

**MINUTES OF THE ORDINARY MEETING OF GREAT MONGEHAM PARISH COUNCIL
HELD ON THURSDAY 3rd JUNE 2021 AT 7.30pm AT GREAT MONGEHAM PARISH HALL**

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

18 members of the public.

1. APOLOGIES

None received.

The meeting was closed at 19.31 so that members of the public could speak. Three members of the public spoke, one at length, all wished to oppose planning application DOV/21/00626 on the grounds of noise, pollution, reduced privacy, harm to the landscape, safety, security. The meeting was re-opened at 19.52

2. DECLARATIONS OF INTEREST

None received.

3. MINUTES OF LAST MEETING

RESOLVED the minutes of the Annual Meeting of the Parish Council held on 6th May 2021 are duly agreed and would be signed by the Chairman as a true and correct record of the meeting.

RESOLVED the minutes of the Annual Parish Meeting held on 6th May 2021 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

RISK ASSESSMENT

The members had reviewed the Council risk assessment document. The Christmas lights need to be PAT tested, Cllr Lawrence & Richard Solley will organise. **Action: Cllr Lawrence & R. Solley**

RESOLVED the Risk Assessment should be adopted by the Council. See Appendix A

PLANNING

Correspondence - DOV/21/00698 – Stalco works - Clerk objected via the Consultee in-tray, Cllr Richardson reported that the application won't go to Planning Committee unless at least 6 objections are made so urged individuals to object if they didn't agree. **Action Discharged**

CORRESPONDENCE

Other Correspondence - Cherry Lane Pollution – Clerk responded to email. **Action Discharged**

FINANCE

Historical Village Panel – request that DDC repaint panel and clean the map – Clerk sent request **Action Discharged**

Parish Council Insurance Renewal – Clerk renewed policy. **Action Discharged**

Air Ambulance Kent Surrey Sussex – Grant request – added to June agenda. **Action Discharged**

2020/21 year end accounts - Added to June agenda. **Action Discharged**

2021/22 Budget - Added to June agenda. **Action Discharged**

PAYMENTS

Peter Hambrook – Thank you letter sent for plants. **Action Discharged**

5. 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.

6. PLANNING

a) Planning Applications

To discuss any planning applications received prior to the meeting.

i)DOV/21/00698

Proposal: 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)

Location: Stalcoworks Rear of South Court Garage, Mongeham Road, Great Mongeham, CT14 9LL

Agreed at the previous meeting (before the application was sent to Great Mongeham Parish Council), 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.

ii)DOV/20/00519

Proposal: Erection of a detached annexe for ancillary use for gym/hobby room (existing outbuilding to be demolished)

Location: Farm Cottage, Cherry Lane, Great Mongeham, Deal

Agreed between meetings - to object to the application as before, as the proposed building is too big, going from a one storey to two, will be an over-development of the site and will be out of keeping with the surrounding area. It will also overlook the neighbouring properties.

iii)DOV/21/00626

Proposal: Change of use of land to an airfield to include a runway, helipad, erection of 2 no. aircraft hangers, flight office and toilets, workshop/plant storage building, glamping for 10 no. pitches, associated parking and a vehicular access track.

Location: Manor Farm, Willow Woods Road, Little Mongeham, CT14 0HR

Detailed discussions were held on this application, two members voted for, two abstained and three were against.

RESOLVED object to the application, Cllr Saville and the Clerk will submit the objection.

Action: Cllr Saville & Clerk

iv)DOV/21/00812

Proposal: Erection of two storey side, single storey rear extension and a front porch extension (existing side extension and garage to be demolished).

Location: Langdon House, Cherry Lane, Great Mongeham, Deal

RESOLVED no objections were raised to this application.

b) Planning Decisions

To note any planning decisions received prior to the meeting.

i)DOV/21/00478 – Granted Variation of Condition2 (approved plans) to allow changes to the roof of planning permission DOV/20/00804 (application under Section 73)– Homedale, Ellens Road, Deal, Kent, CT14 9JJ

ii)DOV/21/00413 – Prior Approval Refused – Prior approval for change of use of an agricultural building to 5 no. dwellings and associated building works – Former Grain Barn, Pixwell Lane, Great

Mongeham, Kent.

