

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF GREAT MONGEHAM  
PARISH COUNCIL HELD ON THURSDAY 5<sup>th</sup> MAY 2022 AT 7.30pm AT GREAT MONGEHAM  
PARISH HALL**

**Present:** Councillors J Gatland (Chairman) I Lawrence T Ridyard Cllr P Swales  
J Jones Clerk to the Parish Council County Cllr S Manion Dist Cllr M Bates

**1. ELECTION OF CHAIRMAN**

RESOLVED that Councillor Gatland become Chairman. Proposed by Cllr Swales and seconded by Cllr Lawrence. Cllr Gatland is to sign the declaration of acceptance of office at the next Parish Council meeting.

**2. ELECTION OF VICE CHAIRMAN**

RESOLVED that Councillor Lawrence become Vice Chairman. Proposed by Cllr Gatland and seconded by Cllr Ridyard.

**3. APOLOGIES**

Cllrs D Royston-Lee, R Solley, C Saville

**4. DECLARATIONS OF INTEREST**

None declared.

**5. MINUTES OF LAST MEETING**

RESOLVED the minutes of the Ordinary Meeting of the Parish Council held on 7<sup>th</sup> April 2022 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**

**PLANNING**

*How to extend a conservation area* - Cllr Royston-Lee is awaiting a response from DDC, Dist Cllr Bates offered to chase if required. **Action Cllr Royston-Lee On-going**

**REPORTS**

District Councillor - Cty Cllr Richardson has requested that PCSO River Jarvis attends Parish Council Meetings. **Action Discharged**

**PLANNING**

The Old Rectory Mongeham Church Close Great Mongeham CT14 0HL – Grant of Premises Licence for consumption on and off the premises, Monday to Sunday 1100-23.00 – Clerk submitted objection to DDC. **Action Discharged**

**FINANCE**

Kent Surrey Sussex Air Ambulance - grant request letter – Clerk added to agenda. **Action Discharged**

AGAR – due by 1<sup>st</sup> July 2022 - Cllr Saville completed financial check. **Action Discharged**

AGAR – Intermediate Review 5% Sample - Clerk emailed PKF Littlejohn to inform them of exempt status, acknowledged by auditors. **Action Discharged**

**7. RISK ASSESSMENT**

RESOLVED the updated risk assessment to be adopted for the coming year. See Appendix A

**8. 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 Newsletter rep – Cllr P Swales

## 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 handing

RESOLVED the above should be adopted for the coming year.

Clerk to ask KALC how often a full review should be undertaken.

**Action Clerk**

## 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, Mongeham Church Close, Great Mongeham, CT14 0HL  
RESOLVED object to this application on the grounds that the roof can be seen above the wall.

### 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

Noted by members.

### e) Correspondence

To discuss any correspondence related to planning  
None received

### d) Consultation Documents

To discuss any planning consultation documents presented to the council.  
None received.

## 11. REPORTS

To receive written or verbal reports from:-

- a) **County Councillor** – Cty Cllr Manion reported on the Port of Dover traffic problems and Ukranian refugees.
- b) **District Councillors** – Dist Cllr Bates reported on the Members Platinum Jubilee Grant, discussions were held, it was agreed to apply for £200 from each from Cllrs Bates and Richardson to go towards the cost of the Jubilee Flower Festival as the arranged fundraising activity had been cancelled due to Covid.

**Action Clerk**

Cty Cllr Manion agreed to chase the Member's Grant application for the Jubilee Flower Festival that the Clerk had submitted, Clerk to forward.

**Action Clerk & Cty Cllr Manion**

- c) **Council members** –No reports.

## 12. HIGHWAYS

To discuss and agree actions relating to highways issues.

- a) 2 x Letters re: Highways concerns – Clerk has reported potholes

Discussions were held, it was agreed that the Clerk would forward the letters to Cty Cllr Manion who would report the concerns to the KCC Highways manager. Cllr Lawrence would email the clerk addresses where hedges were overgrown and the Clerk would report the hedges on the Highways Reporting Tool. Clerk to update the parishioner who wrote the letters.

**Action Clerk, Cty Cllr Manion & Cllr Lawrence**

- b) Extra Pavements

Discussions were held on the need for more pavements on Mongeham Road and on Northbourne Hill. It was agreed that the Clerk is to add to the draft HIP along with the previous concerns and to also check the next HP submission date.

