

**MINUTES OF THE ORDINARY MEETING OF GREAT MONGEHAM PARISH COUNCIL  
HELD ON THUR 3<sup>rd</sup> SEPTEMBER 2015 AT 7.30pm AT GREAT MONGEHAM PARISH  
HALL**

**Present:** Councillors            T Ridyard        T Madgwick(Chairman)    I Lawrence  
   P Hambrook    G Dunne                            A Hughes-Edwards  
   J Gatland

S Wells Clerk to the Parish Council                            Dist Cllr S Manion

**1. APOLOGIES**

None received.

**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.

**3. MINUTES OF LAST MEETING**

RESOLVED the minutes of the Ordinary Meeting of the Parish Council held on 2<sup>nd</sup> July 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.

Cllr Manion had been informed that because of limited budgets the lights would not be swapped out unless faulty. It was agreed he would go back to KHS and ask what the cost of replacing the lights would be.

**Action Cllr Manion**

**Finance**

*Appoint Independent Auditor for 2015/16 - Appointment letter sent.*

**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 Ongoing**

**Highways**

*Style on the ED54, near the Ripple Road* – Cllr Hughes-Edwards had emailed PROW, she was still waiting for a response and would chase.

**Action Cllr Hughes-Edwards**

**Forthcoming Events****Council Events**

*Annual Fete – Sat 4<sup>th</sup> July 2015 – To be discussed later in the meeting.*

*Carols round the tree – Hall booked for Sat 19<sup>th</sup> Dec 2015.*

**Action Discharged**

**Finance**

a) *Unity Bank Information*

b) *Grant Application from Parish Hall Committee*

The above had been added to the agenda for discussion.

**Action Discharged**

**5. POLICE REPORT**

A written report had been received. There had been several serious incident in the Parish that the members would like some more information about, it was agreed PCSO Edwards should be asked to give this information.

**Action Sarah Wells**

**6. PLANNING****a) Planning Applications**

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

**i. DOV/15/00850**

Proposal: Erection of a two storey and single storey side extension (existing garage to be demolished)

Location: 164 Mongham Road, Great Mongeham.

It was agreed that as this application had only just been received and had not been advertised publicly yet it should be held over until the next meeting for a decision.

**Action Sarah Wells**

**b) Planning Decisions**

None received.

**c) Correspondence**

None received.

**d) Consultation Documents**

None received.

**7. REPORTS**

To receive written or verbal reports from:-

**a) County Councillor**

Cllr Manion gave a brief report on KCC activities.

**b) District Councillors**

Cllr Manion gave a brief report on DDC activities.

**c) Council members**

None received.

**8. HIGHWAYS**

To discuss and agree actions relating to highways issues

**a) Speed Watch**

The speed watch meeting had been very well attended and 24 volunteers had come forward to operate a community speed watch. A training event had been booked in the Parish Hall for 30<sup>th</sup> Sept at 4.00pm

Also suggested had been the installation of a permanent SID unit at the entrances to the villages. It was agreed this could be phase two if the Speed Watch readings proved there was a problem in the parish.

The Clerk informed the members that there is currently grant funding available for SID units if they are shared with other communities.

RESOLVED the Clerk should contact Eastry PC and Worth PC and ask if they would like to form a partnership and apply for Grant funding for a mobile SID unit.

**Action Sarah Wells**

If Eastry and / or Worth PC agreed it was agreed the Clerk should be authorised to complete the grant application.

**Action Sarah Wells**

**9. CORRESPONDENCE**

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

**a) Consultation Documents**

- i) DDC - Statement of Licensing Policy

Noted by the members.

**b) News letters and Circular**

- i) KALC Parish News Aug
- ii) Clerks and Councils Direct
- iii) DDC Energy Deal

Noted by the members.

**c) Other Correspondence**

- i) Variance of the Kent Permit Scheme to comply with the traffic Management Permit Scheme Regulations 2015.

Noted by the members.

**10. FORTHCOMING EVENTS**

**a) Council Events**

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

- i) Annual Fete – Future Ownership

The Parish Hall committee had agreed in principle to the Fete becoming their responsibility, however it would have to be formally agreed at the next Parish Hall Committee meeting in October.

The last Fete had made a surplus of £705.00. The surplus to be donated to the Parish Hall roof fund.