iii)DOV/18/00605/B – Condition Part Approval – 3e – Roof timbers – Church House, Northbourne Road, Great Mongeham, CT14 0HD.

iv)DOV/CON/17/01515/K – Condition Approved – 12 – Lighting – Land between Homeleigh and Lansdale, Northbourne Road, Great Mongeham, Kent.

v)DOV/20/00519 – Granted – Erection of a detached annexe for ancillary use for gym/hobby room (existing outbuilding to be demolished) – Farm Cottage, Cherry Lane, Great Mongeham, CT14 0HG
Noted by members.

c) Correspondence

To discuss any correspondence related to planning

i)Sholden Parish Council – Email re: DDC Minutes & Resolution

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

Noted by members

iii)Sholden Parish Council – Land South West of Sandwich Road, Sholden. Kent

The members discussed the planning application.

RESOLVED object to the application on the same grounds as Sholden Parish Council. **Action Clerk**

d) Consultation Documents

To discuss any planning consultation documents presented to the council.

None received.

7. REPORTS

To receive written or verbal reports from:-

a) **County Councillor** – Cllr Manion reported on Blue Badge misuse, Trading Standards and that KCC has been recognised for Environmental work and that Canterbury is currently a covid hot spot.

b) **District Councillors** - Cllr Bates reported on the vaccines, speedwatch and the new anti-social behaviour software and congratulated Cllr Manion for being re-elected & Cllr Richardson for being elected onto KCC. Cllr Richardson reported on the broken street light on Northbourne Road, the proposed Grass Airfield and urged parishioners to use the anti-social behaviour reporting software.

c) **Council members** – No reports.

8. HIGHWAYS

To discuss and agree actions relating to highways issues.

i) HIP

The Highways Improvement Plan and Cllr Swale's report were discussed. It was agreed that in principle the HIP should be adopted and that final decisions would be made once the results of the traffic surveys are known. It was also noted that the white gateways on Willow Road need to be refurbished, the Clerk to report to Highways. Overgrown hedges encroaching on the road were also discussed, Cllr Lawrence will compile a list of overgrown hedges and report to the clerk who will report to Highways.

Action Cllr Lawrence & Clerk

b) Overgrown vegetation around street signs – reported to KCC

c) Ellens Rd, Deal, outside Homedale – closed 12th May

d) Speed limit reduction on A258 at Sholden – 17th May

e) Jubilee Way closed – May 22nd & 23rd

f) Beacon Hill, Little Mongeham – 30mph temporary speed limit – 25th May

g) KCC Parish Bus Shelter – Grant

h) Deal Town Council – Bus Back Better

i)Sandwich Connect Bus Service – Update

Noted by members

j) Northbourne Road – closed 2nd June – Emergency works UKPN– no notice given
Discussions were held on the fact that notice was given of UKPN turning off the power, but no notice was given of the road closure which led to chaos. Cllr Saville and Cllr Manion to investigate further with follow-up emails.
Action Cllrs Saville & Manion

k) Mongeham Road – Closed 10th June – 2 days
Noted by members

9. CORRESPONDENCE

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

a) Consultation Documents

None received.

b) Newsletters and Circular

- i) NALC Chief Executive Bulletins
- ii) KALC – Connect with Nature & Mental Health Awareness Week
- iii) Local Government Bulletins
- iv) UK Protect National Bulletin
- v) Kent Coast Volunteers – Good Neighbour Service – Poster on website & noticeboard
- vi) DDC – Promote your Village on BBC SouthEast
- vii) Volunteers Week 2021 – 1-7 June
- viii) Rural Kent – Electric Vehicle Charging Points

All the above noted by members.

Other Correspondence

- i) Rubbish Collection Problems – various emails

Noted by members.

10. FORTHCOMING EVENTS

a) Council Event

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

- i) Parish Council Meetings – In Village Hall – Covid guidelines

Noted by members

d) Outside Event

To discuss and agree actions relating to outside events

- i) KALC – Various courses
- ii) Tree Survey Training
- iii) KALC Dover Area Committee Meeting – 26th May
- iv) Landscape Services – Outdoor Events on Green – form submitted

Noted by members

11. COMMUNICATIONS

To discuss and agree actions relating to communications.

