**MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF GREAT MONGEHAM PARISH COUNCIL HELD ON THURSDAY 8th MAY 2025 AT 7.30pm AT ST. MARTIN’S CHURCH, GREAT MONGEHAM**

**Present:** Councillors: J Gatland (Chairman) I Lawrence D Collett C Saville G Saville

Dist. Cllr Bates (part) J Jones Clerk to the Parish

1. **ELECTION OF CHAIRMAN**

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

1. **ELECTION OF VICE CHAIRMAN**

RESOLVED that Councillor Lawrence become Vice Chairman. Proposed by Cllr G Saville and seconded by Cllr Collett.

1. **APOLOGIES**

Apologies received from Cllr S Parks, Dist. Cllr Richardson and Dist. Cllr Bates sent apologies as he would be late.

1. **DECLARATIONS OF INTEREST**

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

No declarations of interest.

1. **MINUTES OF THE LAST MEETING**

RESOLVED the minutes of the Ordinary Meeting held on Thursday 3rd April 2025 are duly agreed and would be signed by the Chairman as a true and correct record of the meeting.

1. **ACTIONS FROM THE LAST MEETING**

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

**PARISH COUNCILLOR VACANCY** – Paperwork submitted & email set up. **Action Discharged**

**REPORTS - Council members *–*** Funding of free Line Dancing classes and food vouchers in Deal, Dist. Cllr Richardson will investigate. **Action Dist. Cllr Richardson On-going**

**REPORTS - Council members** – Cllr Saville’s report on the Bonner’s Hill potholes – a fault has been raised on the patches. **Action Cllr Saville On-going**

**REPORTS - District Councillors –** Query for DDC on unfinished Stalco site. **Action Discharged**

**CORRESPONDENCE - Other Correspondence -** WI enquiry – WI updated. **Action Discharged**

**FINANCE -** Quadrennial Review of Parish Council Allowances 2025-29 – reported. **Action Discharged**

AGAR – External Auditors Mazars – Financial records check on-going.

**Action Clerk & Cllr C Saville On-going**

**REPORTS - District Councillors –** Dist. Cllr Bates followed up on outstanding works at Maynard Meadows. **Action Discharged**

1. **RISK ASSESSMENT**

To review the Council risk assessment document.

RESOLVED to adopt the risk assessment.

1. **NOMINATION OF ROLES**

RESOLVED the following Councillors would undertake the roles as below:

a) Footpaths Officer – Cllr D Collett

b) Tree Warden – Cllr I Lawrence

c) Councillor Responsible for Finance – Cllr C Saville

d) Parish Newsletter rep – Cllr G Saville

1. **REVIEW OF COUNCIL PROCEDURES**

To review and adopt appropriate procedures

a) Standing orders – 2025 Update

b) Financial regulations – 2025 Update

c) Complaints procedure

d) Freedom of Information 2000 request handling

e) GDPR – Privacy Policy

f) Press and Media request handling

g) Asset Register

RESOLVED the above should be adopted for the coming year.

 **10. PLANNING**

1. **Planning Applications**

To discuss any planning applications received prior to the meeting.

i) **DOV/25/00421**

Proposal: Variation of condition 2 (approved plans) of planning permission 22/00746 for ‘’Erection of detached dwelling, car port, vehicular access and parking (existing out buildings to be demolished)’’ to allow external alterations and minor material amendments..

**Location**: Land Rear of 162-164 & Part of, 162 Mongeham Road, Great Mongeham, CT14 9LL

RESOLVED no objections to this application.

ii)**DOV/25/00430**

**Proposal:** Erection of a detached car port/garden room building with raised solar panels to roof.

**Location**: Ashurst, 162 Mongeham Road, Great Mongeham, CT14 9LL

RESOLVED to object to this application on the grounds of lack of information, more information is required on the position of this proposal in relation to the proposed building in planning application 25/00421.

ii) **DOV/24/00296**

**Proposal:** Erection of 4 dwellings and associated landscaping (Existing vehicle repair garage and development to be demolished)

**Location**: South Court Garage, Mongeham Road, Great Mongeham, CT14 9LL

RESOLVED no objections to this application but there are concerns about the lack of footpaths for pedestrians, ED38 is not mentioned on the plan and this application is still doubling up on visitor parking, as it is actually for the Stalco building site next door. There are also concerns about when the Stalco houses will be finished.

 **b) Planning Decisions**

To note any planning decisions received prior to the meeting.

