

**MINUTES OF THE ORDINARY MEETING OF GREAT MONGEHAM PARISH COUNCIL
HELD ON TUESDAY 3rd NOVEMBER 2015 AT 7.30pm THE MEETING ROOM, ST
MARTIN'S CHURCH GREAT MONGEHAM**

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

S Wells Clerk to the Parish Council

Dist Cllr Kenton

1. APOLOGIES

Dist Cllr S Manion

2. DECLARATIONS OF INTEREST.

None received.

3. MINUTES OF LAST MEETING

RESOLVED the minutes of the Ordinary Meeting of the Parish Council held on 1st Oct 2015 are duly signed by the Chairman as a true and correct record of the meeting.

4. ACTIONS FROM THE LAST MEETING

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 ongoing

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 spoken to the PROW officer and been told that there were over 600 styles in Kent in need of work, Cllr Hughes-Edwards had pointed out that this case was safety critical, she will continue to monitor the situation.

Action Cllr Hughes-Edwards ongoing

HIGHWAYS

Speed Watch – The SID unit had been received and the teams had been out conducting speed watch.

Action Discharged.

KCC Highways and Transportation Survey 2015 – Cllr Dunne had completed the survey. He said it had taken over an hour and felt this was too long if a large number of responses was required.

Action Discharged

The Clerk to feedback the comment about the length of the survey.

Action Sarah Wells

Correspondence

KCC Consultation – Street Lighting - Cllr Dunne had respond on behalf of the Council.

Action Discharged

Home Office Consultation – Reforming the powers of police staff and volunteers - Cllr Madgwick had respond on behalf of the Council. **Action Discharged**

FORTHCOMING EVENTS

Finance

Unity Bank Information – The mandate had been completed and sent to the bank for processing.

Action Discharged

Transparency Fund for smaller authorities – Under 25k turnover – The Clerk had completed the training.

Action Discharged

Grant Great Mongeham Dance and Theatre Club – The cheque was down to be drawn later on the agenda.

Action Discharged

1st Great Mongeham Brownies - The Clerk had contacted the Brownie leader to see if a particular project or event was being planned.

Action Discharged

Clerks Salary – Review of hours worked – The Clerk had recoded her hours for October and would continue to do so for the next month.

Action Sarah Wells

5. POLICE REPORT

The police report was received after the meeting.

6. PLANNING

a) Planning Applications

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

i) DOV/15/00829

Proposal: Outline application for the erection of 14 dwellings (all matters reserved)

Location: Land to the rear of Dairy Mews, Mongeham Road, Great Mongeham, CT14 9LL

A large number of letters of objection had been received in connection with this application, there were also objections on the DDC web site.

RESOLVED the council object to this application on highways grounds, the access road is totally inadequate, it is very narrow and impossible for two cars to pass each other. A vehicle entering the site meeting one from the other direction will have to reverse on to Mongeham Road to allow passing. This is a busy road with limited visibility as it is obstructed by parked cars. There is no way the visibility can be improved to make this access acceptable for the large number of additional cars this development will bring. The applicant has seriously underestimated the number of journeys that will be generated by 14 properties in this rural location with a limited bus service. They have also over estimated the number of vehicles that used this entrance when the site was active. The additional number of uses of this very narrow access road will be far more than suggested.

ii) DOV/15/00963

Proposal: Works to one Holmoak tree and one Sweet Chestnut tree

Location: Mongeham Lodge, Northbourne Road, Great Mongeham, CT14 0HD

RESOLVED no objections should be raised to this application.

b) Planning Decisions

None received.

c) Correspondence

To discuss any correspondence related to planning

- i) Objections letters Ref Application DOV/15/008/29

These had been discussed as part of the deliberations for the planning application above.

d) Consultation Documents

None received.

7. REPORTS

To receive written or verbal reports from:-

a) County Councillor

Cllr Manion had sent his apologies.

b) District Councillors

Cllr Kenton reported on the plans for the historic Town Hall building at Maison Dieu Dover. It is hoped that funding can be obtained from English Heritage and the Lottery Fund that will allow the building to be revitalised so it can be used for more things in the future.

c) Council members

Cllr Hughes-Edwards was still looking into possible training for the Public Access Defibrillator.

8. HIGHWAYS

Nothing to discuss.

