

**MINUTES OF THE ANNUAL MEETING OF GREAT MONGEHAM PARISH COUNCIL  
HELD ON THUR 14<sup>th</sup> MAY 2015 AT 7.30pm AT THE MEETING ROOM ST MARTINS  
CHURCH**

**Present:** Councillors T Ridyard T Madgwick(Chairman)  
P Hambrook G Dunne

S Wells Clerk to the Parish Council Dist Cllrs Kenton & S Manion  
6 Members of the public

All member signed there declaration of acceptance of office.

**1. ELECTION OF CHAIRMAN**

RESOLVED that councillor Madgwick continue as Chairman. Proposed by Cllr Ridyard and seconded by Cllr Hambrook. The Chairman signed the declaration of acceptance of office.

**2. ELECTION OF VICE CHAIRMAN**

RESOLVED that councillor Hambrook continue as Vice Chairman. Proposed by Cllr Ridyard and seconded by Cllr Dunne.

**3. APOLOGIES**

None received.

The meeting was closed so that members of the public could speak. Mr B Knight asked if the members wished him to continue to maintain the window boxes at the Parish Hall now that he had come off the Council, he was happy to continue with the window boxes and weed killing Church Path as long as he is able. The members accepted this kind offer with thanks.

The Chairman said he would like to thank the outgoing Councillors, with special thanks to Brian Knight and Steve Manion for there hard work and long service to the local community.

A question was asked about the publication of Planning Application in the round up section of the mercury.

**4. PARISH COUNCIL VACANCIES**

Following the election the Parish Council has three vacancies; four people have put themselves forward to fill these vacancies.

RESOLVED the member wished to fill the vacancies under Section 21 of the Representation of the People Act 1985.

It was agreed that the fairest way to fill the vacancies is to ask all candidates to provide a Personal Statement of around 500 words, detailing what they currently do in the local community and what skills they feel they can bring to the council.

These Statements will be discussed by a small working party made up of Cllrs Hambrook, Dunne and Ridyard. The working party will then make a recommendation to the next full Council meeting on the 4th June, were the final decision will be made, and the Co-options will be put to the vote. This will be done at the beginning of the meeting so that new Councillors can take up there posts for the remainder of the meeting.

**5. MINUTES OF LAST MEETING**

RESOLVED the minutes of the Ordinary Meeting of the Parish Council held on 2<sup>nd</sup> Apr 2015 are duly signed by the Chairman as a true and correct record of the meeting.

## 6. ACTIONS FROM THE LAST MEETING

### Actions from the Annual Parish Meeting held on 5<sup>th</sup> Mar 2015

Street Lights - It was agreed that Cllr Manion should be asked to look into this and ask KHS to provide appropriate lights of the parish. At the moment there are seven different styles of street lamp in the village. Cllr Madgwick to speak to Cllr Manion. **Action Cllr Madgwick and Cllr Manion ongoing**

*Derelect farm building on Mongeham Road* - The Clerk had been in contact with building control.

**Action Discharged**

### Highways

To discuss and agree actions relating to highways issues

*Traffic Mongeham Rd* – The Clerk had contacted KHS to ask if they could take any action to slow traffic.

**Action Discharged**

*Police Speed Watch* - the Clerk had contacted the Speed watch coordinator, he had been out to meet with Cllr Madgwick.

**Action Discharged**

### Correspondence

*X- Wind Power – Community Energy – The Clerk had invited a representative to attend.*

### Forthcoming Events

*Kent Police – Parish Forum* - The Clerk had RSVP for Cllrs Madgwick and Hambrook for 11<sup>th</sup> Nov at Sandwich Guild Hall.

**Action Discharged**

### Finance

*Defibrillator purchase* – For discussion later in the meeting.

**Action Discharged**

*Action Communities Rural Kent Membership* – The Clerk had renewed the membership.

**Action Discharged**

*KALC Membership Invitation* - The Clerk had renewed the membership.

**Action Discharged**

## 7. COMMITTEE SELECTION

To select membership of the following committees

- a) Planning Committee
- b) Risk assessment Committee
  - i) Draft Risk assessment for 2015-16

It was agreed this matter should be deferred until the June Meeting

## 8. NOMINATION OF ROLES

To nominate Councillor to undertake the following roles

- a) Footpaths Officer
- b) Tree Warden
- c) Village Fete Co-ordinator
- d) Councillor Responsible for Finance
- e) KAPC Reps x 2
- f) Dover neighbourhood forum representative
- g) Parish News and Roundup rep

It was agreed this matter should be deferred until the June Meeting, with the exception of

Village Fete Co-ordinator - RESOLVED Cllr Ridyard should be the nominated Fete Co-ordinator.