**Action Clerk**

- c) DDC: HGV Disruption updates

d) Ripple Parish Council Speedwatch letter – Thank you to Cllr Saville  
Noted by members.

## 13. CORRESPONDENCE

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

### a) Consultation Documents

- i) NALC Finance Survey – 17<sup>th</sup> May deadline

### a) Newsletters and Circulars

- i) NALC & KALC Chief Executive Bulletins & Carbon footprint tool & Newsletter & Star Awards  
ii) KCC - Ukraine Updates  
iii) UK Protect & Policing Bulletin  
All the above noted by members.

### c) Other Correspondence

- i) Parish Hall – Defibrillator query – security seals  
Security seals have now been attached and dated on the defibrillator box, Clerk to inform Village Hall that defibrillator is regularly checked for maintenance purposes.

**Action Clerk**

- ii) My Community Voice Poster – on website & noticeboard  
iii) Your Safe Haven @ Thanet - on website & noticeboard

Noted by members.

## 14. FORTHCOMING EVENTS

### a) Council Event

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

- i) Clerk's Annual Leave – 28<sup>th</sup> & 29<sup>th</sup> July – agreed.

### b) Outside Event

To discuss and agree actions relating to outside events

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

## 15. FINANCE

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

- a) Air Ambulance Kent Surrey Sussex – Grant request – move to next agenda **Action Clerk**  
b) Internal Audit complete

The Clerk had spotted two payments that had been included in the minutes twice, but correctly only been paid once, it was agreed to add an addendum to both sets of minutes. **Action Clerk**

The Financial Check and Internal Audit had both been completed and were fine.

c) 2021/22 year end accounts

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

d) 2022/23 Budget

RESOLVED the 2022/23 Budget adopted by the Council. See Appendix B.

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

RESOLVED the Annual Governance Statement was approved by the Council.

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

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.

g) Certificate of Exemption – AGAR 2021/22 Part 2

RESOLVED 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.

h) DDC Members Grant Scheme – Jubilee – Already agreed Clerk will submit grant requests of £200 to each District Councillor.

i) Netwise renewal -£360 + VAT

RESOLVED to renew Netwise subscription for £360 + VAT.

j) KALC renewal - £321.14

RESOLVED to renew KALC subscription for £321.14.

k) Insurance renewal

Discussions were held on the three quotes, Zurich £264, BHIB £541.16, Hiscox £400.20.

RESOLVED to renew insurance with Zurich for £264.

**Action Clerk**

l) Precept received £9,814.75

Noted by members.

## 16. PAYMENTS

RESOLVED the following payments should be made.

Paid between meetings:

a) £360.17

Salary Clerk April

b) £85.90

Cartridge People – Toner Cartridge

BP

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
e) £15.00	Great Mongeham Parish Hall Hire	BP
f) £300.12	Salary Clerk May	BP
g) £112.68	Pension contributions May	BP
h) £57.20	HMRC May	BP
i) £114.00	Clerk's Expenses – Feb - April	BP
j) £264.00	Zurich Insurance	BP

#### 10. DATE OF NEXT MEETING

The next meeting will be the Ordinary Parish Council Meeting, scheduled for 7<sup>th</sup> July 2022 at 7.30pm.

Scheduled Dates:    1<sup>st</sup> September                  6<sup>th</sup> October    3<sup>rd</sup> November                  1<sup>st</sup> December

The meeting closed at 8.45pm

## Great Mongeham Parish Council Risk Assessment 2022-23

### Appendix A

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 2022-23

### 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 L	The Council is PAYE registered and works on Real Time reporting to HM Rev & Customs. Salaries are paid by internet bank payments authorised by two councillors monthly.	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 2022-23

### 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	L	Declarations of interest by members at Council meetings.	Members adhere to Code of Conduct
	Conflict of interests	L	Register of members' interests forms reviewed regularly.	Existing procedures adequate. Members are responsible for updating register.
Insurance	Register of members interests	M	An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities a necessity and within policies. Ensure compliance measures are in place. Fidelity checks in place.	Existing procedure adequate. Insurance reviewed annually.
	Adequacy Cost Compliance Fidelity Guarantee	L L L M	The Parish Council has a data protection policy	Existing procedures adequate.
Data protection	Policy provision	L	The Parish Council has a freedom of information policy	Monitor any requests made under FOI
Freedom of Information	Policy Provision	L		

