Hougham Without Parish Council

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The Annual General Meeting of Hougham Without Parish Council **Tuesday 24th May 7.30pm**

**Minutes of the Meeting**

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Present:

Cllr Chris Bryan (Chairman) (CB)

Cllr Jodie Milner (Vice-Chair) (JM)

Cllr Christine Peel (Member/ Police Lead) (CP)

Cllr Kevin Piggot (Co-opted Member) (KP)

District Cllr Martin Hibbert (Dover District Council Ward Councillor) (MH)

Clerk Cathy Finnis (CF)

Apologies

Cllr Don Taylor (DT)

22/1 To receive apologies for absence - Cllr Don Taylor

22/2 To identify any member’s interests – none known

22/3 To hear questions from the public – no members present

22/4 Councillor’s register of interest forms – guidance from DDC Forms to be sent to each councillor to be returned to me via email or post. *Action: Clerk to email forms to all for completion.*

22/5 To elect officers of the council for 2022/23;

Chair; It was **RESOLVED** that Chris Bryan would take this role for the year.

Vice Chair; It was **RESOLVED** that Jodie Lamb would take this role for the year.

Finance; It was **RESOLVED** that Jodie Lamb would take this role for the year.

Police; It was **RESOLVED** that Christine Peel would take this role for the year.

22/6 To agree the minutes of the meeting held on 22nd March 2022.

The minutes were **RESOLVED** as a true and accurate report.

22/7 To consider matters arising from meeting 22nd March 2022.

* Defibrillator leaflets – 500 leaflets have been designed and ordered by the Clerk. It was **RESOLVED** to order 10 posters based on design of leaflets. Then contact Christine/Chris re distribution.
* Village Signs – Clerk shared the guide prices – a basic cast iron sign (without fitting and maintenance) would be around £3500 - £4500 each. Clearly there are many different designs and materials. The Council view the idea of signage as positive, but that the defibrillator was the current project requiring time and effort. It was **RESOLVED** not to progress the signage issue at the current time.

22/8

22/9 2021/22 Chairman’s Annual Report. This report is attached.

22/10 2021/22 District Councillor’s Annual Report. This report is attached.

22/9 To approve year-end accounts for 2021/22 The Council reviewed the year end accounts and it was **RESOLVED to approve them.**

22/10 To agree audit Annual Governance Statement 2021/22. It was **RESOLVED**

22/11 To agree the audit Accounting Statement 2021/22 It was **RESOLVED**

22/12 To claim exemption from a limited assurance review 2021/22 It was **RESOLVED**

22/13 To review councillor’s reports.

* Cllr Peel: Caravan – Castle View Farm – Lowslip – does it need permission? Ground sold as agricultural (working farm providing income). Previously there was a caravan on the site. *Action: Cllr Peel to contact DDC planning department.*
* Dead chihuahua dog in a bag in playground, is reported to Police and PCSO is aware.
* Cllr Hibbert – Jubilee - £500 to be spent between the parishes – please apply by the end of May.
* Community grants will once again be coming – if you have a constitution and a bank account your organisation can apply to Dover District Council. TAP – continues but work is being done locally to try and improve the situation for all.

22/14 To discuss defibrillator fund-raising plans. Leaflets ordered and ready to be distributed after the Jubilee. Posters (10) to be ordered and placed around the parish at strategic points. Leaflets could be accompanied by a plain envelope for cash donations – needs to be decided. ‘Go Fund Me’ is up and running for donations. The £500 donation was confirmed as being received. The plans were **RESOLVED.**

22/15 Matters relating to Broadsole Lane (Councillor Peel) Cllr Peel has written to Ian Day twice and he has said he has referred it to his management. However, there is no good response to the Council’s queries. Cllr Hibbert has also asked for information with no return. *Action: Cllrs Peel and Hibbert to continue to await for response when its ready.*

22/16 Agree subscriptions KALC/Action with Communities in Rural Kent/ It was **RESOLVED**

22/17 Council correspondence: (for information)

- Playground repairs completed

- Thank you from Dover and Deal Citizen’s Advice Bureau for donation

- Thank you from Air Ambulance for donation

- Reports from Simon Withey re village green.

22/18 To agree payments as follows: - It was **RESOLVED**

Netwise version 2 £199.00

Clerk wages and office allowance £624.38 (two months)

Microsoft (2 months) £15.98

KALC membership for 2022/23 £234.82

Village Green maintenance (S. Withey) March/April ‘22 £130.00

Action for Communities in Rural Kent subs £60.00

Ability Payroll Invoices 17 & 18 £11.00

Information Commssioner £40.00

Leaflets for debrillator (Vistaprint) £27.83

The next scheduled meeting of Hougham Parish Council is due on Tuesday July 19th 2022, at Hougham Village Hall, and will be confirmed during the week before.