

**MINUTES OF THE ORDINARY MEETING OF GREAT MONGEHAM PARISH  
COUNCIL HELD ON THUR 2nd JULY 2015 AT 7.30pm AT GREAT MONGEHAM PARISH  
HALL**

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

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

### **1. APOLOGIES**

Cllr A Hughes-Edwards

The meeting was closed so that members of the public could speak. A question was asked about the Style on the ED54, near the Ripple Road, it need some repair work. It was agreed Cllr Hughes-Edwards should be asked to investigate as footpaths officer for the Council.                      **Action Sarah Wells**

A question was also raised about the Fete.

### **2. DECLARATIONS OF INTEREST.**

Cllr Ridyard declared a significant other interest in the grant application from the Parish Hall Committee as she is a member of the Parish hall Committee.

Cllr Hambrook declared a significant other interest in the grant application from the Parish Hall Committee as he is a member of the Parish hall Committee.

Cllr Madgwick declared a significant other interest in the grant application from the Parish Hall Committee as his wife is a member of the Parish hall Committee.

Cllr Hambrook declared a significant other interest in the co-option of Ian Lawrence as he is Mr Lawrence's father in-law.

### **3. PARISH COUNCIL VACANCIES**

Following the election the Parish Council has vacancies. Two people have written to applying for these posts.

Cllr Hambrook withdrew from the discussions.

a) Proposal to Co-opt Mr Ian Lawrence onto Great Mongeham Parish Council  
RESOLVED Ian Lawrence should join the council as a co-opted member.

Cllr Hambrook returned.

b) Proposal to Co-opt Mr John Gatland onto Great Mongeham Parish Council  
RESOLVED John Gatland should join the council as a co-opted member.

Ian Lawrence signed his declaration of acceptance of office and joined the meeting.

### **4. MINUTES OF LAST MEETING**

RESOLVED the minutes of the Ordinary 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.

### **5. 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**

**Parish Council Vacancies**

Flyers had been delivered to all parts of the parish and a notice had been included in the parish News.

**Action Discharged**

**Highways**

*Church Path* The Clerk had reported the overhanging vegetation and fence to PROW . She had forwarded the report numbers to Cllr Manion for investigation.

**Action Discharged**

*Traffic Calming – Cost of road closure* – Cllr Manion had received an answer on this issue.

**Action Discharged**

*Speed watch* – The Clerk had contacted Worth PC, they do not have a SID unit, they borrow one from the Dover Safety Unit.

A meeting had been arranged for Thur 6<sup>th</sup> August, the Kent Police Speed Watch Co-ordinator had agreed to attend and Cllr Madgwick had included an article in the Parish News.

**Action Discharged**

**Finance**

*Appoint Independent Auditor for 2015/16* - The Clerk had sent a draft appointment letter to Mr Kilbey for agreement. He had made comments on this and she would now send a final copy.

**Action Sarah Wells**

*Defibrillator purchase*- The order for the defibrillator had been placed.

**Action Discharged**

*Grant Invitation* – The grant invitation had been included in the Parish News and the parish Council web-site.

**Action Discharged**

**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. However, it was agreed the review should be deferred until the new bank account is in place. **Action Sarah Wells**

c) Complaints procedure

d) Freedom of Information 2000 request handling

e) Data Protection Act 1998 request handling

f) Press and Media request handling

Cllr Madgwick had reviewed c to f above and recommended they be adopted without change.

**Action Discharged**

RESLOVED the above procedure should be adopted for a further year without change.

**Forthcoming Events**

*Tree Health & Tree Care – training event – Sat 13<sup>th</sup> June – Hadlow College* – Cllr Hambrook was unable to attend.

*KALC/PCC/Chief Constable/SECAM event – 22<sup>nd</sup> July* - Cllr Madgwick had booked a place.

**Action Discharged**

**6. POLICE REPORT**

No report received

**7. PLANNING****a) Planning Applications**

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

**i) DOV/15/00543**

**Proposal:** Retrospective application for the erection of a field shelter, storage building and three pig arks

**Location:** Bonners paddock, Deal Road, Northbourne CT14 0NU

RESOLVED no objections should be made to this application.

**b) Planning Decisions**

To note any planning decisions

- i) DOV/15/00350 – Granted permission – erection of single storey rear extension, conversion of garage to habitable room and alterations to existing roof including rear dormer extension and installation of two roof light – 106 Mongeham Road, Great Mongeham.

**c) Correspondence**

To discuss any correspondence related to planning

- i) DOV/15/00099 – Reserved matters for erection of a detached dwelling – land Adjacent to Mundels, Cherry Lane – To planning committee 25-6-15

**d) Consultation Documents**

To discuss any planning consultation documents presented to the council.

**8. REPORTS**

To receive written or verbal reports from:-

**a) County Councillor**

Cllr Manion gave a brief report on the activities at KCC.

**b) District Councillors**

Cllr Manion gave a brief report on the activities at DDC.

