

**MINUTES OF THE ANNUAL MEETING OF GREAT MONGEHAM PARISH COUNCIL HELD
ON THURSDAY 6th MAY 2021 AT 6.30pm. VIRTUAL MEETING**

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

J Jones Clerk to the Parish Council County Cllr S Manion Dist Cllrs Oliver Richardson & Martin Bates

2 members of the public.

1. ELECTION OF CHAIRMAN

RESOLVED that councillor Gatland become Chairman. Proposed by Cllr Ridyard and seconded by Cllr Saville. Cllr Gatland to sign the declaration of acceptance of office at the next face-to-face Parish Council meeting.

2. ELECTION OF VICE CHAIRMAN

RESOLVED that councillor Lawrence act as Vice Chairman. Proposed by Cllr Gatland and seconded by Cllr Saville.

3. APOLOGIES

None received.

The meeting was closed at 18.37 so that members of the public could speak, the member of the public did not wish to speak so the meeting was re-opened at 18.38

4. DECLARATIONS OF INTEREST

None received.

5. MINUTES OF LAST MEETING

RESOLVED the minutes of the Ordinary Meeting of the Parish Council held on 1st April 2021 are duly agreed and would be signed by the Chairman as a true and correct record of the meeting.

6. ACTIONS FROM THE LAST MEETING

REPORTS

Council members – Cllr Kate Solley - Steven Fuller had offered to speak to the Parish Council about Delf Springs - Clerk to contact Mr Fuller, thank him and suggest that this would be a good idea for a future Annual Parish Meeting – Clerk emailed Mr Fuller. **Action Discharged**

HIGHWAYS

HIP – Clerk to make slight amendments and submit to Highways - Submitted. **Action Discharged**

CORRESPONDENCE

Other Correspondence - Email re: Cherry Lane Pollution - Clerk to respond to email – email sent. **Action Discharged**

COMMUNICATIONS

Easter Break - Clerk on annual leave - out of office is to be put on the email account and notice on the website – Completed. **Action Discharged**

FINANCE

Historical Village Panel - Cllr Saville to set up a web page in order that members can vote on the photos to be included on the panel – Web page set up & members voted. **Action Discharged**

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 ASSESMENT

The draft risk assessment has been distributed to the members for discussion at the next meeting, Clerk to re-send. **Action Cllrs & Clerk**

9. 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 C Saville
- d) Parish News and Roundup rep – Cllr P Swales

Cllr Swales reported that the Newsletter was going to start again from the beginning of June.

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 in 2018
- b) Financial regulations – Last full review March 2016
- c) Complaints procedure
- d) Freedom of Information 2000 request handling
- e) GDPR – Privacy Policy
- f) Press and Media request handling

RESOLVED the above should be adopted for the coming year.

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

RESOLVED – no objections to this application.

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

ii)DOV/19/01515/B – Condition Approved – 4-Brick Sample Panel – Hillside House, Ellens Road, Deal, Kent, CT14 9JL

Noted by members.

c) Correspondence

To discuss any correspondence related to planning

i)DDC – Demolition Notice of Cherrylands, 126 Mongeham Road

Noted by members.

ii)Proposed Grass Airfield at Little Mongeham – various emails & letter

It was agreed to wait until the planning application goes in and all documents are available to read on the DDC website and to then discuss.

iii) DOV/21/00698 - Stalworks Rear of South Court Garage, Mongeham Road, Great Mongeham,

CT14 9LL – Variation of Condition 27 (affordable housing) to allow a contribution as an alternative to the provision of affordable housing of planning permission DOV/18/00764 (application under Section 73).

The Parish Council have not yet been asked by DDC to consult on this application but the members felt that the Clerk should write to DDC to object to this application as the original permission was based on the provision of more affordable homes, as this was a condition of planning the Parish Council felt that the applicant should need to re-apply for planning permission. Cllr Richardson would contact the Head of Planning to ask for an update

Action Clerk & Cllr Richardson

d) Consultation Documents

To discuss any planning consultation documents presented to the council.

None received.

12. REPORTS

To receive written or verbal reports from:-

- a) **County Councillor** – Cllr Manion reported on Coronavirus symptomless testing, lateral flow tests are now free from pharmacies and results should be reported to the NHS.
- b) **District Councillors** - Cllr Bates & Cllr Richardson reported on coronavirus testing, polling stations, problems with Veolia waste collections, anti-social behaviour and the inadequate fencing at the Church Farm site, the broken street light on Northbourne Road and the proposed Grass Airfield.
- c) **Council members** – Cllr Saville reported that Speedwatch has resumed and that the drain at Hack & Tack is now flowing again, but another drain is now blocked that will be reported.

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

Noted by members

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

Noted by members

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 & KALC News

All the above noted by members.

Other Correspondence

- i) Email re: Cherry Lane Pollution

Discussions were held and it was agreed that the Clerk respond to the Parishioner, advising that they need to follow the DDC guidance.

Action Clerk

ii) Netwise Service Disruption

iii) Rubbish Collection Problems – various emails, Clerk reported overflowing waste bin in Churchyard to Veolia

Noted by members.

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, 1st July

Discussions were held on face-to-face meetings and it was agreed that any members who did not feel comfortable attending would send their apologies. The Clerk would continue to keep everyone informed of any Coronavirus updates.

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

Noted by members

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

Discussions were held and it was decided not to renew the historical village panel but to request that DDC repaint it and that they clean the map up that is next to it. **Action Clerk**

b) Precept received - 2021/22 - £9,241.86

c) Commercial Services – Groundworks Refund £42.49.

Noted by members.

d) Parish Council Insurance Renewal – Came & Company – 2021/22 – Hiscox - 3 Yr LTA
£342.45 or Annual £357.84

RESOLVED renew the Parish Council Insurance with the Hiscox 3 Yr LTA.

Action Clerk

e) Air Ambulance Kent Surrey Sussex – Grant request – add to June agenda

Action Clerk

f) 2020/21 year end accounts

Presented by the Clerk, to add to the June agenda to be adopted once financial check has been completed.

Action Clerk

g) 2021/22 Budget

Presented by the Clerk, to add to the June agenda to be adopted once financial check has been completed.

Action Clerk

h) 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).

RESOLVED Clerk should be increased on the salary scale to the next increment.

18. PAYMENTS

RESOLVED the following payments should be made.

Paid between meetings:

- a) £18 Unity Trust Service Charge
- b) £288.12 Salary Clerk April
- c) £2 Sainsburys – file dividers – card payment

To be approved

- d) £106.37 Pension contributions April
- e) £49.20 HMRC April
- f) £342.45 Came & Company – Insurance Renewal LTA
- g) £90 Clerk’s Expenses
- h) £26 Window boxes – Cllr Lawrence

Peter Hambrook had provided plants for the window boxes, Clerk to write a letter to say thank you. Cllr Lawrence to provide address details.

Action Cllr Lawrence & Clerk

19. DATE OF NEXT MEETING

The next meeting will be the Ordinary Parish Council Meeting, scheduled for 3rd June 2021 at 7.30pm.

Scheduled Dates: 1 July 2021

The meeting closed at 19.48