

GREAT MONGEHAM PARISH COUNCIL

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

Tel: 01304 746036/07903 739792

5th May 2023

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 11th May 2023 at 7.30pm at St. Martin's Church, 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. PARISH COUNCIL VACANCY

5. DECLARATIONS OF INTEREST

To record declarations and reasons for interest from members relating to items on the agenda.

6. MINUTES OF THE LAST MEETING

To confirm the minutes of the Ordinary Meeting held on Thursday 6th April 2023.

To confirm the minutes of the Annual Parish Meeting held on Thursday 6th April 2023.

7. ACTIONS FROM THE LAST MEETING

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

8. RISK ASSESSMENT

To review the Council risk assessment document.

9. NOMINATION OF ROLES

- a) Footpaths Officer
- b) Tree Warden
- c) Councillor Responsible for Finance
- d) Parish Newsletter rep

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

11. PLANNING

a) Planning Applications

To discuss any planning applications received prior to the meeting.

i)

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.

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
- ii) Email re: Proposed Conservation Appraisal funding decision
- iii) DDC – Local Plan Examination

d) Consultation Documents

- i) Conservation Appraisal - Funding

12. VILLAGE GREEN

- a) Registering the Green

13. REPORTS

To receive written or verbal reports from:-

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

14. HIGHWAYS

To discuss and agree actions relating to highways issues

- a) Cherry Lane – Closed 20th April – drainage works
- b) A258 Dear Rd, St Margarets-at-Cliffe – closed 21st-23rd April
- c) Coldblow – Between Ripple Rd & Station Rd, Deal – Closed 28-29 May 0.30am-5am
- d) Station Rd – part closed -22nd May -26th Aug
- e) Northbourne Rd – closed 24th April – up to 3 days
- f) Willow Woods – closed 28th April
- g) Deal Rd, Northbourne – closed 9th May
- h) KCC – Help with testing ‘My Kent Highways’ tool

12. CORRESPONDENCE

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

a) Consultation Documents

- i) KALC – Membership Survey – 26th May ends

b) Newsletters and Circulars

i) NALC & KALC Chief Executive Bulletins & Newsletters

c) Other Correspondence

i)

13. 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 & NALC - Courses & Events

ii) Kent Police – Violence Against Women & Girls – 26th April

iii) National Testing Emergency Alerts – 23rd April

14. FINANCE

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

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

b) Cost of Living Support Grant Scheme - 31st May deadline

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

d) KALC renewal £337.20

e) Netwise renewal £390 plus VAT

f) Precept received - £10,164.28

15. PAYMENTS

To resolve the approval of payments presented at this meeting

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) £	Clerk’s Salary May	BP
g) £	PAYE HMRC May	BP

Paid between meetings

h) £312.33	Clerk’s salary April	BP
i) £78.00	PAYE HMRC April	BP
j) £125.57	KCC Pension April	BP
k) £34.00	Waitrose – Internal Audit Fee	Card

16. DATE OF NEXT MEETING

To agree a date for the next meeting of the Council, Annual Parish Council Meeting scheduled for 1st June in Great Mongeham Parish Hall.

Scheduled Dates: 6th July 4th September