- ii) Speed watch training 15th Sept

The Clerk reported that Eastry PC were holding a training event for Speed watch on 15<sup>th</sup> Sept. It was agreed that Great Mongeham Speedwatch volunteers should be invited to attend as an alternative to the training organised in Great Mongeham on Sept 30th. **Action Cllr Madgwick**

- iii) Carols round the tree & Xmas Tree Provision

Mr David Solley had agreed to provide and erect the tree for the local community.

**b) Outside Events**

To discuss and agree actions relating to outside events

- i) Dover, Deal and District Citizens Advice Bureau – AGM Wed 7th Oct - Noted.

- ii) Briefing on Operation Stack and Manston for Town and Parish Council Mon 28th Sept 6.00pm DDC offices.

Cllr Madgwick to attend. Cllr Hughes-Edwards may also be able to attend. The Clerk to RSVP.

**Action Sarah Wells**

- iii) Event Announcement: Code of Conduct – A workshop 28th Sept Paddock Wood TC - Noted.

**11. FINANCE**

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

## a) Unity Bank

RESOLVED the Council wishes to open an account with Unity Trust Bank plc ("The Bank") and the clerk presented to the meeting a copy of the Bank's terms and conditions for operating an account;

RESOLVED the Bank's terms and conditions are approved and we appoint The Bank as the Council's Bankers;

RESOLVED the Bank's terms and conditions may vary from time to time and we agree to be bound by them;

RESOLVED the Mandate for the operation of the bank account(s), payment instructions and banking services be approved and be provided to the Bank by persons authorised to do so in accordance with the Bank's procedures;

RESOLVED the Bank is entitled to rely upon this Mandate until it receives a later Mandate amending it

The account to be operated using the following rules.

- A cheque book will be requested on the account
- 3 users must be involved with electronic payments, one to submit the payments and two to authorise.

The Clerk and Cllr responsible for Finance to be given view and submit access

The remaining members of the Council to be given view and authorise access

- Cheques to be signed by two signatories, all Councillors to be cheque signatories.
- Clerk to be issued with prepaid debit card on the account.

The Clerk to complete the application form so it could be signed at the next Parish Council meeting.

**Action Sarah Wells**

RESOLVED all but £500.00 of the Council's money should be transferred to the new account once it is up and running.

At the moment the Cllr responsible for Finance is Cllr Madgwick, however this and other appointments were made before the new members had joined the Council. It was agreed that all appointments made in May should be reviewed and possibly changed at the next meeting of the Council.

**Action Sarah Wells**

## b) HSBC – New Bank mandate

It was agreed that the mandate should not be amended as a new account is to be opened.

## c) Grant Application – Great Mongeham Hall Roof Fund

Cllr Ridyard, Madgwick and Hambrook declared a significant other interest and withdrew from the discussion.

RESOLVED a grant of £1000.00 should be made towards the Parish Hall Fund. The money would be ring fenced in the Councils accounts until the rest of the funding had been secured by the Hall Committee. Once all the funding is in place the committee should send details to the Council so the grant can be released. The money would be held until 31-3-2018, if the Hall Committee had not secured the funds for the project by then, then the grant will be reintegrated into the Councils accounts.

**12. PAYMENTS**

RESLOVED the following payments should be made.

**Paid between meetings**

		<b>Cheque No</b>
a)	£22.00 Parish Hall hire April & June	101065
b)	£70.42 Contribution towards Software	101066
c)	£277.22 KHS Willow Road Highways work	101067
d)	£243.24 Village Green Mowing 1st Half year	101068

**Aug Payments**

e)	£198.91 Clerks Salary Aug 25 x 10.527	263.18	
	Pension contribution 5.5%	-14.47	
		<u>248.71</u>	taxable Pay
	H M Rev & Customs	<u>-49.80</u>	
		<b>198.91</b>	Clerks Pay
f)	£49.80 H M Rev and Customs		101070
g)	£55.53 Kent County Council – Pension Contribution		STO
	Clerk 5.5%	14.47	
	Council 15.6%	<u>41.06</u>	
		<b>55.53</b>	
h)	£640.00 Great Mongeham Parish hall roof fund – fete receipts 2015		101071
i)	£65.00 Great Mongeham Parish Hall roof fund		101072

**13. DATE OF NEXT MEETING**The next meeting of the Parish Council will be the ordinary meeting on Thursday 1<sup>st</sup> October 2015.**Scheduled dates.**

1st Oct 2015	Tues 3 <sup>rd</sup> Nov 2015 (St Martins Church)	3rd Dec 2015
4 <sup>th</sup> Feb 2016	3 <sup>rd</sup> Mar 2016                      7 <sup>th</sup> April 2016	5 <sup>th</sup> May 2016