

**MINUTES OF THE ORDINARY MEETING OF GREAT MONGEHAM PARISH  
COUNCIL HELD ON THUR 4<sup>th</sup> JUNE 2015 AT 7.30pm AT GREAT MONGEHAM PARISH  
HALL**

**Present:** Councillors            T Ridyard            T Madgwick(Chairman)    Abigail Hughes-Edwards (part)  
   P Hambrook            G Dunne (part)

S Wells Clerk to the Parish Council                            Dist Cllr S Manion                            2 Members of the public

### 1. APOLOGIES

None received.

### 2. PARISH COUNCIL VACANCIES

Following the election the Parish Council has three vacancies. Two people have sent personal statements applying for these posts.

a) Proposal to Co-opt Abigail Hughes-Edwards onto Great Mongeham Parish Council  
RESOLVED Abigail Hughes-Edwards should join the Council as a co-opted member.

b) Proposal to Co-opt Robert Henry Kersey onto Great Mongeham Parish Council  
Vote – One for, two against and one abstention. The motion was lost.

Cllr Dunne left the meeting at 7.40pm

Abigail Hughes-Edwards signed her declaration of acceptance of office and joined the meeting.

c) To discuss how to attract more applicants  
RESOLVED a flyer should be produced and delivered to the urban part of the parish asking for people to consider join the Council. This to be hand delivered and as many householders as possible spoken to by Councillors. Cllr Madgwick to produce the flyer and Cllr Hambrook would print copies. Cllr Hambrook and Hughes-Edwards to deliver. **Action Cllrs Madgwick, Hambrook & Hughes-Edwards**

In addition to the above it was agreed something should also be put in the next parish news.

**Action Cllr Madgwick**

### 3. MINUTES OF LAST MEETING

RESOLVED the minutes of the Annual Meeting of the Parish Council held on 14<sup>th</sup> May 2015 are duly signed by the Chairman as a true and correct record of the meeting.

### 4. 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 for 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**

#### **Highways**

*Response from KHS to request for traffic calming Mongeham Rd* – The Clerk had responded to KHS.

**Action Discharged**

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 Discharged**

*Project to extend Mongeham Road Footpath* – The home holder seems to have changed his mind.

*Church Path* The Clerk had reported the overhanging vegetation and fence to PROW **Discharged**

The Clerk to forward the report numbers to Cllr Manion for investigation. **Action Sarah Wells**

*Traffic Calming – Cost of road closure* – Cllr Manion was waiting for a response from the cabinet members for Highways. **Action Cllr Manion**

### **Forthcoming Events**

*X-Wind Power Community Energy – Speaker to attend June PC Meeting* – The speaker had been cancelled and the information passed to the Great Mongeham Society. **Action Discharged**

### **Finance**

Grant invitation to be discussed under Finance. **Action Discharged**

*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 ongoing**

The Parish Council insurance had been renewed **Action Discharged**

*Banking details* – These had been sent to the members. **Action Discharged**

## **5. COMMITTEE SELECTION**

To select membership of the following committees

- a) Planning Committee

It was felt that a planning committee was no longer required, any application that could not be dealt with at full council would be emailed to all members for comment.

- b) Risk assessment Committee

- i) Draft Risk assessment for 2015-16

It was agreed this should be looked at once a new bank account was opened that would allow internet banking.

## **6. NOMINATION OF ROLES**

To nominate Councillor to undertake the following roles

- a) Footpaths Officer – Cllr Hughes-Edwards
- b) Tree Warden – Cllr Hambrook
- c) Councillor Responsible for Finance – Cllr Madgwick – Until new Councillors are found
- d) KAPC Reps x 2 – Cllr Madgwick
- e) Parish News and Roundup rep - Cllr Madgwick – Until new Councillors are found

## **7. 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

RESOLVED the above should be reviewed in full now that new models had been produced. These also needed to wait until the a new bank account was in place.

