

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

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

S Wells Clerk to the Parish Council

Dist Cllr Kenton

Dist Cllr Manion

**1. APOLOGIES**

None received

**2. DECLARATIONS OF INTEREST.**

None received.

**3. MINUTES OF LAST MEETING**

RESOLVED the minutes of the Ordinary Meeting of the Parish Council held on 3<sup>rd</sup> Nov 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**

The Clerk had feedback the comment about the length of the Highways and Transportation survey.

**Action Discharged**

**Finance**

*Clerks Salary – Review of hours worked* – This was down for discussion later in the meeting.

**Action Discharged**

**Correspondence**

*KALC Community Awards Scheme 2016* - An article had been put in the village newsletter and the Clerk had added to the website.

**Action Discharged**

**Finance**

*Transparency Fund for smaller authorities – Under 25k turnover* – The Clerk had submitted the Grant Application. **Action Discharged**

*Budget v Actual to 30-9-15* – The Clerk had reissued the accounts with more details.

**Action Discharged**

**5. POLICE REPORT**

At a recent meeting with the local Police Inspector all Parishes had been informed that Police reports will no longer be provided by local officers. However Cllr Madgwick had attended the meeting with the Police Crime Commissioner and the Chief Constable, where this matter had been raised and the Chief Constable had been unaware of this change and would look into whether this change was appropriate.

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

None received.

**b) Planning Decisions**

To note any planning decisions

i) DOV/15/00848 – Granted permission – Viewside, Northbourne Road, Great Mongeham

Noted by the members.

**c) Correspondence**

None received.

**d) Consultation Documents**

None received.

**7. REPORTS**

To receive written or verbal reports from:-

**a) County Councillor**

Cllr Steve Manion gave a report including information on funding for lorry parks and KCC expenditure increases due to asylum seeking children.

Cllr Dunne asked what the people of Great Mongeham get from KCC. It was agreed that Cllr Manion's report to the Annual Parish Meeting should be added to the Parish Council web site as it included this information. **Action Sarah Wells**

**b) District Councillors**

Cllr Manion reported on the Dover Town centre improvements and plans for Dover leisure centre.

Cllr Kenton reported on the new Collective Switch initiative.

**c) Council members**

Cllr Madgwick gave a report on the meeting held at DDC offices with the Police and Crime Commissioner and the Chief Constable

**8. HIGHWAYS**

Cllr Dunne asked if anything could be done to prevent parking on the grass verges at the junction of Cherry Lane and Northbourne Rd. Vehicles park on the grass verge on both sides of the road; this restricts visibility and churns up the grass. The Clerk to investigate. Cllr Manion said it may be a project that could be covered by the KCC member's grant, but would have to be put forward for 2016/17 as the fund is spent for this year. **Action Sarah Wells**

Church Path – The Clerk to obtain quotes to clear the entire length of Church Path once the leaves have finished dropping. **Action Sarah Wells**

## 9. CORRESPONDENCE

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

### a) Consultation Documents

None received.

### b) News letters and Circular

#### i) Clerks and Councils Direct

Noted by the members.

### c) Other Correspondence

#### i) KALC/Kent Fire & Rescue Service – Information Update

#### ii) KCC Shred that Scam – scams awareness poster

Noted by the members.

## 10. FORTHCOMING EVENTS

### a) Council Events

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

#### i) Carols round the tree & Xmas.....?

The tree was ready for erection and the Great Mongeham Society have the refreshments in hand.

### b) Outside Events

Nothing to discuss.

## 11. FINANCE

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

### a) Grant Application

#### i) 1<sup>st</sup> Great Mongeham Brownies

RESOLVED a Grant of £213 should be made to the Brownies, to help with a recruitment drive.

### b) Landscape services – Ground Maintenance 2016

RESOLVED the quote for ground maintenance for 2016 should be accepted. **Action Sarah Wells**

The Clerk left the room.

### c) Clerks Salary Review

RESOLVED the Clerks hours be increase by 2.5 hours to 27.5 hours a month with effect from 1st April 2015 to cover the extra work necessary to comply with the new Transparency Code. In addition to this, overtime payments of 1.5 hours a month for April, May, Jun, Jul and Sept, 4.5 hours in Oct and 3 hours for Nov should be paid to cover the set up, training and grant preparation costs associated with the new code. The Clerk to calculate the payments to herself, inland rev and KCC pensions for authorisation at the February meeting. By this time the Council should be in a position to make electronic payments.

**Action Sarah Wells**

The Clerk returned to the meeting.

### d) 2015/16 Budget talks

DDC had not provided information on the tax base or level of the housing benefit offset grant yet so it was not possible to hold detailed Precept talks. These will now take place at the February 2016 Meeting.

It was agreed that the Clerk should produce a draft budget, to include the cost of purchasing a SID unit at £2100 + VAT and the possible provision of bollards for the grassed areas at the Junction of Cherry Lane and Northbourne Road. The money ring-fenced for the Parish Hall roof also to be shown.

**Action Sarah Wells**

## e) New Bank Account

RESOLVED £5000 be transferred to new account.

## f) Cancellation of Standing order at HSBC

RESOLVED the standing order to KCC Pension Fund to be cancelled, last payment to be in January 2016.

**Action Sarah Wells**

**12. PAYMENTS**

RESOLVED the following payment should be made.

	<b>Cheque No</b>
<b>Signed between meetings</b>	
a) £170.00 SAF Electrical Contractors – Install PAD and Cabinet	101082
<b>To deal</b>	
b) £198.91 Clerks Salary Nov 25 x 10.527	263.18
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
c) £49.80 H M Rev and Customs	101084
d) £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>
e) £126.07 DDC Election costs £111.07	101085
DDC Dog Protection Order - signs £15.00	
f) £36.00 KALC Transparency Fund training events	101086
g) £59.60 Brain Knight – Window Boxes	101087
h) £145.20 Commercial Services – 2nd Half Green mowing	101088
i) £41.75 SLCC Membership	101089
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	248.71 taxable Pay
H M Rev & Customs	<u>-49.80</u>
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	<b><u>55.53</u></b>
m) £32.00 Refreshments for Carols Round the tree	101092
n) £15.00 Independent Auditor Fee	101093
o) £213.00 1 <sup>st</sup> Gt Mongeham Brownies	101094
p) £5000 Unity Trust bank account	101095

**13. DATE OF NEXT MEETING**

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

**Scheduled dates.**

4 <sup>th</sup> Feb 2016	3 <sup>rd</sup> Mar 2016	7 <sup>th</sup> Apr 2016	5 <sup>th</sup> May 2016
2 <sup>nd</sup> Jun 2016	7 <sup>th</sup> Jul 2016	1 <sup>st</sup> Sept 2016	6 <sup>th</sup> Oct 2016
3 <sup>rd</sup> Nov 2016	1 <sup>st</sup> Dec 2016		

The meeting closed at 8.40pm