

GREAT MONGEHAM PARISH COUNCIL

Thornton House, Thornton Lane, Eastry, Sandwich, Kent, CT13 OEU

Tel: 01304 746036/07903 739792

29th April 2021

To all members of the Parish Council

You are hereby summoned to attend the Annual Meeting of Great Mongeham Parish Council to be held on Thursday 6th May 2021 at 6.30pm, virtually using Zoom, for the purposes of transacting the following business.



Joanna Jones
Clerk to the Parish Council

AGENDA

1.ELECTION OF CHAIRMAN

To elect a Chairman to serve for the coming year.

2.ELECTION OF VICE CHAIRMAN

To elect a Vice Chairman to serve for the coming year.

3.APOLOGIES

To receive apologies for non-attendance at the meeting.

The meeting will be adjourned so that members of the public can speak.

Members of the public are welcome to attend but can only speak during the designated timeslot.

Anyone wishing to attend please email clerk@great-mongeham-pc.gov.uk for the meeting details, providing your name and address.

4.DECLARATIONS OF INTEREST

To record declarations and reasons for interest from members relating to items on the agenda.

5.MINUTES OF THE LAST MEETING

- a) To confirm the minutes of the Ordinary meeting of the Parish Council held on 1st April 2021.

6.ACTIONS FROM THE LAST MEETING

To receive information resulting from actions generated at the last meeting.

7. CORONAVIRUS UPDATE

- a) Information from DDC, KCC and Central Government

All emails received in connection with the Coronavirus and vaccinations have been forwarded to Council members as received.

8. RISK ASSESSMENT

To review the Council risk assessment document

9.NOMINATION OF ROLES

To nominate Councillor to undertake the following roles

- a) Footpaths Officer
- b) Tree Warden
- c) Councillor Responsible for Finance
- d) Parish News and Roundup rep

10. 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 Standing Orders adopted 2018
- b) Financial regulations – Last full review March 2016
- c) Complaints procedure
- d) Freedom of Information 2000 request handling
- e) GDPR
- f) Press and Media request handling

11. PLANNING

a) Planning Applications

To discuss any planning applications received prior to the meeting.

i) DOV/21/00644

Proposal: T1 – Ash – reduce in height by six metres

Location: Three Ways, Northbourne Road, Great Mongeham, Deal

b) Planning Decisions

To note any planning decisions received prior to the meeting.

i) CON/17/01515/A – Condition Approved – Archaeology – Land between Homeleigh and Lansdale, Northbourne Road, Great Mongeham, Kent

c) Correspondence

To discuss any correspondence related to planning

- i) DDC – Demolition Notice of Cherrylands, 126 Mongeham Road
- ii) Proposed Grass Airfield at Little Mongeham – various emails

d) Consultation Documents

To discuss any planning consultation documents presented to the council.

12. REPORTS

To receive written or verbal reports from:-

- a) County Councillor
- b) District Councillors
- c) Council members

13. HIGHWAYS

To discuss and agree actions relating to highways issues

- i) Highways Forwards Works Plan
- ii) HIP – Clerk & Cllr Swales to attend virtual meeting on 11th May

14. CORRESPONDENCE

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

a) Consultation Documents

- i) NALC – Rural Broadband Consultation – closes 25 May
- ii) NALC – Electronic Communications Infrastructure -closes 21st May

b) Newsletters and Circular

- i) NALC Chief Executive Bulletins
- ii) KALC Chief Executive Bulletin & Scams email
- iii) Roger Gough Transition Update
- iv) Local Government Bulletins
- v) UK Protect National Bulletin
- vi) Official Announcement of Death of HRH Duke of Edinburgh – many emails
- vii) DDC - Great British Spring Clean – 28 May-13 June – Litterpick
- viii) KALC – Remote Meetings Court Case - Unsuccessful

Other Correspondence

- i) Email re: Cherry Lane Pollution
- ii) Netwise Service Disruption
- iii) Rubbish Collection Problems – various emails, Clerk reported overflowing waste bin in Churchyard to Veolia

15.FORTHCOMING EVENTS

a) Council Event

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

- i) Future Meetings – from 7th May face-to-face – hall provisionally booked 3rd June, 8th July

b) Outside Event

To discuss and agree actions relating to outside events

- i) KALC – Various courses
- ii) Clerk attended AGAR training 14th April – very useful

16.COMMUNICATIONS

To discuss and agree actions relating to communications.