**c) Council members**

No reports received.

**9. HIGHWAYS**

To discuss and agree actions relating to highways issues

- a) KCC Consultation on Kent's "Drainage and Local Flood Risk draft Policy Statement"

Noted by the members.

- b) Response from KHS ref Willow Road Traffic Order Charges

At the request of Cllr Manion KHS had spoken to its contractor and they had agreed to undertake the work to Willow Road traffic calming out of hours so that an expensive traffic order would not be required.

The members were happy to pay for the actual works to be undertaken, this had been quoted at £70.00. The Clerk to ask KHS if this amount would increase now the work was being undertaken out of hours.

RESOLVED the Clerk be authorised to accept a quote for this work up to a maximum cost of £300 exc VAT.

**10. CORRESPONDENCE**

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

**a) Consultation Documents**

None received.

**b) News letters and Circular**

- i) Oast to Coast
- ii) KALC Parish News

Noted by the members.

**c) Other Correspondence**

- i) Public Spaces Protection Orders

Noted by the members.

**11. 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 asked if the members would mind if the responsibility for the fete was transferred to the Parish Hall committee as most of the work undertaken to prepare for the Fete was undertaken by members of the Parish Hall Committee and any funds raised were going towards the Hall roof fund.

The members were happy for this to happen if the Parish Hall committee were willing to take on the Fete and it's associated Risk Assessment and insurance. Cllr Ridyard to ask the Parish Hall Committee.

**Action Cllr Ridyard**

- ii) Speed watch meeting Thur 6<sup>th</sup> August

This had been advertised in the Parish News.

Cllr Hambrook asked if the date for this years Carols Round the tree could be set now. Sat 19<sup>th</sup> December was agreed providing the Parish Hall is free, if not Friday 18<sup>th</sup> Dec. Cllr Ridyard to check the hall bookings.

**Action Cllr Ridyard**

**b) Outside Events**

To discuss and agree actions relating to outside events

- i) KALC Councillor Conference – Lenham Community Centre Friday 24<sup>th</sup> July 9.30am
- ii) White Cliffs Walking Festival - Thur 27<sup>th</sup> Aug to Wed 2<sup>nd</sup> Sept

The above were noted by the members.

**12. FINANCE**

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

- a) Unity Bank Information – To discuss and if agreed Resolve to open a bank account with Unity Bank.

The bank account was discussed, the one draw back with the new account was that Unity Bank do not have any branches and although cheques can be paid in by post, cash would have to be paid in to another outlet that may make a change for the service. The only cash currently paid in was the takings from the Fete. It was agreed it should be discussed again in Sept once the future of the Fete had been agreed.

**Action Sarah Wells**

- b) To authorise expenditure needed to purchase current Microsoft Office Software

The Clerk explained that her work computer owned by Eastry Parish Council was in need of replacement due to its age and software limitations. Eastry PC had agreed to buy a new machine, the Clerk was asking that Great Mongeham PC contribute towards the cost of Microsoft Office Software.

RESLOVED Great Mongeham Parish Council would contribute towards the cost of Microsoft Office Software.

- c) Budget v Actual to 30<sup>th</sup> June 2015

Discussed and agreed by the members.

- d) Review of Budget in light of footpath extension project postponement

It was agreed that the funds allocated for the footpath project should be reallocated now the owner of the land had changed his mind. New budget and accounts to date attached Appendix A.

- e) Grant Application from Parish Hall Committee

It was not possible to discuss this issue as once Cllrs Ridyard, Hambrook and Madgwick had left the meeting the Council was not quorate. To be added to the Sept Agenda. **Action Sarah Wells**

- f) AED Wall signs offer - £30.00 + VAT

The members did not feel this additional expense was necessary.

### 13. PAYMENTS

RESOLVED the following payments should be made.

		<b>Cheque No</b>
<b>Jun Payments</b>		
a) £198.91 Clerks Salary Jun 25 x 10.527	263.18	101057
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		101058
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) £300.00 Great Mongeham Parish hall roof fund – Fete Receipts 2014		101059
e) £30.00 Computer repairs		101060
<b>Jul Payments</b>		
f) £199.11 Clerks Salary Jul 25 x 10.527	263.18	101061
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	
g) £49.60 H M Rev and Customs		101062
h) £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>	
i) £40.00 Petty Cash		101063
j) £51.53 Ink and Toner for flyers		101064

### 14. DATE OF NEXT MEETING

The next ordinary meeting of the Parish Council will take place on Thur 3<sup>rd</sup> Sept 2015. 7.30pm at the Parish Hall.

#### Scheduled dates.

1<sup>st</sup> Oct 2015                      5<sup>th</sup> Nov 2015                      3<sup>rd</sup> Dec 2015                      4<sup>th</sup> Feb 2016                      3<sup>rd</sup> Mar 2015

Speed watch meeting Thur 6<sup>th</sup> Aug, 7.30pm at the Parish Hall.

The meeting closed at 9.00pm.