- a) Website – Updated & upgraded & Mailbox size increased

Noted by members

- b) Clerk's Annual Leave – June 17, 18 & July 20-26

Parish Office Closure to go on email response & website for these dates.

Action Clerk

12. FINANCE

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

- a) Air Ambulance Kent Surrey Sussex – Grant request

RESOLVED a grant of £250 should be made to Air Ambulance Kent Surrey Sussex **Action Clerk**

- b) DDC - Welcome Back Fund

- c) HMRC VAT refund received - £348.25

- d) Internal Audit complete – no actions but advised to spend or bank petty cash of £3.94, £3.14 banked, 80p spent on anti-bacterial spray

Noted by members.

- e) 2020/21 year end accounts

RESOLVED the year end accounts were adopted by the Council. See Appendix B.

- f) 2021/22 Budget

RESOLVED the 2021/22 Budget was adopted by the Council. See Appendix B.

- g) Annual Governance and Accountability Return 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) Annual Governance and Accountability Return Section 2

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

- ii) Approve the Accounting Statements by resolution

RESOLVED the Accounting Statements were 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 Chairman signed the Annual Return.

- i) Certificate of Exemption – AGAR 2020/21 Part 2

RESOLVED as the Council meet the exemption criteria there is no need for a limited assurance review or to submit an Annual Governance and Accountable Return to the external auditor.

13. PAYMENTS

RESOLVED the following payments should be made.

Paid between meetings:

- | | | |
|----|---------|---|
| a) | £298.83 | Salary Clerk May |
| b) | £0.80 | Sainsburys – antibacterial spray – petty cash |

To be approved

- | | | |
|----|---------|---|
| c) | £110.63 | Pension contributions May |
| d) | £52.00 | HMRC May |
| e) | £420.00 | Netwise – Support Package & Domain Name Insurance Renewal |
| f) | £18 | Unity Trust Service Charge |
| g) | £288.12 | Salary Clerk April |
| h) | £2 | Sainsburys – file dividers – card payment |

14. DATE OF NEXT MEETING

The next meeting will be the Ordinary Parish Council Meeting, scheduled for 1st July 2021 at 7.30pm.

Scheduled Dates: 2 September 2021 7 October 2021 4 November 2021

The meeting closed at 21.16

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.
This document has been produced to enable Great Mongeham Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

FINANCIAL AND MANAGEMENT

Subject	Risk(s) identified	H/M/L	Management / Control of Risk	Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	L	To determine the precept amount required, the Council receives budget update information quarterly. At the precept meeting Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings obtained by the Clerk. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from Dover District Council. The precept demand is completed by the Clerk and signed by the Chairman & Clerk.	Existing procedure adequate.
Financial Records	Inadequate records Financial irregularities	L L	The Clerk maintains Receipts and Payment accounts as per current accounts and audit regulations.	Existing procedure adequate Review the Financial regulations when necessary
Bank and banking	Inadequate checks Bank's mistakes	L L	Quarterly reconciliation undertaken.	Existing procedure adequate Existing procedure adequate
Reporting and auditing	Information communication	L	Financial information is a regular agenda item (Finance Report) and discussed/reviewed and approved quarterly	Existing procedures adequate.
Grants	Receipt of grant	L	Parish Council does not presently receive any regular grants.	Procedure would be formed, if required

Great Mongeham Parish Council Risk Assessment 2021-22

Appendix A

Subject	Risk(s) identified	H/M/L	Management / Control of Risk	Review/Assess/Revise
Grants and support payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes to full Council for approval, and is minuted and listed accordingly if a payment is made using S137 powers of expenditure.	Existing procedure adequate.
Best value accountability	Work awarded Incorrectly. Overspend on services.	L M	Normal Parish Council practice would be to seek, if possible, more than one quotation for any substantial work to be undertaken. For major work the Council has Financial Regulations which set out the requirements. If problems encountered with a contract the Clerk would investigate the situation and report to the Council.	Existing procedure adequate. Include when reviewing Financial regulations.
Salaries and assoc. costs	Salary paid incorrectly. Unpaid Tax to Inland Revenue.	L	The Council is PAYE registered and works on Real Time reporting to HM Rev & Customs. Salaries are paid by Standing Order authorised by two councillors annually.	Existing procedure adequate
Employees	Fraud by staff	L	Payments are set up by the Clerk and a list compared to invoices or meeting agenda. Payments are then authorised by two Councillors. Fidelity Guarantee insurance in place.	Existing procedures adequate.
VAT	Reclaiming/charging	L	VAT is claimed annually unless large sums are involved using the section 126 process.	Existing procedures adequate
Annual Returns Tax and Pension	Submit within time limits	L	Annual Returns completed and submitted online within the prescribed time frame by the Clerk.	Existing procedures adequate.
Audit Annual Return	Submit within time limits		Annual Return completed by the Clerk then submitted to the independent examiner for completion and signing. The form is signed by the Council, and sent to External Auditor within time frame.	Existing procedures adequate
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Parish Council to be resolved at full Council Meetings.	Existing procedures adequate

