Hougham Without Parish Council

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**Tuesday 23th November**

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**Present:**

Cllr Bryan – Chair

Cllr Lamb – Vice Chair

Cllr Peel – Member

Cllr Taylor – Member

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21/35 **To receive apologies for absence**; apologies received from Cllr M. Hibbert

21/36 **To identify any member’s interests**; there were no interests identified.

21/37 **To hear questions from the public**; no members of the public present.

21/38 **To agree the last sets of minutes**, on 21st September 2021. The minutes were agreed as a true and accurate representation of the meeting. The minutes were signed by the Chair (pp The Clerk).

**21/39 Matters arising from minutes** of 21st September 2021. All actions completed and reported on. Any outstanding issues in today’s agenda.

**21/40 Reports** from:

Chair – nothing to report

Vice Chair- defibrillator to discuss (later on agenda).

PCSO -Nothing to report.

21/42 **To review the decision on purchase of the defibrillator** and consider additional possible approaches.

 There is an anonymous donor who has offered £1000. We need to find approximately £5,000 (***Action: Cllr Bryan to send Clerk ‘heartbeat’ quotation***). It was **RESOLVED** that the Council will begin a campaign for donations that they will match to buy two defibrillators for both West and Church Hougham. The Council needs sufficient funds to be able to buy both at the same time to ensure equity across the parish. It was RESOLVED that a matched funds campaign will begin in the village in due course. (***Action: Clerk to prepare a ‘thermometer’ theme for posters/online etc.***)

21/43 **To consider the Annual Play Inspection Report**. The annual play inspection was reviewed. It was noted that there were several ‘moderate’ issues that need attending to. ***Action: the report to be sent to Playdale by the Clerk*** for

1. a quotation of all necessary repairs
2. a quotation of the piece of equipment most in need of repair, and the other necessary repairs.

There was also a question from Cllr Lamb whether there would be other possibilities of equipment to replace the current stock, rather than continuing to pay moderately large sums to repair and replace. One suggestion was a recycled plastic approach, looking to become more environmentally sustainable. (***Action: Clerk to undertake quotes as well as look for potential alternatives. A decision will need to be taken probably prior to January in terms of doing necessary current repairs.)***

21/44 **To consider the interim budget report and forecasts**. To have preliminary conversations regarding the Precept for 2022/23. The budget forecast was discussed and the current account of £12,570.49

The Clerk had successfully claimed for a VAT payment of £2089

There are many considerations of items on the future payments agenda, including but not exclusively; significant repair of playground equipment; consideration of purchasing new playground equipment as necessary; possible purchase of matched funds for defibrillators; continued support of various concerns.

There were discussions around the precept, a final decision will be made in January 2022.

21/45 **To agree the Internal Corporate Risk Assessment 2021/22**

The Risk Assessment was undertaken with several actions from it including:

**Tree inspection – investigate. (Action Clerk)**

**War memorial inspection – investigate and book up to delegated (Action Clerk) authority agreed at meeting of £500**

**Annual salary review – tba by councillors (Action Chair)**

**Home office allowance – amount not reviewed since 2008. Review tba by councillors (Action Chair)**

**Microsoft Office monthly payments to clerk to begin £7.99 per month for office function. Cloud payments as required also agreed, for storage of Council information. RESOLVED**

**Chairman’s and Member’s allowances – to be added to a future agenda for discussion. (Action Clerk/Chair)**

21/46 Payments:

i. Ability Payroll invoices 10 & 11 £11.00

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

iii. Simon Withey maintenance of Village Green £130.00

iv. Office expenses – ink cartridges £44.77

v. Play Inspection Company £83.40

vi. Harmer & Sons (grass cutting of Village Green 2021) £921.60

vii. Ability Payroll invoice 12 for pension compliance (annual) £28.99

viii. JRB Dog waste bags for Village Green £90.54

***The next scheduled ordinary meeting of Hougham Parish Council is due on Tuesday, January 18th at 7.30pm at Hougham Village Hall or by ‘Zoom’, and will be confirmed during the week before.***