

**MINUTES OF THE ORDINARY MEETING OF GREAT MONGEHAM PARISH COUNCIL
HELD ON THURSDAY 14th MAY 2020 AT 7.30pm. VIRTUAL MEETING**

Present: Councillors K Solley T Ridyard I Lawrence (Chairman)
C Saville P Swales R Solley

S Wells Clerk to the Parish Council

Dist Cllrs O Richardson & Martin Bates
County Cllr Steve Manion (Part)

1. APOLOGIES

J Gatland

2. DECLARATIONS OF INTEREST

None received.

3. MINUTES OF LAST MEETING

RESOLVED the minutes of the Ordinary Meeting of the Parish Council held on 5th Mar 2020 are duly agreed, and would be signed by the Chairman as a true and correct record of the meeting.

4. ACTIONS FROM THE LAST MEETING

Correspondence

i) KALC IT update Websites – New Regulations

Cllr Saville had looked at the available websites and felt that Netwise gave the best service.

Action Discharged

Forthcoming Events

Council Event

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

i) Annual Parish Meeting - 2nd April 8pm

The Clerk had booked the hall and a speaker, however due to the Coronavirus lock down both had been Cancelled.

Finance

Request for grant funding from Dover, Deal and District Citizens Advice – To be discussed later on in the meeting.

Action Discharged

5. CORONAVIRUS UPDATE

a) Information from DDC, KCC and Central Government

All email received in connection with the Coronavirus had been forwarded to Council members as received. The situation changes daily and the information is fluid in nature. DDC are holding weekly conference calls with Town and Parish Council Clerks and have set up a Clerks What's App group to help disseminate useful information.

Both DDC and KCC have set up help lines for the most vulnerable. DDC liaison officers have contacted those on the "Shielded List" directly to ensure they have the necessary food stores and medicine to stay at home and stay safe.

The Clerk is are sign posting people to the above helplines.

b) Meeting Rules

Parish Council meeting rules have been amended to allow virtual meetings of the Parish Council to take place. Parish Meetings and Annual Meetings of the electors have not been included in these changes. In NALC's view, the current Government Guidance means these meeting should not take place in person, therefore they cannot take place until social distancing rules are relaxed.

The requirement to hold an Annual meeting of the Council in May to make appointments has been relaxed and current appointments can stand until May 2021, however Councils have the power to make appointments should they decide to.

RESOLVED all current appointments should remain in place until May 2021.

Chairman – Cllr John Gatland
Vice Chairman – Cllr Ian Lawrence
Footpaths Officer – Cllr J Gatland
Tree Warden – Cllr I Lawrence
Councillor Responsible for Finance – Cllr C Saville
Parish News and Roundup rep – Cllr Swales

Members of the public still have the right to attend Parish Council meetings so provision must be made for them to attend virtual meetings, however the rules on participation remain the same and members of the public are not allow to speak during the meeting. Due to the increase in Zoom bombing (meetings being interrupted by trolls that hijack the meeting and put porn up on participants screens), the meetings will be password protected and members of the public will need to email the Clerk for details.

c) Accounts and Audit

The timeframe for the approval of accounts and completion of the Annual Governance Return have been extended until 31st Aug 2020. However as the Clerk is leaving before then she has completed the accounts for discussion later in the meeting.

6. VACANCY

The Clerk explained that around 15 applications had been received, these had been reviewed and a shortlist of 5 had been reached. All members for the Council had had sight of theses 5 CVs. A final shortlist of 3 had been agreed and these had been interviewed earlier in the week. Due to current restrictions joint interviews had been conducted with Easry and Woodnesborough Parish Councils via Zoom. Cllrs Swales and Saville had watched the interviews and agreed with the selection made by both Councils.

RESOLVED Mrs Johanna Jones should be appointed as Clerk to the Paris Council. The exact date to be agreed with her following her notice period from her existing position.

7. PLANNING

a) Planning Applications

To discuss any planning applications received prior to the meeting.

i) DOV/20/00417

Location: Conversion of outbuilding to annex

Proposal: Hilliers Northbourne Road Great Mongeham CT14 0LA

RESOLVED no objections were raised to this application.

b) Planning Decisions

None received.

c) Correspondence

None received.

d) Consultation Documents

None received.

8. REPORTS

To receive written or verbal reports from:-

a) County Councillor

Cllr Manion gave a brief report on KCC activities during the lockdown.

b) District Councillors

Cllr Richardson gave a report on DDC activities over the past month.

Cllr Bate spoke about Speed Watch.

c) Council members

Cllrs Saville and K Solley had attended the DDC meeting about site allocations for development over the next 10 years. Only one site had been identified in Great Mongeham, this can be viewed on the DDC website.

Cllr Saville was waiting guidance from Kent Police on the procedures that would need to be put in place to start speed watch, however the members felt it was necessary as although there are less cars on the road it seems as if speeds are increasing.

d) PCSO

No report

9. HIGHWAYS

To discuss and agree actions relating to highways issues

a) Dover Bus Pilot

Pilot nearly ceased due to lack of use during lockdown.

b) PROW Church Path

Cllr Gatland had met with the PROW office to discuss Church path, she agreed that work was required and said she would add to her list, however due to budget constraints it may be some time before any work is undertaken. During the meeting Cllr Gatland also asked about the ED38, again the PROW officer said she would add to the list of work required.

10. CORRESPONDENCE

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

a) Consultation Documents

None received.

b) Newsletters and Circular

i) Clerks and Council Direct

Noted by the Council

c) Other Correspondence

i) Kent Police Rural Crime Report and Rural Matters

Noted by the Council.