**9. REVIEW OF COUNCIL PROCEDURES**

To review and adopt appropriate procedures – All the below can be found on the PC Web Site

- a) Standing orders – Last full review 2011
- b) Financial regulations 2011 - New model regulation were produced by KALC in Oct 2014
- c) Complaints procedure
- d) Freedom of Information 2000 request handling
- e) Data Protection Act 1998 request handling
- f) Press and Media request handling

It was agreed this matter should be deferred until the June Meeting

**10. DECLARATIONS OF INTEREST**

None received.

**11. POLICE REPORT**

No report received.

**12. PLANNING****a) Planning Applications**

To consider any application presented to the Council prior to the meeting.

**i) DOV/15/00350**

**Proposal:** Erection of a single storey rear extension (existing conservatory to be demolished), conversion of garage to habitable room and alteration to existing roof including installation of two roof lights

**Location:** 106 Mongeham Road, Great Mongeham

RESOLVED no objections should be raised to this application, the members felt the proposed development would improve the look to the building.

**ii) DOV/15/00099**

**Proposal:** Reserved matters application for the erection of a detached dwelling (details pursuant to outline permission DOV/14/00457)

**Location:** Land Adj to Mundels, Cherry Lane, Great Mongeham

RESOLVED this application should be objected to on the grounds that the style, design and size were out of character with the surrounding buildings which are single story. The modern design is not in keeping with the rural nature of the village and is contrary to policy GMDS 7 of the Great Mongeham Village design statement.

**iii) DOV/15/00387**

**Proposal:** Erection of a front porch extension (existing porch to be demolished)

**Location:** Clarks Hill House, Northbourne Road, Great Mongeham, CT14 0HJ

RESOLVED no objections should be raised to this application, the members felt the proposed development would improve the look to the building.

**b) Planning Decisions**

None received.

**c) Correspondence**

None received.

**d) Consultation Documents**

None received.

**13. REPORTS**

To receive written or verbal reports from:-

**a) County Councillor**

Cllr Manion reported that it had been quite at KCC so there was nothing to report on at this time.

**b) District Councillors**

Cllr Kenton reported that the Dover Town Initiative Zone was progressing well, tenders had been received for the demolition of Burlington House and the County Hotel and more units had been let in the new town centre complex.

**c) Council members**

No reports received.

**14. HIGHWAYS**

To discuss and agree actions relating to highways issues

**a) Response from KHS to request for traffic calming Mongeham Rd**

KHS said that they were no accident record for this road so it would not meet the criteria necessary for funds to be spent on a traffic scheme. Several members disputed this claim as they had witnessed accidents on this road. The Clerk to respond to KHS. **Action Sarah Wells**

**b) KCC Parish Guide to Drainage**

This document was discussed. Several blocked drains were discussed. It was agreed the members would either report these directly via the KHS web site or pass the information to the Clerk to be reported. **Action Councillors & Sarah Wells**

**c) Project to extend Mongeham Road Footpath**

A letter had been sent from KHS to the owner of the land asking if he was still willing to give the land to KHS to allow the installation of a footpath. The Clerk had requested they the Chairman be invited to any meetings to discuss the project. Cllr Madgwick to speak to the land owner. **Action Cllr Madgwick**

**d) Church Path – Fencing problems**

The Clerk to report the overhanging vegetation and fence to PROW. **Action Sarah Wells**

**e) Traffic Calming – Willow Road**

Cllr Madgwick had spoken to KHS about possible improvements to the traffic gateway on the Willow Road, although the actual improvements were quite minor and would be relatively inexpensive, the cost of closing the road for one hour to undertake the work had been quoted at £1500. This seemed excessive to the members. Cllr Manion agreed and offered to investigate.

**f) Speed watch**

Cllr Madgwick had met with the Kent Police speed watch coordinator and identified locations where speed watch could be undertaken. He was now looking for volunteers willing to run the scheme, the cost of a Speed Indicator device is £2000.00. It is hoped that it may be possible to go into partnership with other local Parish Councils to share this cost. The Chairman contact Eastry PC. **Action Cllr Madgwick**

**15. CORRESPONDENCE**

To discuss and agree actions relating to correspondence received by the Council.

