Hougham Without Parish Council

13 Victoria Road, Capel-le-ferne, CT18 7LR

*Email: cathy.finnis@googlemail.com*

Members **Present:** Cllr Lamb (Chair)

Cllr Green (Vice-Chair)

Cllr Peel

Cllr Piggott

Cllr Robinson

Cllr Davies

Cllr Oxenham

Clerk Mrs Finnis

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**Minutes of the Meeting**

**Monday 7th August 2023**

**39/23 To receive apologies for absence –** there were no apologies

**40/23 To agree the minutes of 29th June** – the minutes were agreed as true and representative of the meeting and were signed as such by the Chair.

**41/23 To consider matters arising from the minutes of 29th June** – there are no matters arising.

**42/23 To hear questions from the public** – there are no members of the public present.

**43/23 Councillor’s Reports/Items:**

1. **District Councillor Martin Hibbert** – introduced himself to the Council and explained his role. His door is open to any Councillor who needs advice or support on any parish matters.
2. **Cllr Green: Fly tipping deterrence in conjunction with Dover District Council (report)**

Cllr Green contacted Capel-le-Ferne Parish Council to discuss the ongoing issues and they recommended he report it to DDC, which Cllr Green has done. Cllr Green has signage that he has free to distribute to landowners. If any fly-tipping is seen, please take photos and report to DDC, as there is a threshold to reach with the magistrates to access covert cameras. Cllr Lamb thanked Cllr Green for his action in this matter.

His details are:

Michell Sanderson, Environmental Crime Officer, Dover District Council, Council Offices, White Cliffs Business Park, Whitfield, Dover CT16 3PJ email: [envcrime@dover.gov.uk](mailto:envcrime@dover.gov.uk)

Web: <http://dover.gov.uk/>

1. **Cllr Oxenham: Village Green antisocial behaviour (discussion) and parking for events at the Village Green (discussion)**

6 young people 12/13 years are there for several hours, using cable ties to tie things together and wrapping baby swings around the swings. The young people are from Capel-le-Ferne, Cllr Oxenham reported he had contacted Capel-le-Ferne Parish Council and has received an email, that he read to the Council. *Action: Cllr Oxenham to do twice weekly inspections and to liaise with Simon Withey, Caretaker.* *Clerk to put Cllr Oxenham in touch with Simon Withey.*

*Cllr Green to speak to Mr Sanderson of DDC regarding possible signage for play equipment personal responsibility and dog fowling signs.*

Parking for events –

Designated area and cordoned area, on hard standing.

*Action: amenity land for next meeting. Cllr Robinson to draft the template for the parking.*

1. **Cllr Robinson: an open meeting offer (discussion)**

Cllr Robinson proposed that they offer an informal meeting in order to hear parishioner’s concerns. Saturday morning, coffee morning. Webpage/facebook/noticeboards. *Action: Cllr Robinson to organise with the Clerk.*

1. **Cllr Piggott: defibrillators (discuss and agree)**

The Council **RESOLVED** to join ‘Defibs for Dover’. There was a discussion for Defib checks and who can do them. There was some discussion regarding the agreement for the Defib to be installed in the Village Hall and Church Hougham phone box. *Action: Cllr Piggott to ask Defibs for Dover who does the checks and if there’s someone who can provide it.* *The phone box needs refurishing.*

**44/23 Clerk items on Council functions and roles and responsibilities of the Council, as well as processes. (agree)**

CF presented a brief summary of the above. Following that there were some discussions re FOI and finances.

**45/23 Update on Council banking arrangements (information)**

**46/23 Payments (not exhaustive)**

**47/23 Kent Association of Local Councils 240.82**

**BHIB insurance 645.45 (to be refunded to Cllr Lamb)**

**Information Commissioner 40.00 (to be refunded to the Clerk)**

**Website (Digital mapping) 57.60**

**Clerk wages/office allowance (May/June/July – owed due to banking issues) 837.97 *(-0.90 for previous overpayment)***

**Microsoft ‘office’ package @7.99 PCN 23.97**

**Village Green caretaker wages (May/June/July – owed due to banking issues) 195.00**

**HMRC PAYE (quarter 4 ending) 194.40**

**Payroll May/June/July @ 6.50 PCM 19.50**

**Payroll April @ 6.50 6.50 \*to be confirmed**

**Office expenses, ink cartridge @ 21.45 21.45**

**SLCC 101.00**

**48/23 Agree the next Ordinary Meeting of the Council date. 19th September 7.30pm**

Cllr Jodie lamb closed the meeting at 21.23

The next ordinary scheduled meeting of Hougham Parish Council is on 19th September 2023 and will be confirmed in the days before the meeting.