1. **DOV/24/01050/A** – Approve Non-Material Amendment - Non material amendment to planning permission 24/01050 (Reserved matters application pursuant to outline application 22/00652 for the details of appearance, landscaping, layout and scale, and discharge of conditions 6 and 13 for phase 2A, for the erection of 81 dwellings, car parking and infrastructure) to allow addition of a substation – Land South West of Sholden Drive, Sandwich Road, Sholden, Kent.
2. **DOV/25/00448** – Prior Approval Not Required – Regulation 5 (The Overhead Lines (Exemption) (England and Wales) Regulations 2009) notification for the installation of Substation, LV underground cables, HV underground cables, 4 poles and 9 stays and associated overhead lines– Land South West of Sholden Drive, Sandwich Road, Sholden, Kent.

Noted by members

 **c) Correspondence**

To discuss any correspondence related to planning

None.

 **d) Consultation Documents**

To discuss any consultation documents

None

1. **HIGHWAYS**

To discuss and agree actions relating to highways issues.

 a) Sutton Road, Ripple – Closed 24th April – up to 13 days

Noted.

1. **CORRESPONDENCE**

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

1. **Consultation Documents**

i)KCC Local Cycling & Walking Infrastructure Plan Consultation

ii)DDC – Public Spaces Protection Order Consultation – ends 13th May

 **b) Newsletters and Circulars**

i)NALC & KALC Chief Executive Bulletins & Newsletters & emails

1. **Other Correspondence**

i)Parishioner email – Concerns re: Village Hall & Green & illegal moped activity

The Village Hall Committee had thanked Cllr Lawrence and his wife for their work on the window boxes and the Parish Council for paying for the window boxes.

All of the above noted by members.

1. **FORTHCOMING EVENTS**

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

1. **Council Event**

None

1. **Outside Event**

 To discuss and agree actions relating to outside events

 i)KALC *&* NALC- Courses & Events

 ii) KALC EGM – Local Government Re-organisation Event – 19th June

 iii)DDC – Local Government Reorganisation Event – 22 May

All of the above noted.

 iv)Institution of Rev Monica Cameron – St Richard’s Church – 11th May – 10.30am

Unfortunately, no-one was unable to attend, Clerk to email. **Action Clerk**

1. **FINANCE**

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

1. To note Precept received £11,714.88

Noted

1. To resolve to renew Parish Council Insurance with Zurich

RESOLVED to renew the Insurance with Zurich for £300.

1. To resolve to purchase the defibrillator recommended by the first responder.

RESOLVED to purchase the recommended Defibrillator from Defib Warehouse for £964.50 plus VAT.

1. To resolve to renew the Netwise website & email hosting package

RESOLVED to renew with Netwise for £390 plus VAT.

Clerk to forward to Cllr Lawrence email instructions. **Action Clerk**

1. **REPORTS**

To receive written or verbal reports from:-

1. **County Councillor** – Cty Cllr Bridget Porter – invited but no response.
2. **District Councillors –** Dist Cllr Bates had emailed an update on Church Farm Buildings and reported on DDC’s planning enforcement policy, concerns were raised about the reptile collecting area being damaged at Stalco, Clerk to email Dist. Cllr Bates and he will follow up with Planning Enforcement. The report also covered DDC current consultations, Maison Dieu, the community Grants Scheme and Deal Leisure Centre. **Action Clerk & Dist. Cllr Bates**
3. **Council members** – Cllr C Saville would report the turned round 30mph sign and had reported illegal 4-wheel vehicle drivers.
4. **PC Eyre-Jackson Report** *–* No report.
5. **PAYMENTS**

RESOLVED the following payments should be made.

* 1. £ 8.77 HMRC – Employer’s NIC April BP
	2. £ 359.53 Clerk’s net salary – May BP
	3. £ 98.57 HMRC – PAYE May BP
	4. £ 144.54 KCC Pension – May BP
	5. £ 6.00 April Bank Charges DD
	6. £ 300.00 Zurich – Parish Council Insurance BP
	7. £1,157.40 Defib Warehouse BP
	8. £ 456.00 Netwise BP
	9. £ 22.00 Great Mongeham Parish Hall Hire BP
	10. £ 99.02 B&Q – Mrs L Lawrence – window boxes BP

Paid between meetings

* 1. £359.53 Clerk’s net salary – April BP
	2. £89.80 HMRC – PAYE April BP
	3. £144.54 KCC Pension – April BP
	4. £ 6.00 Tesco – Stationery BP
1. **DATE OF NEXT MEETING**

The next meeting of the Council is the Ordinary Parish Council Meeting scheduled for 5th June at Great Mongeham Parish Hall at 7.30pm.

Scheduled Dates: 3rd July 4th September 9th October

The meeting closed at 8.31pm