**a) Consultation Documents**

None received.

**b) News letters and Circular****i) Clerk and Councils Direct**

Noted

**c) Other Correspondence****i) Pilot – Local Warden Support Officer Scheme**

The members did not wish to take part in this scheme.

**16. FORTHCOMING EVENTS****a) Council Events**

To discuss and agree actions relating to events organised by the Council.

- i) Annual Fete – Sat 4<sup>th</sup> July 2015

Cllr Ridyard reported that the planning for the event was in hand, however should would like some help on the day.

- ii) X-Wind Power Community Energy – Speaker to attend June PC Meeting

After some discussion it was agreed that a Parish Council meeting was not the most appropriate forum for this type of presentation. It was felt a meeting with a wider audience would be more suitable. The Clerk to cancel the speaker. Cllr Madgwick to see if the Great Mongeham Society would be interested in this presentation.

**Action Cllr Madgwick and Sarah Wells**

**b) Outside Events**

To discuss and agree actions relating to outside events

- i) Royal British Legion – 10<sup>th</sup> May 70<sup>th</sup> Anniversary VE Day Service  
ii) Wed 27<sup>th</sup> May – Hoilday Inn Ashford – Your Call 2015 SE Coast Ambulance Service

Noted.

**17. FINANCE**

To discuss and agree actions relating to any financial correspondence presented to the Council.

- a) East Kent Joint Independent Remuneration Panel on Town and Parish Council Allowances. – Do the members wish to pay the Pariah Allowance as detailed in the report.

RESOLVED the members did not wish to pay the Parish Allowance.

RESOLVED Councillors would be entitled to claim travelling expenses for attending meetings or events outside the parish on behalf of the Council.

- b) Defibrillator purchase – Cost £695-£875 for the unit + £450-£500 for external cabinet that must be connected to mains electricity.

RESOLVED in principle the members felt the purchase of a public access defibrillator would be good for the parish. It was felt the unit would most accessible if it was situated outside the Parish Hall.

Cllr Ridyard to ask permission from the Parish Hall committee.

**Action Cllr Ridyard.**

It was agreed this would be discussed at the June meeting once the Hall Committee decision had been received.

- c) 2014/15 Accounts

RESOLVED the accounts for 2014/15 should be adopted by the Council. See appendix A

- d) 2014/15 Annual Governance Statement

RESOLVED the Annual Governance Statement should be approved by the Council.

- e) Final Budget 2015/16

RESOLVED the draft budget should be adopted by the Council. See appendix B

RESOLVED grant invitation should be published to encourage local organisations to submit grant applications. Details to be agreed at the next meeting.

**Action Sarah Wells**

- f) Appoint Independent Auditor for 2015-16

RESOLVED Mr A Kilbey should be appointed Independent Auditor for 2015/16. The Clerk to send the appointment letter.

**Action Sarah Wells**

g) £185.50 Parish Council insurance renewal – Still within long term undertaking  
RESOLVED the Parish Council insurance should be renewed.

**Action Sarah Wells**

h) Banking details.

The Clerk suggested that a new bank account be opened that would cater for online banking. This was discussed briefly, the Clerk to send information to the members so this matter could be discussed at a future meeting.

**Action Sarah Wells**

### 18. PAYMENTS

RESOLVED the following payment should be made.

#### Apr Payments

		<b>Cheque No</b>
a) £199.11 Clerks Salary Apr 25 x 10.527	263.18	101048
	Pension contribution 5.5% <u>-14.47</u>	
	248.71 taxable Pay	
	H M Rev & Customs <u>-49.60</u>	
	<b><u>199.11</u></b> Clerks Pay	
b) £49.60 H M Rev and Customs		101047
c) £55.53 Kent County Council – Pension Contribution		STO
	Clerk 5.5% 14.47	
	Council 15.6% <u>41.06</u>	
	<b><u>55.53</u></b>	
d) £196.50 Clerks Expenses & Reimbursements Oct 2014 to Mar 2015		101049
e) £185.50 Zurich Municipal Insurance		101050

### 19. DATE OF NEXT MEETING

The next meeting of the Council is the Ordinary meeting on Thursday 4<sup>th</sup> Jun 2015

#### Scheduled dates.

2<sup>nd</sup> Jul 2015                      3<sup>rd</sup> Sept 2015                      1<sup>st</sup> Oct 2015                      5<sup>th</sup> Nov 2015                      3<sup>rd</sup> Dec 2015

The meeting closed at 8.57pm