11. FORTHCOMING EVENTS

a) Council Event

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

i) Annual Parish Meeting - 2nd April 8pm - CANCELLED

b) Outside Event

No events planned.

12. FINANCE

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

- a) £9155.00 2020/21 Precept received

Noted by the members.

- b) £218.00 came & company Parish Council insurance 20/21

RESOLVED the insurance should be renewed.

Action Sarah Wells

- c) Request for grant funding from Dover, Deal and District Citizens Advice

The Council last contributed in Feb 2018 £150.00

- d) Request for financial aid from Deal Food bank

The requests for financial aid c) and d) were discussed, the member felt that under the current circumstances the service offered by both of these organisation would be in higher demand than usual and that local people could need to access their services. As the Council was unable to offer direct help to local residents it was felt funding these organisations would help in the current situation.

RESOLVED a grant on £500 should be made to Dover, Deal and District Citizens Advice

Action Sarah Wells

RESOLVED a grant on £500 should be made to Deal food bank.

Action Sarah Wells

- e) Request for grant funding from Air Ambulance Kent Surry Sussex

This request was discussed in detail, this is a very worthwhile organisation that may be needed by local residents at any time, especially those in the more rural parts of the Parish. The current situation and the economic fallout will affect the normal income of this charity, therefore it was felt that a grant should be given to help protect this service for local residents.

RESOLVED a grant on £500 should be made to Air Ambulance Kent Surry Sussex

Action Sarah Wells

- f) 2019/20 year end accounts

RESOLVED the year end accounts were adopted by the Council. See appendix A.

- g) Audit Form Section 1

- i) Consider the findings of the review by the members meeting as a whole

- ii) Approve the Annual Governance Statement by resolution in advance of approving the Accounting Statements.

RESOLVED the Annual Governance Statement was approved by the Council.

- h) Audit Form Section 2

- i) Consider the Accounting Statements by the members meeting as a whole;

- ii) Approve the Accounting Statements by resolution; and

RESOLVED the Accounting Statements was approved by the Council.

- iii) Ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which that approval is given.

The Clerk to post the form to the Chairman of the meeting for signature.

Action Sarah Wells

- i) Clerks Salary increases as of 1st April 2020, as per current contracts of employment.

The national salary awards for 2018/20 were adopted for use by the Council in Jan 2019, this award covered 2018/19 and 2019/20. Salary scales for 20/21 have not been agreed yet.

The Clerk is currently paid at SCP22 (£13.68) with an annual increment due in April 2020 making it SCP23 (£14.03).

RESOLVED the Clerk should receive an incremental pay increase to SCP23

j) Netwise Website

Cllr Savile had looked at the various packages and thought the one for small Parish Councils might be suitable. Cllr Swales asked if the cheaper package would be suitable. Cllr Saville to check, he would also see if it was possible to upgrade from one package to another.

Action Cllr Saville

13. PAYMENTS

RESOLVED the following payments should be authorised.

Paid Between Meetings

- a) £26.00 Parish Hall Hire Feb & Mar
- b) £289.91 Clerks Salary Apr
- c) £112.11 KCC Pension contributions Apr
- d) £65.60 HMRC Apr

To pay

- e) £218.00 Came & Company Parish Council insurance
- f) Standing orders for Clerks salary payments May to Jul (see above)

Action Sarah Wells

14. DATE OF NEXT MEETING

The next meeting of the Parish Council will be the ordinary meeting on 4th Jun 2020 at 7.30pm.

Scheduled Dates:	2 nd Jul 2020	3 rd Sept 2020	1 st Oct 2020	5 th Nov 2020
	3 rd Dec 2020			

The meeting closed at 20.45pm

Year End Account 2019/20

INCOME	Budget 2019/20	Actual 31-03-2020		
Carried Forward	17,562.59	17,562.59		
Precept	8800.00	8,800.00		
VAT	378.00	0.00		
Interest	0.00	32.02		
Other Income	0.00	1,020.00		
Total Income	26,740.59	27,414.61		
PAYMENT Essential/Regular Payments	Budget 2019/20	Actual 31-03-2020		
Salaries	4,520.00	4526.89		
Councils Pension Contribution	881.00	875.68		
Admin Costs	400.00	201.00		
Bank Charges	72.00	72.00		
Postage, Stationery	200.00	23.96		
Insurance	230.00	218.00		
Hall Hire	180.00	87.00		
Membership	300.00	284.50		
Audit Fees	50.00	0.00		
Annual Meeting	0.00	10.00		
Training	420.00	0.00		
Cllrs Expenses	300.00	0.00		
Window Boxes	200.00	94.67		
Mowing Green	830.00	773.56		
Village Events	450.00	441.98		
New Website - set up and running costs		0.00		
VAT	0.00	247.51		
Grants	1,000.00	100.00		
Defib supplies	100.00	0.00		
Election Expenses	1,500.00	81.51		
Contingency	1,307.59	0.00		
Running Cost & Regular Payments	12,940.59	8038.26		
News letter	300.00	110.00		
Street Furniture	500.00	0.00		
Bus Pilot	3,000.00	3345.67		
Ringfenced - Village Hall toilets	1,000.00	0.00		
Reserves	10,000.00	0.00		
	27,740.59	11493.93		
Bank Reconciliation 31-03-20				
Unity Trust Account Current Account	5,888.66	B/F	17,562.59	
Unity Trust Account Savings Account	10,032.02	Receipts	9,852.02	
	15,920.68	Payments	-11493.93	
Unpresented Cheques	0.00		15,920.68	
	15,920.68			