

**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF GREAT MONGEHAM  
PARISH COUNCIL HELD ON THURSDAY 11<sup>th</sup> MAY 2023 AT 7.30pm AT ST MARTINS  
CHURCH**

**Present:** Councillors: J Gatland (Chairman) I Lawrence T Ridyard C Saville R Solley D Collett  
G Saville (part) J Jones Clerk to the Parish Council Dist Cllrs M Bates & O Richardson (part)  
10 Members of the Public

**1. ELECTION OF CHAIRMAN**

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

Cllr Gatland signed the declaration of acceptance of office.

**2. ELECTION OF VICE CHAIRMAN**

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

**3. APOLOGIES**

Cty Cllr Manion. The meeting closed at 7.30pm, a member of the public spoke of their concerns about registering the Green, the Parish Councillors explained the advantages for the Village and that the process was at an investigation stage. A second member of the public then spoke about their concerns of registering the Green and offered to forward the agreement between Grange Farms and the Village Hall to the Parish Council, if found. It was agreed that when and if there was a proposal for Grange Farms it would be communicated to them. The meeting re-opened at 19.48pm.

**4. PARISH COUCIL VACANCY**

Following the election the Parish Council had one vacancy, one candidate put themselves forward in the meeting. Cllr C Saville did not take part in the vote.

RESOLVED Gillian Saville should join the Council as a co-opted member.

Cllr G Saville signed the declaration of acceptance of office.

**5. DECLARATIONS OF INTEREST**

Cllr Ian Lawrence expressed an interest in item 12 – Registering the Green.

**6. MINUTES OF LAST MEETING**

RESOLVED the minutes of the Ordinary Meeting of the Parish Council held on 6<sup>th</sup> April 2023 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 of the Parish Council held on 6<sup>th</sup> April 2023 are duly agreed and would be signed by the Chairman as a true and correct record of the meeting.

**7. ACTIONS FROM THE LAST MEETING**

**HIGHWAYS** - Parishioner email re: Cherry Lane –The Clerk will put a note in the August Village Newsletter to remind parishioners to cut their hedges back in good time before the nesting season.

**Action Clerk On-going**

**PLANNING – Correspondence** - Email re: CON/17/01515/0 – Boundary Fence concerns – Clerk forwarded details to Dist. Cllr Richardson and updated the parishioner.

**Action Dist Cllr Richardson On-going**

**Consultation Documents** - Conservation Appraisal – Funding - Added to this agenda.

**Action Discharged**

**VILLAGE GREEN** - Registering the Green - Clerk had forwarded relevant information from KCC.  
**Action Discharged**

**HIGHWAYS** - Parishioner email re: Willow/Northbourne Road Parking - Clerk had reported back to the parishioner.  
**Action Discharged**

Parishioner email re: HGV traffic on Ellen's Road - Clerk had reported back to the parishioner.  
**Action Discharged**

**CORRESPONDENCE - Other Correspondence** - The Circuit – defibrillator check required.  
**Action Cllr Lawrence On-going**

**FINANCE** - AGAR – Financial Check complete. **Action Discharged**  
Kent Surrey Sussex Air Ambulance - £300 grant – added to May payments list. **Action Discharged**

## 8. RISK ASSESSMENT

The draft risk assessment was discussed, amendments were agreed, Clerk to update and circulate ready for discussion at the next meeting.  
**Action 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 Newsletter rep – Cllr G Saville

## 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 – 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.

None to consider.

### b) Planning Decisions

To note any planning decisions received prior to the meeting.

- i) **DOV/22/01524** – Certificate Proposed Granted – Certificate of Lawfulness (proposed) for the use of the land to station a caravan for the purpose of providing ancillary living accommodation for the family of the occupier of the existing house on the land – 155A Mongeham Road, Great Mongeham, Kent, CT14 9LL
- ii) **DOV/23/00251** – Erection of a single storey front extension – Granted – Red Gables, Northbourne Road, Great Mongeham, Kent, CT14 0HD.

Noted by members

### c) Correspondence

To discuss any correspondence related to planning

i) Friends of Betteshanger email & booklet re: Planning Application 22/01158 – Betteshanger Country Park – Lagoon & Hotel

Discussions were held, it was agreed to rollover to the next agenda, Clerk to forward relevant emails to Cllrs G Saville & D Collett. **Action Clerk**

ii) Email re: Proposed Conservation Appraisal funding decision

iii) DDC – Local Plan Examination

iv) Sholden PC – Inspector Public Enquiry Visit – 22/00652 – 155 dwellings – Land SW of London Rd – 16-18<sup>th</sup> May

All of the above noted by members.

