

**MINUTES OF THE ANNUAL MEETING OF GREAT MONGEHAM PARISH COUNCIL
HELD ON THURSDAY 11th MAY 2017 AT 6.30pm IN THE MEETING ROOM AT ST
MARTIN'S CHURCH GREAT MONGEHAM**

Present: Councillors T Madgwick (Chairman) I Lawrence (Part) J Gatland
 T Ridyard P Hambrook P Swales
 C Saville

S Wells Clerk to the Parish Council

1. ELECTION OF CHAIRMAN

RESOLVED that councillor Madgwick continue as Chairman. Proposed by Cllr Ridyard and seconded by Cllr Saville.

2. ELECTION OF VICE CHAIRMAN

RESOLVED that councillor Gatland act as Vice Chairman. Proposed by Cllr Swales and seconded by Cllr Ridyard.

3. APOLOGIES

Dist Cllr Manion

4. DECLARATIONS OF INTEREST.

None received

5. MINUTES OF LAST MEETING

RESOLVED the minutes of the Ordinary Meeting of the Parish Council held on 6th April 2017 are duly signed by the Chairman as a true and correct record of the meeting.

RESOLVED the minutes of the Annual Parish Meeting held on 6th April 2017 are duly signed by the Chairman as a true and correct record of the meeting.

6. ACTIONS FROM THE LAST MEETING

Highways

Traffic Scheme – possible waiting restrictions Mongeham Rd - The Clerk had emailed the KCC member to ask if this could be considered for as a members grant project. **Action Discharged**

Kissing gate behind Three Horseshoes - The Clerk had chased the PROW officer, in the meantime Cllr Saville had tightened to the bolts, however he reported that the foundations were loose.

Action Discharged

Cllr Ridyard reported that the gate on the opposite side of the field was also loose.

7. RISK ASSESMENT

The Clerk had produced a draft risk assessment, the SID unit and Christmas tree fixing were not covered

RESOLVED Cllrs Saville and Lawrence would review the draft and document a risk assessment for SID and the Christmas tree. **Action Cllrs Saville and Lawrence.**

8. NOMINATION OF ROLES

RESOLVED the following Councillors would undertake the roles as below:-

- a) Footpaths Officer - Cllr J Gatland
- b) Tree Warden – Cllr Lawrence,
- c) Councillor Responsible for Finance – Cllr T Madgwick

- d) KAPC Reps x 2 - As required when agenda is published
- e) Parish News and Roundup rep – Cllr Ridyard

9. 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 March 2016

RESOLVED standing order 15. Proper Officer, b i

- b) The Proper Officer shall:
 - i. at least three clear days before a meeting of the council, serve on councillors, by delivery or post at their residences, a signed summons confirming the time, place and the agenda.

Should be replaced with

- b) The Proper Officer shall:
 - i. at least three clear days before a meeting of the council, serve on councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer.

It was agreed the Clerk would bring hard copies of the Agenda to the meeting for the members.

Action Sarah Wells

- c) Financial regulations – Last Full review March 2016
- d) Complaints procedure
- e) Freedom of Information 2000 request handling
- f) Data Protection Act 1998 request handling
- g) Press and Media request handling

RESOLVED the above should be adopted for the following year.

7. POLICE REPORT

- a) Rural Policing Update 29th April 2017

It was agreed a link should be added from the Parish Council web site to the Kent Police website.

Action Sarah Wells

8. PLANNING

a) Planning Applications

i) TPO17/00011

Location: Three Horseshoes, 139 Mongeham Road, Great Mongeham

The members could see not good reason for this tree to be protected, they did not feel it is a particularly good example of the species. The Clerk to enquire who had requested the TPO. **Action Sarah Wells**

b) Planning Decisions

To note any planning decisions

- i) DOV/17/00063 – Granted Outline application for the erection of one detached and one pair of semi detached dwellings, creation of associated vehicular access and parking – Land Adj Alice Cottage, Cherry Lane
- ii) DOV/17/00208 – Granted permission – Erection of single and two storey rear extension and insertion of window in side elevation – Watts Farmhouse, 208 Mongeham Rd
- iii) DOV/16/01449 – Granted permission – Installation of external lighting (retrospective application) Caesar Court, Mongeham Road, Great Mongeham

Noted by the members.

c) Correspondence

None received.

d) Consultation Documents

None received.

9. REPORTS

To receive written or verbal reports from:-

a) County Councillor**b) District Councillors**

No district of County reports received.

c) Council members

Cllr Saville gave a speed watch update.

10. HIGHWAYS

Nothing to discuss.

11. CORRESPONDENCE

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

a) Consultation Documents

- i) South East Rail Franchise Consultation – Deadline 23 May

Noted by the members no response sent.

b) Newsletters and Circular

None received.

c) Other Correspondence

- i) NALC Chief Executive Bulletin
- ii) Concern for Health in East Kent – CHEK – Asking for support from Parish Councils

Noted by the members no action taken.

12. FORTHCOMING EVENTS**a) Council Event**

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

- i) Battle's Over – A Nations Tribute 11-11-2018

The Clerk was still waiting to hear from the Clerk at Ripple.

b) Outside Event

To discuss and agree actions relating to outside events

- i. Dynamic councillor – 18th May -1pm to 4.30pm – Harrietsham Village Hall
- ii. Dynamic councillor – 13rd May -1pm-4.30pm – West Faversham Community Centre

Noted by the members.

13. FINANCE

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

- a) Approve Annual Audit form Section 1 Annual Governance Statement 2016/17

RESOLVED the annual governance statement should be approved

- b) Certify year end accounts Annual Audit form Section 2 Accounting Statement 2016/17

RESOLVED the Annual accounting statement should be certified

c) Receipts and Payment V Budget to 31st March 2017

RESOLVED the year end accounts should be adopted by the council

d) Adopt Budget for 2017/18

RESOLVED the updated budget for 2017/18 should be approved

e) Insurance Renewal

A quote for the existing insurer had been received.

RESOLVED the Clerk should get an additional quote, Cllr Madgwick and the Clerk were given delegated powers to examine the other quote and accept the one most suited to the Council.

Action Sarah Wells & Cllr Madgwick

14. PAYMENTS

To resolve the approval of payments presented at this meeting

a) £41.45 Annual Parish Meeting Refreshments 300011

15. DATE OF NEXT MEETING

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

Scheduled dates.

1 st Jun 2017	6 th Jul 2017	7 th Sept 2017	5 th Oct 2017
2 nd Nov 2017	7 th Dec 2017		

The meeting closed at 8.32pm