- c) Complaints procedure
- d) Freedom of Information 2000 request handling
- e) Data Protection Act 1998 request handling
- f) Press and Media request handing

Cllr Madgwick to review c to f and feed back any changes he felt necessary to the next meeting.

**Action Cllr Madgwick**

## **8. DECLARATIONS OF INTEREST**

None received.

04-06-2015

## 9. POLICE REPORT

A written report had been received.

## 10. PLANNING

### a) Planning Applications

None received.

### b) Planning Decisions

None received.

### c) Correspondence

None received.

### d) Consultation Documents

None received.

## 11. REPORTS

To receive written or verbal reports from:-

### a) County Councillor

Cllr Manion gave a brief report.

### b) District Councillors

Cllr Manion gave a brief report.

### c) Council members

No reports received.

## 12. HIGHWAYS

To discuss and agree actions relating to highways issues

### a) Response ref crash data used by KHS

Noted by the members.

### b) Speed watch

Cllr Madgwick had met with the Kent Police speed watch coordinator and identified locations where speed watch could be undertaken. 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 to contact Eastry PC and the clerk to contact Worth PC to investigate.

**Action Cllr Madgwick and Sarah Well ongoing**

The possibility of holding a meeting to discuss speed watch, and seek volunteers to man the scheme was discussed. It was agreed Thur 6<sup>th</sup> Aug would be a good date, Cllr Madgwick to put something in the Parish News letter inviting parishioners to attend.

**Action Cllr Madgwick**

The Clerk to contact the Speed watch Co-ordinator to see if he could attend the meeting and explain the speed watch scheme.

**Action Sarah Wells**

## 13. CORRESPONDENCE

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

### a) Consultation Documents

None received.

### b) News letters and Circular

None received.

### c) Other Correspondence

None received.

**14. 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 alcohol licence had been received. Cllr Hambrook and Hughes-Edwards offered to help on the day.

**b) Outside Events**

- i) Tree Health & Tree Care – training event – Sat 13<sup>th</sup> June – Hadlow College.

Cllr Hambrook to check his diary to see if he was free to attend.

**Action Cllr Hambrook**

- ii) KALC/PCC/Chief Constable/SECAM event – 22<sup>nd</sup> July.

Cllr Madgwick to book a place and attend if he was free.

**Action Cllr Madgwick**

**15. FINANCE**

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

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

Cllr Ridyard reported that the Parish Hall committee were happy for a Defibrillator cabinet to be mounted on the outside wall of the parish hall and connected to the hall electricity supply by their contractor.

Two options for defibrillator and cabinet were discussed.

RESOLVED that a ZOLL AED and Outdoor cabinet should be purchased at the total cost of £1325 + VAT. The Clerk to place the order.

**Action Sarah Wells**

- b) £174.83 VAT repayment received

Noted by the members.

- c) Grant Invitation.

It was agreed the Clerk should prepare a Grant invitation to go into the Village News and on the Parish Council web site, the Closing date for application to be 18<sup>th</sup> September, so that applications could be discussed at the October meeting of the Parish Council.

**Action Sarah Wells**

**16. PAYMENTS**

RESOLVED the following payment should be made.

**May Payments**

		<b>Cheque No</b>
a) £198.91 Clerks Salary Apr 25 x 10.527	263.18	101051
Pension contribution 5.5%	<u>-14.47</u>	
	248.71 taxable Pay	
H M Rev & Customs	<u>-49.80</u>	
	<b><u>198.91</u></b> Clerks Pay	
b) £49.80 H M Rev and Customs		101052
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) £680.00 G Boorman - Clear remainder of Church Path £300.00		101053
Rub down and repaint Parish Green Railings £360.00		
d) £57.20 - Window Boxes		101054
e) £90.00 - Fete Expenses – 2 x Tombola drums		101055
f) £1590 KALC – Defibrillator		101056

**17. DATE OF NEXT MEETING**

The next meeting will be the Ordinary meeting on Thur 2<sup>nd</sup> Jul 2015. The meeting closed at 8.40pm