Great Mongeham Parish Council Risk Assessment 2021-22

Appendix A

Subject	Risk(s) identified	H/M/L	Management / Control of Risk	Review/Assess/Revise
Minutes/agendas/ Notices Statutory Documents`	Accuracy and legality	L	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed according to legal requirements. Business conducted at Council meetings should be managed by the Chair	Existing procedures adequate.
Members interests	Business conduct Conflict of interests	L	Declarations of interest by members at Council meetings.	Members adhere to Code of Conduct
Insurance	Register of members interests	M	Register of members` interests forms reviewed regularly.	Existing procedures adequate. Members are responsible for updating register.
	Adequacy	L	An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities a	Existing procedure adequate.
	Cost	L	necessity and within policies. Ensure compliance measures are in place. Fidelity checks in place.	Insurance reviewed annually.
	Compliance	M	The Parish Council has a data protection policy	Existing procedures adequate.
Data protection	Policy provision	L		
Freedom of Information	Policy Provision	L	The Parish Council has a freedom of information policy	Monitor any requests made under FOI

PHYSICAL EQUIPMENT

Subject	Risk(s) identified	H/M/L	Management / Control of Risk	Review/Assess/Revise
Notice Board	Risk of damage	L	The Parish Council currently has one notice board. No formal inspection procedures are in place but any reports of damage or faults are reported to the Parish Council and dealt with in accordance of the correct procedures of the Council.	Existing procedures adequate
Council records – paper	Loss through: Theft Fire damage	L	The Parish Council records are stored at the home of the Clerk. Records include historical correspondences, minutes, insurance, bank records.	Damage (apart from fire) and theft is unlikely and so provision is adequate.
		M		
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	L	The Parish Council electronic records are stored on the computer at the Clerks home. All records are backed up to the cloud daily. The Chairman has access details for cloud	Existing procedures considered adequate
		M		

Great Mongeham Parish Council Risk Assessment 2021-22

Appendix A

Subject	Risk(s) indentified	H/M/L	Management / Control of Risk	Review/Assess/Revise
Lap Top	Loss through: Theft, fire damage or corruption of computer	L M	The Parish Council Laptop is kept at the Clerk's home and is insured for loss, theft and/or accidental damage.	Existing procedures considered adequate
Speedwatch SID	Loss through theft, fire or damage		Speedwatch SID is kept at the Group Coordinator's home and is insured by GMPC for loss, theft and/or accidental damage	Existing procedures considered adequate

EVENTS

Subject	Risk(s) indentified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Carol singing	Electrocution from tree lights	L	Lights inspected before use, electrical cables buried. PAT tested annually.	Existing procedures adequate
	Injury due to tree falling over	L	The tree is mounted into a concreted fixed socket that is permanently sunk into the ground to a depth of three feet. The rest of the year that socket is covered by a drain cover to prevent accidental injury to field users	Existing procedures adequate
Speedwatch	Damage to equipment in wind / rain	L	Equipment not to be used in wet conditions. Team Leader to assess stability of the equipment and, if in doubt, not to use.	Existing procedures adequate
	Risk to operators	L	Operations only to take place in Police risk assessed locations and operators to remain within the safety areas identified by the Police, hi-vis jackets to be worn at all times.	Existing procedures adequate
	Risk of claim through accident caused by driver distraction	L	Speedwatch teams are covered by police public liability insurance provided they operate within police guidelines and operators are approved and trained.	Existing procedures adequate

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	