### 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 M 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.
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	L M	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



**Great Mongeham Parish Council Risk Assessment 2022-23**

**Appendix A**

<b>Subject</b>	<b>Risk(s) identified</b>	<b>H/M/L</b>	<b>Management / Control of Risk</b>	<b>Review/Assess/Revise</b>
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**

<b>Subject</b>	<b>Risk(s) identified</b>	<b>H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
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

	Actual to 31-03-21	Budget 2021/22	Actual to 31- 03-22	2022/23 Draft Budget Feb 2022	Budget 2022/23
<b>INCOME</b>					
Carried Forward	15,924.62	14,891.50	14,891.50	14,231.54	<b>14,278.69</b>
Precept	9,155.00	9,241.86	9,241.86	9,814.75	9,814.75
VAT	671.39	348.25	348.25	399.76	496.65
Interest	10.00	10.00	6.07	0.50	6.00
Grant	859.00	-	-		
Other Income	-	-	42.49		
<b>Total Income</b>	<b>26,620.01</b>	<b>24,491.61</b>	<b>24,530.17</b>	<b>24,446.55</b>	<b>24,596.09</b>
<b>PAYMENT</b>					
<b>Essential/Regular Payments</b>	<b>Actual to 31-03-21</b>	<b>Budget 2021/22</b>	<b>Actual to 30-09-21</b>	<b>2022/23 Draft Budget Feb</b>	<b>Budget 2022/23</b>
Salaries	4,398.75	4,500.00	4,372.20	4,500.00	4,617.00
Councils Pension Contribution	1,055.56	1,100.00	1,060.01	1,100.00	1,122.00
Admin Costs	287.10	400.00	481.13	450.00	500.00
Bank Charges	72.00	72.00	72.00	72.00	72.00
Postage, Stationery	89.16	200.00	185.15	200.00	200.00
Insurance	218.00	230.00	342.45	350.00	420.00
Hall Hire	26.00	125.00	104.00	165.00	230.00
Membership	316.16	350.00	319.80	350.00	350.00
Audit Fees	54.99	50.00	32.00	50.00	50.00
Annual Meeting	-	50.00	-	50.00	60.00
Training	50.00	300.00	50.00	200.00	200.00
Cllrs Expenses	-	300.00	-	300.00	300.00
Window Boxes	-	200.00	21.67	200.00	200.00
Mowing Green	849.89	875.39	802.45	950.00	<b>950.00</b>
Village Events	37.75	500.00	55.20	1,000.00	1,000.00
New Website - set up and running costs	859.00	400.00	368.77	400.00	400.00
Office Equipment	349.17	100.00	-	100.00	100.00
VAT	348.25	-	496.65	-	-
Grants	1,500.00	1,500.00	710.00	2,500.00	2,500.00
Defib supplies	101.63	100.00	214.00	200.00	250.00
Election Expenses (saving for 2023)	-	1,000.00	-	1,500.00	1,500.00
Contingency	115.10	1,339.22	-	1,309.55	1,075.09
<b>Running cost &amp; regular payments</b>	<b>10,728.51</b>	<b>13,691.61</b>	<b>9,687.48</b>	<b>15,946.55</b>	<b>16,096.09</b>
News letter	-	300.00	-		
Street Furniture	-	500.00	564.00		
Ringfenced - Village Hall Toilets	1,000.00	-	-		
Reserves		10,000.00	-	8,500.00	8,500.00
<b>Total</b>	<b>11,728.51</b>	<b>24,491.61</b>	<b>10,251.48</b>	<b>24,446.55</b>	<b>24,596.09</b>
<b>Bank Reconciliation 31/03/2022</b>					
Unity Trust Bank - Savings Account	10048.09				
Unity Trust Bank - Current Account	4230.6	B/F	14,891.50		
Petty cash in hand	0	Receipts	9,638.67		
Unpresented Cheques	0	Payments	-10,251.48		
	<b>14,278.69</b>		<b>14,278.69</b>		