#### **d) Consultation Documents**

i) Conservation Appraisal – Funding

Discussions were held, one member abstained and 6 objected, RESOLVED to not fund the Conservation appraisal as there were concerns that although it would be another obstacle, there was no guarantee for the money being spent that it would actually prevent any building taking place and according to DDC nothing would change with the Conservation Area if it went ahead or not. It was agreed that the Clerk is to send this statement to all those that had written to the Parish Council on this matter. **Action Clerk**

### **12. VILLAGE GREEN**

a) Registering the Green

Discussions were held, it was agreed to rollover to the next meeting as clarification was needed from Cllr Manion. **Action Clerk**

### **13. REPORTS**

To receive written or verbal reports from:-

a) **County Councillor** – No report.

b) **District Councillors** – The Chair congratulated the District Cllrs on being re-elected. Cllr Bates gave a short report on the recent Election.

c) **Council members** – Cllr Saville reported that Speedwatch had started again, 2 volunteers had joined and there were twice as many cars as usual with the recent road closures.

### **14. HIGHWAYS**

To discuss and agree actions relating to highways issues.

a) Cherry Lane – Closed 20<sup>th</sup> April – drainage works

b) A258 Deal Rd, St Margarets-at-Cliffe – closed 21<sup>st</sup>-23<sup>rd</sup> April

c) Coldblow – Between Ripple Rd & Station Rd, Deal – Closed 28-29 May 0.30am-5am

d) Station Rd – part closed -22<sup>nd</sup> May -26<sup>th</sup> Aug

e) Northbourne Rd – closed 24<sup>th</sup> April – up to 3 days

f) Willow Woods – closed 28<sup>th</sup> April

g) Deal Rd, Northbourne – closed 9<sup>th</sup> May

h) KCC – Help with testing ‘My Kent Highways’ tool

i) Highway Soft Landscape Team update 23/24

All of the above noted by members.

### **15. CORRESPONDENCE**

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

a) **Consultation Documents**

i) KALC – Membership Survey – 26<sup>th</sup> May ends

a) **Newsletters and Circulars**

i) NALC & KALC Chief Executive Bulletins & Newsletters

c) **Other Correspondence**

i)

None received.

All of the above noted by members.

**16. FORTHCOMING EVENTS**

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

**a) Council Event**i) Parish Clerk Annual Leave – 9-18<sup>th</sup> June & 7<sup>th</sup> July**a) Outside Event**

To discuss and agree actions relating to outside events

i) KALC &amp; NALC - Courses &amp; Events

ii) Kent Police – Violence Against Women & Girls – 26<sup>th</sup> Apriliii) National Testing Emergency Alerts – 23<sup>rd</sup> April

All of the above noted by members.

**17. FINANCE**

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

a) AGAR – Parish Councillor Finance Check &amp; Internal Audit complete

Accounts all complete, no actions, AGAR to be signed off at June meeting.

**Action Clerk**b) Cost of Living Support Grant Scheme - 31<sup>st</sup> May deadline

Noted by members

c) Zurich Insurance renewal £300, last year £264

Three insurance quotations were considered, RESOLVED to renew with Zurich for £300. **Action Clerk**

d) KALC renewal £337.20

RESOLVED to renew the KALC subscription for £337.20.

e) Netwise renewal £390 plus VAT

RESOLVED To renew the Netwise subscription for £390 plus VAT.

f) Precept received - £10,164.28

g) Barclaycard annual rebate received - £4.67

Noted by members.

h) Unity Trust – remove ex-Councillor from Bank Account

RESOLVED to remove Penny Swales from the Bank Account, mandate was signed by Cllrs Lawrence & Saville, Clerk to process and to check with Unity Trust the status of Cllrs Solley & Ridyard. **Action Clerk****18. PAYMENTS**

RESOLVED the following payments should be made.

To be approved

a)	£300.00	Zurich Insurance	BP
b)	£337.20	KALC Subscription	BP
c)	£456.00	Netwise -Hosting & Domain name	BP
d)	£300.00	KSS Air Ambulance Grant	BP
e)	£23.00	Parish Hall Hire – April	BP
f)	£312.33	Clerk's Salary May	BP
g)	£78.00	PAYE HMRC May	BP
h)	£125.57	KCC Pension May	BP

Paid between meetings

i)	£312.33	Clerk's salary April	BP
j)	£78.00	PAYE HMRC April	BP
k)	£125.57	KCC Pension April	BP

1) £34.00 Waitrose – Internal Audit Fee

Card

RESOLVED to pay St Martin's Church a donation of £15 for use of the Church for the meeting (the usual amount that is paid for the Parish Hall), and to pay £51.74 to Mrs L Lawrence for window box plants, Clerk to add both to June payments list.

**Action Clerk**

### **19. DATE OF NEXT MEETING**

The next meeting of the Council will be the Ordinary Meeting scheduled for 1<sup>st</sup> June 2023 at 7.30pm in Great Mongeham Parish Hall.

Scheduled Dates: 6<sup>th</sup> July 7<sup>th</sup> September

The meeting closed at 8.28pm