Hougham Without Parish Council

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**The Annual Business Meeting of Hougham Without Parish Council**

**Tuesday 9th May at 7.30pm**

**Present**

Cllr Jodie Lamb (JL)– Chair

Cllr Steve Green (SG)– Vice-Chair

Cllr Ryan Davies (RD)

Cllr Steve Oxenham (SO)

Cllr Christine Peel (CP)

Cllr Kevin Piggott (KP)

Cllr Peter Robinson (PR)

Clerk – Cathy Finnis (CF)

**Absent**

Cllr Chris Bryan (CB) Outgoing Chair

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Initially the Council was chaired by Cllr Lamb (current Vice-Chair) in place of Cllr Chris Bryan (current Chair, absent for the meeting)

16/23 **Declarations of Office** All four elected councillors (JL, SG, KP, PR) declarations were signed.

17/23 **Election of Chair and Vice Chair** – Cllr Lamb nominated by Cllr Piggott and Cllr Green was nominated by Cllr Robinson. There are only four members of the Council. Therefore, the outgoing Chair has the casting vote, which in this case was Cllr Lamb. Therefore, it was **RESOLVED** that Cllr Lamb was Chair and Vice-Chairman is Cllr Green.

18/23 **To agree co-options** – a vote was taken in public to decide on the three co-opted members:

Steve Oxenham

Christine Peel

Ryan Davies

*The Council formally recognises the service given by Cllr Don Taylor over 30 years to Hougham Without Parish Council. The Council RESOLVED to offer a token of appreciation*. ***Action: Cllr Lamb to organise***

19/23 **Declarations of Office** signed by all newly co-opted councillors.

20/23 **Election of remainder of roles**:

Village Hall Representative, it was **RESOLVED** to be Cllr Green

KALC Representative, it was **RESOLVED** to be Cllr Davies and Cllr Robinson

Highways and Police, it was **RESOLVED** to be Cllr Peel

21/23 **To receive apologies for absence** – Cllr Bryan gave his apologies.

22/23 **To identify any member’s interests** – there were no interests identified.

23/23 **To hear questions from the public** – there were no questions from the public.

24/23 **To** **agree the minutes of the meeting held on 25th April 2023** – It was **RESOLVED** they were a true and accurate record and signed as such. ***Action: clerk arrange minutes to be signed.***

25/23 **To** **consider matters arising from meeting 25th April 2023**.- There were no matters arising. ***Action: CF to invite Cllr Martin Hibbert to the next meeting.***

26/23 **To** **adopt the council’s code of conduct document and council’s standing orders.** It was **RESOLVED** that the Council adopted the Code of Conduct and the Council’s Standing Orders.

27/23 **To agree meetings set up** – day/time/frequency and ‘address book’.

The Council completed the Councillor’s address book and **RESOLVED** the day/time and frequency to be third Tuesday on odd month, e.g. May, July, September, November, January, March, May, at 7.30pm in the Village Hall. ***Action: CF to type up the Councillor’s address book and share with those in agreement.***

28/23 **Member’s Disclosure of Pecuniary Interests**

The Clerk explained that the Councillors need to send the Interests form to the Monitoring Officer at DDC, it is their personal responsibility. ***Action: Clerk to email to new Councillors.***

29/23 **To update on defibrillators** – update regarding electrics and phone box improvements. Phone box has been repaired. No reply from electrician. Considerations: where at the Village Hall. There will need to be signs at both locations. ***Action: Cllr Peel to follow up electrician. A cheque for £30 needs to be raised to pay Colin for the work on the phone box.***

30/23 **To agree yearly payments list**

Unity Trust Bank requires new signatories for the Council to be able to sign cheques. Cllr Peel and Cllr Piggott are happy to become bank signatories and will become signatories urgently. The remainder of councillors will be added in due course, as required by Chair/Clerk.

***Action: Clerk to contact Unity Trust Bank as soon as possible and get the documentation completed for the new signatories to be added. Clerk to provide yearly payments list at the next ordinary meeting.***

31/23 **To agree payments** as follows (until bank signatories are completed no cheques can be signed): -

Microsoft Office suite (paid back to Clerk) April 2023 15.98

Office ink cartridge costs (paid to Clerk) find

Daphne Hastie – to RNLI and Salvation Army 50.00

Village Green maintenance (S. Withey) April 2023 plus stamp cost 65.00 +2.50

The meeting was closed by Cllr Lamb who thanked everyone for attending.

The next scheduled meeting of Hougham Parish Council, 18th July 2023, at 7.30pm in Hougham Village Hall.