Protection Society regarding planning permission concerns. Mr Theobald has circulated a copy of this report to members of Shorne Parish Council for their information.

Mr Theobald – A resident of Shorne West has contacted Mr Theobald regarding anti-social behaviour towards her and her property. She has requested that Michael Gardens is closed at night. Shorne Parish Council cannot authorise this request due to Michael Gardens being owned and managed by Gravesham Borough Council.

Mrs Williams – Members were advised by email of a serious motorbike incident on the LTC site. The incident happened on the 3rd May with emergency services in attendance. Additional fencing is being considered by National Highways.

Mrs Williams – Thong Lane – a further resident has erected a 6ft fence without planning permission. Mr Lane encouraged members to report incidents such as this to Gravesham Planning Enforcement.

Mrs Williams – CCTV Camera Green Farm Lane – further to previous discussions, there have been no issues with the cameras that Mrs Williams has on her property and recommends the Parish Council purchase similar devices if proceeding with installation of solar powered CCTV on Green Farm Lane to assist with Lorrywatch.

Mrs Lindley – There were reports recently of a Police search helicopter over the village due to a stolen JCB vehicle. Mrs Williams believes the JCB was from the LTC site.

Mr Rochard-Pullen – There has been quad bike activity on Warren Farm, but the bikes had registration plates. Mrs Williams confirmed that the owners do own and use quad bikes on the land.

Mr Hardy – There is now a footpath closure notice in Michael Gardens. The closure comes into effect on 15th June.

Mrs Salmon – gov.uk website and email transfer – members will be contacted individually over the next month regarding transfer of individual mailboxes.

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

Members discussed the maintenance contracts for land owned by the Parish Council. Ms Clifton and Mr Rea to arrange site visits and report back to members.

There being no further business, the meeting closed at 8.57pm.

Signed Mr Lane:…….. Dated:……..