

**MINUTES OF THE ANNUAL MEETING OF GREAT MONGEHAM PARISH COUNCIL HELD
ON THURSDAY 3rd MAY 2018 AT 7.30pm AT GREAT MONGEHAM PARISH HALL**

Present: Councillors J Gatland(Chairman) T Madgwick I Lawrence
 P Swales P Hambrook

S Wells Clerk to the Parish Council

1. ELECTION OF CHAIRMAN

RESOLVED that councillor Gatland become Chairman. Proposed by Cllr Madgwick and seconded by Cllr Swales.

2. ELECTION OF VICE CHAIRMAN

RESOLVED that councillor Lawrence act as Vice Chairman. Proposed by Cllr Madgwick and seconded by Cllr Swales.

3. APOLOGIES

Cllrs T Ridyard & C Saville

4. DECLARATIONS OF INTEREST.

None received.

5. MINUTES OF LAST MEETING

RESOLVED the minutes of the Ordinary Meeting of the Parish Council held on 5th April 2018 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 5th April 2018 are duly signed by the Chairman as a true and correct record of the meeting.

6. ACTIONS FROM THE LAST MEETING

Actions from the last Ordinary Meeting

Highways

Bridge ED38 – The PROW officer had responded.

Action Discharged

Actions from the Annual Parish Meeting

Cut back vegetation in Church path dumped in the adjacent field - The Clerk had contacted PROW and the officer was happy to come out and get the debris removed if that was what the land owner wanted. The Clerk To contact the land owner.

Action Sarah Wells

The Telephone has been removed from the Kiosk in Mongeham Road, when will the kiosk housing be removed. The Clerk had contacted BT, she was waiting for a response.

Action Sarah Wells

Concern was raised about the wall on Mongeham Road belonging to the derelict farm buildings, of Church Farm Buildings. The Clerk had contacted building control, she was waiting for a response.

Action Sarah Wells

7. RISK ASSESMENT

RESOLVED the draft risk assessment should be adopted by the Council. See attached.

8. NOMINATION OF ROLES

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

- a) Footpaths Officer – Cllr J Gatland
- b) Tree Warden – Cllr I Lawrence
- c) Councillor Responsible for Finance – Cllr T Madgwick
- d) Parish News and Roundup rep – Cllr P Swales

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 – New Model Standing orders published April 2018

The Clerk to review and make a proposal for discussion at the next meeting.

Action Sarah Wells

- b) Financial regulations – Last Full review march 2016

Cllr Madgwick to review and make a proposal for discussion at the next meeting. **Action Cllr Madgwick**

- c) Complaints procedure
d) Freedom of Information 2000 request handling
e) Press and Media request handling

RESOLVED the above should be adopted for the next year.

- f) Data Protection Act 1998 request handling – replaced by GDPR from 25th May 2018

10. POLICE REPORT

To receive written or verbal reports from the local PCSO

- i) Kent Police Rural Report
ii) Rural Matters

The above were noted by the members.

11. PLANNING

- a) **Planning Applications**

To discuss and agree comments on planning application

- i) **DOV/08/00052**

Proposal: Conversion of former farm buildings to create 3no. dwellings and erection of a detached dwelling, formation of vehicle access, parking areas and associated landscaping (existing farm buildings to be demolished)

Location: Church Farm Buildings, Mongeham Road, Great Mongeham, CT14 9LR

RESOLVED this application should be positively supported, this was felt this development would be an improvement to this derelict site. The members supported the request from a neighbouring property owner that the new window about the door should be glazed with opaque glass.

The members had one concern about construction work on the wall and access to the site during this work, they request that a traffic management plan is submitted prior to the start of work as this is a narrow and dangerous road with limited sightlines and construction work will have a serious effect on traffic flows.

- b) **Planning Decisions**

None received.

- c) **Correspondence**

None received.

- d) **Consultation Documents**

None received.

12. REPORTS

To receive written or verbal reports from:-

- a) **County Councillor**

Cllr S Manion reported on the Kent Highways Services pothole blitz.

- b) **District Councillors**

Cllr S Manion reported on regeneration in the area including the miners museum at Betteshanger Park and the new development at old Snowdown Colliery site.

Cllr N Kenton reported on the St James development, the refurbishment of Deal pier, the work planned for Sandwich Guildhall courtyard.

c) Council members

No reported received.

13. HIGHWAYS

To discuss and agree actions relating to highways issues

a. Response from PROW ref ED 38 bridge

PROW plan to install a new bridge on the same site. Cllr Gatland was concerned that this would be a waste of money, there is nothing wrong with the existing bridge it is just in the wrong place, if the bridge could be move slightly it would be solve the problem and save money. Cllr Manion to ask the PROW officer to contact Cllr Gatland to discuss the issue. **Action Cllr Manion**

14. CORRESPONDENCE

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

a) Consultation Documents

i) Government Consultation on unauthorised developments and encampments

Noted by the members.

b) Newsletters and Circular

None received.

c) Other Correspondence

i) NALC Chief Executives Bulletin 13, 14, 15 & 16

Noted by the members.

15. FORTHCOMING EVENTS

a) Council Event

Nothing to discuss.

b) Outside Event

To discuss and agree actions relating to outside events

i) KALC Dover Area Annual General Meeting 25th April 7.15pm

ii) KALC Dover Area Committee Meeting 25th April 7.30pm

Noted by the members.

16. FINANCE

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

a. Kent Air Ambulance – Request for grant aid

Noted by the members.

17. PAYMENTS

RESOLVED the following payments should be made.

a. £280.10 KALC Membership

b. £24.00 Parish Hall Hire Feb & Mar

c. £41.00 Carol Singing refreshments

18. DATE OF NEXT MEETING

The next meeting of the Council will be the Ordinary Meeting of the Parish Council on Thur 7th Jun 2018.

Scheduled dates. 5th Jul 2018 6th Sept 2018 4th Oct 2018 1st Nov 2018