9. CORRESPONDENCE

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

a) Consultation Documents

- i) KCC 2016/17 Budget Consultations
- ii) The Local Government Boundary Commission - Sevenoaks

The above were noted by the members.

b) News letters and Circular

- i) KALC The Parish News

The above was noted by the members.

c) Other Correspondence

- i) KALC Community Awards Scheme 2016

It was agreed that local residents should be asked to put forward nominations for this award to the Parish Council. Cllr Madgwick to put an article in the next village newsletter and the Clerk will add to the website.

Action Cllr Madgwick & Sarah Wells

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

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

- i) Annual Fete – Future Ownership

The Clerk had received a letter from the Parish Hall committee informing the council that the committee would be willing to take over the organisation and running of the annual Fete.

RESOLVED the Parish Council's involvement with the Fete would cease with immediate effect. As the marquee would no longer be of use to the Parish Council it should be given to the Parish Hall Committee if they wanted it, however as it was quite old now it may no longer be fit for purpose.

- ii) Carols round the tree & Xmas

Cllr Hambrook to check with the Great Mongeham Society about the refreshments for this event.

Action Cllr Hambrook Ongoing

b) Outside Events

To discuss and agree actions relating to outside events

- i) KALC Dover Area Committee – Wed 28th Oct, The Phoenix Centre Sandwich
- ii) Remembrance Sunday and Armistice Day
- iii) Kent Police Parish Forum –Wed 11th Nov – Guildhall Sandwich 1900-2100hrs
- iv) KALC AGM – Sat 21st Nov 2015
- v) Policing and Austerity Conference – 9th Dec 10am to 12pm. Maidstone Kent Police College

The above were noted by the members.

11. FINANCE

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

- a) Transparency Fund for smaller authorities – Under 25k turnover – Grant Application

The Government introduced a mandatory Transparency Code from 1 April 2015 for smaller authorities with an annual turnover not exceeding £25,000. Turnover is defined as the higher of an authority's gross income or gross expenditure for the year. The Transparency Code for Smaller Authorities requires the online publication of key information to provide taxpayers with a clear picture of the Council's activities, spending and governance to increase democratic accountability.

NALC lobbied against the timetable for implementation of the Code. In recognition of the problem with the timetable and the additional burdens that were being placed on smaller authorities to meet the requirements, Government established a Transparency Fund which is being managed and administered by NALC and County Associations.

Following the workshop attended by the Clerk in October she had completed a grant applications form, claiming for funds to buy a laptop, scanner and internet access as well as the additional hours involved in staffing the changes and attending the training event. The details of the application were reviewed by the members.

RESOLVED the Clerk should submit the grant application.

Action Sarah Wells

- b) Grant Applications

- i) 1st Great Mongeham Brownies

The Clerk was still waiting for additional information from the Brownies leader.

- c) Budget v Actual to 30-9-15

The Clerk went through the accounts and answered some questions. There was some confusion about the Grants given so far by the Council, the Clerk to reissue the accounts with more details. See Appendix A.

Action Sarah Wells

12. PAYMENTS

RESOLVED the following payments should be made.

		Cheque No
a) £199.11 Clerks Salary Oct 25 x 10.527	263.18	101076
Pension contribution 5.5%	<u>-14.47</u>	
	248.71 taxable Pay	
H M Rev & Customs	<u>-49.60</u>	
	<u>199.11</u> Clerks Pay	
b) £49.60 H M Rev and Customs		101077
c) £55.53 Kent County Council – Pension Contribution		STO
Clerk 5.5%	14.47	
Council 15.6%	<u>41.06</u>	
	<u>55.53</u>	
d) £22.00 Great Mongeham Parish Hall Hire July and Sept		101078
e) £191.00 Great Mongeham Dance and Theatre Group		101079
f) £40.00 Petty Cash		101080
g) £223.50		101081
Office Allowance Apr to Sept	6 x £25	150.00
Telephone & Email Account	6 x 2.50	15.00
Mileage Inc 50 training event	130 x 45p	<u>58.50</u>
		<u>223.50</u>

13. DATE OF NEXT MEETING

To confirm the date and time of the next meeting of the Parish Council

The next meeting of the Parish Council will be the Ordinary Meeting on Thur 3rd Dec 2015**Scheduled dates.**

4 th Feb 2016	3 rd Mar 2016	7 th Apr 2016	5 th May 2016	2 nd Jun 2016
7 th Jul 2016				