

GREAT MONGEHAM PARISH COUNCIL

Thornton House, Thornton Lane, Eastry, Sandwich, Kent, CT13 0EU

Tel: 01304 746036/07903 739792

28th April 2022

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 5th May 2022 at 7.30pm at Great Mongeham Parish Hall, for the purposes of transacting the following business.

J Jones

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

To confirm the minutes of the Ordinary meeting of the Parish Council held on 7th April 2022.

6. ACTIONS FROM THE LAST MEETING

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

7. RISK ASSESSMENT

To review the Council risk assessment document

8. .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

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 Standing Orders adopted 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

10. PLANNING

a) Planning Applications

To discuss any planning applications received prior to the meeting.

i)DOV/22/00502

Proposal: Erection of a summerhouse

Location: The Old Rectory, Mongehem Church Close, Great Mongeham, CT14 0HL

b) Planning Decisions

To note any planning decisions received prior to the meeting.

i)DOV/21/01659 – Granted – Erection of a first floor front extension and the siting of a Shepherd's hut – Wells End, Mongeham Church Close, Great Mongeham CT14 0HL

c) Correspondence

To discuss any correspondence related to planning

i)

d) Consultation Documents

To discuss any planning consultation documents presented to the council.

i)

6. REPORTS

To receive written or verbal reports from:-

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

7. HIGHWAYS

To discuss and agree actions relating to highways issues

- a)Letter re: Highways concerns – Clerk has reported potholes
- b)Extra Pavements
- c)DDC: HGV Disruption updates
- d) Ripple Parish Council Speedwatch letter – Thank you to Cllr Saville

8. CORRESPONDENCE

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

a) Consultation Documents

- i)NALC Finance Survey – 17th May deadline

b) Newsletters and Circulars

- i) NALC & KALC Chief Executive Bulletins & Carbon footprint tool
- ii) KCC - Ukraine Updates
- iii) UK Protect & Policing Bulletin

c) Other Correspondence

- i) Parish Hall – Defibrillator query
- ii) My Community Voice Poster – on website & noticeboard

9. FORTHCOMING EVENTS

a) Council Event

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

i)

b) Outside Event

To discuss and agree actions relating to outside events

- i) KALC – Various courses & NALC Events
- ii) KALC Area Committee AGM – 27th April 7pm
- iii) Kent & Medway Patient Network Meeting – 28th April
- iv) Community Housing Conference – 19th May – poster on website & noticeboard
- v) Ukraine Support Hub – Wednesdays 10am-3pm, St. Richard's Church – poster on website & noticeboard

10. FINANCE

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

- a) Air Ambulance Kent Surrey Sussex – Grant request
- b) Internal Audit complete
- c) 2021/22 year end accounts
- d) 2022/23 Budget
- e) 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
- f) 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
 - iii) Ensure the Accounting Statements are signed and dated by the person presiding at the meeting at which that approval is given.
- g) Certificate of Exemption – AGAR 2021/22 Part 2
- h) DDC Members Grant Scheme – Jubilee
- i) Netwise renewal -£360 + VAT
- j) KALC renewal - £321.14
- k) Insurance renewal
- l) Precept received £9,814.75

11. PAYMENTS

To resolve the approval of payments presented at this meeting

Paid between meetings:

- | | | |
|------------|------------------------------------|------|
| a) £360.17 | Salary Clerk April | BP |
| b) £85.90 | Cartridge People – Toner Cartridge | Card |

To be approved

- | | | |
|------------|-----------------------------|----|
| a) £136.28 | Pension contributions April | BP |
| b) £72.00 | HMRC April | BP |
| c) £432.00 | Netwise UK renewal | BP |
| d) £321.14 | KALC renewal | BP |

12. DATE OF NEXT MEETING

To agree a date for the next meeting of the Council. Ordinary Meeting scheduled for 26th May 2022 at 7.30pm.

Scheduled Dates: 7th July 1st Sept 6th Oct 3rd Nov 1st Dec