17.FINANCE

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

- a) Historical Village Panel - photos
- b) Precept received - 2021/22 - £9,241.86
- c) Parish Council Insurance Renewal – Came & Company – 2021/22
- d) Air Ambulance Kent Surrey Sussex – Grant request
- e) 2020/21 year end accounts
- f) 2021/22 Budget
- g) Clerk's salary increases as of 1st April 2021, as per current contracts of employment.

The national salary awards for 2020/21 were adopted for use by the Council in September 2020. Salary scales for 2021/22 have not been agreed yet.

The Clerk is currently paid at SCP18 (£12.98) with an annual increment due in April 2021, subject to satisfactory performance, making it SCP19 (£13.24).

18.PAYMENTS

To resolve the approval of payments presented at this meeting

Paid between meetings:

- a) £18 Unity Trust Service Charge
- b) £288.12 Salary Clerk April

To be approved

- c) £106.37 Pension contributions April
- d) £49.20 HMRC April

19.DATE OF NEXT MEETING

To agree a date for the next meeting of the Council. Scheduled for 3rd June 2021 at 7.30pm

Scheduled Dates: 8 July 2021

Great Mongeham Parish Council
2020/21 Budget v Actual
to 31st Mar 2021
Budget 2021/22

	Actual to 31-03-20	Budget 2020/21	Actual to 31-03-21	2021/22 Draft Budget Feb 2021	Budget 2021/22
INCOME					
Carried Forward	17,562.59	15,924.62	15,924.62	13,897.51	14,891.50
Precept	8,800.00	9,155.00	9,155.00	9,241.86	9,241.86
VAT	-	202.00	671.39	334.60	348.25
Interest	32.02	40.00	10.00	10.00	10.00
Grant	-	-	859.00	859.00	-
Other Income	1,020.00	-	-	-	-
Total Income	27,414.61	25,321.62	26,620.01	24,342.97	24,491.61
PAYMENT					
Essential/Regular Payments	Actual to 31-03-20	Budget 2020/21	Actual to 31-03-21	2021/22 Draft Budget Feb 2021	Budget 2021/22
Salaries	4,526.89	4,310.00	4,398.75	4,500.00	4,500.00
Councils Pension Contribution	875.68	1,050.00	1,055.56	1,100.00	1,100.00
Admin Costs	201.00	300.00	287.10	400.00	400.00
Bank Charges	72.00	72.00	72.00	72.00	72.00
Postage, Stationery	23.96	190.00	89.16	200.00	200.00
Insurance	218.00	230.00	218.00	230.00	230.00
Hall Hire	87.00	150.00	26.00	100.00	125.00
Membership	284.50	300.00	316.16	325.00	350.00
Audit Fees	-	50.00	54.99	50.00	50.00
Annual Meeting	10.00	50.00	-	50.00	50.00
Training	-	300.00	50.00	300.00	300.00
Cllrs Expenses	-	300.00	-	300.00	300.00
Window Boxes	94.67	200.00	-	200.00	200.00
Mowing Green	773.56	850.00	849.89	875.39	875.39
Village Events	441.98	500.00	37.75	500.00	500.00
New Website - set up and running costs	-	900.00	859.00	400.00	400.00
Office Equipment	-	350.00	349.17	-	100.00
VAT	247.51	-	348.25	-	-
Grants	100.00	1,000.00	1,500.00	1,500.00	1,500.00
Defib supplies	-	100.00	101.63	100.00	100.00
Election Expenses (saving for 2023)	81.51	500.00	-	500.00	1,000.00
Contingency	-	1,319.62	115.10	1,490.58	1,339.22
Running cost & regular payments	8,038.26	13,021.62	10,728.51	13,192.97	13,691.61
News letter	110.00	300.00	-	300.00	300.00
Street Furniture	-	500.00	-	500.00	500.00
Bus Pilot	3,345.67	-	-	-	-
Other Projects	-	3,000.00	-	-	-
Ringfenced - Village Hall Toilets	-	1,000.00	1,000.00	-	-
Reserves	-	7,500.00	-	10,350.00	10,000.00
Total	11,493.93	25,321.62	11,728.51	24,342.97	24,491.61
Bank Reconciliation 31/03/2021					
Unity Trust Bank - Savings Account	10,042.02				
Unity Trust Bank - Current Account	4,845.54				
Petty cash in hand	3.94	B/F	15,924.62		
	14,891.50	Receipts	10,695.39		
Unpresented Cheques	0.00	Payments	-11,728.51		
	14,891.50		14,891.50	C/F	