**Hougham Without Parish Council**

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**Tuesday 21st September 2021**

 **Minutes of the Meeting**

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21/25 **To receive apologies for absence**; Cllr Chris Bryan, Chairman apologized as he is in Yorkshire.

21/26 **To identify any member’s interests**; there were none declared.

21/27 **To hear questions from the public**; pre-agreed questions to be sent to or via the Clerk. No questions were received.

21/28 **To agree the last sets of minutes, on 13th July 2021**

It was agreed that the minutes dated

21/29 **Matters arising from minutes of 13th July 2021**.

21/30 **Reports:**

* + Chair (nothing to report)/Vice Chair (nothing to report)
	+ PCSO: August 2021(reported to Clerk 6/9/21)
	+ 23/08/2021 – Elms Vale Road, Hougham. Dog off lead bit informant.
	+ Cllr Taylor Report: Water leak outside 1 Pathfield Cottages, Broadsole Lane. Affinity Water and Dover District Council (not draining away) *Action: Cllr Peel will contact Affinity Water*
	+ Ward Councillor Mr Martin Hibbert offered his help in other matters. Verbal update on Waste Services: garden waste is a non-statutory service, where people pay extra for it. They are hoping to pick it up again in the future. In the meantime, Veolia have been making some changes such as recruitment and training their workforce. Mr Hibbert recommended the DDC ‘Keep Me Posted’ website (<https://public.govdelivery.com/accounts/UKDOVER/subscriber/new>)

21/31 **To make a decision on purchase of the defibrillator** £2346 includes training, installation and one year’s support. Training £135 per year after the first year. There is electricity in the public phone box in Church Hougham. The offer from the parishioner of the first £1000 and the background was represented to the Council by the Clerk. It was felt that the Council were not happy to progress this at this meeting, until further information is received.

*Action: Mr Hibbert to speak to Clerk of Capel le Ferne and feedback to the Council. Each Councillor to ask 20 parishioners about spending the precept on defibrillators and priorities.*

21/32 To decide on grant applications from the Hougham Village Hall Trust.

1. £682.90 – cups, saucers, plates, bowls.
2. £720.00 – flooring in meeting room.

The Council discussed the grant requests and it was unanimously agreed to not issue the grants. *Action: Clerk to inform Village Hall Management Committee of decision.*

21/33 To discuss the Internal Audit

Brief feedback from the Internal Audit was given to the Council. Assurance was given that matters have mainly been dealt with and the Audit is now on the Council’s website.

* The need for a Councillor for Finance to ensure regular internal financial checks are carried out. The responsibilities were discussed and it was agreed that Cllr Jodie Miler will take this role (a minimum mid-year check on accounts, or more regularly if able).
* Full Risk Assessment due November 2021 – will be on next meeting’s agenda.
* Precept meeting November 2021, with decision due January 2022 for April 2022-2023 – will be managed in-line with the correct procedure, as usual.

21/34 Payments:

i. Ability Payroll (invoices 8 & 9) £11.00

ii. Clerk wages and office allowances (2 months) £501.18

iii. Simon Withey maintenance of Village Green £130.00

 iv. Netwise Premium Package Support/Maintenance and Domain Name. £372.00

v. SLCC £80.00

vi. Playing Fields Subscription £20.00

Extra business, not part of agenda as arrived after agenda sent: Nomination for Village Hall Management Committee, currently Cllr Chris Bryan*. Action: Clerk to ask Cllr C Bryan if he is still prepared to sit for another year.*

***The next scheduled ordinary meeting of Hougham Parish Council is due on Tuesday, November 22nd at 7.30pm at Hougham Village Hall or by ‘Zoom’, and will be confirmed during the week before.***