Hougham Without Parish Council

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

Email: cathy.finnis@googlemail.com

**Wednesday, 10th January 2024**

Summons and Agenda

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***To members of the Council***

You are hereby summoned to attend An Ordinary Meeting of Hougham Without Parish Council at Hougham Village Hall for conducting planning business (by invitation from the Clerk) on **Tuesday 16th January** for the purpose of transacting the following business.

Cathy Finnis

C.M. Finnis, MA

Clerk to the Council

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note: there will be a pre-meeting at 7.15pm to meet the three applicants for the Casual Vacancy of the Council.**

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda number  | Description  | Owner  | Time  |
| 82/23  | Welcome from Chair and to receive apologies for absence | Chair | 7.30pm |
| 83/23 | To agree the Minutes dated 21st November 2023 | Chair/All  | 7.35pm |
| 84/23 | To consider any matters arising from Minutes of 23rd November 2023 | Chair/All  | 7.40pm |
| 85/23 | To hear questions from the public.  | Chair/Public | 7.50pm |
| 86/23  | To agree the precept for the final decision tonight Balance 10/1/24: £ **12,584.64**  | Clerk/All  | 7.55pm |
| 87/23 | Chair’s Update/Report  | Chair  | 8.10pm |
| 88/23 | Councillor’s Updates/Report *(please make yourself known to Chair and Clerk if you wish to address the Council) (5 minutes per report)*  | Councillors  | 8.15pm |
| 89/23 | To update on the Village Green Working Party  | Cllr Oxenham, Cllr Robinson  | 8.25pm |
| 90/23 | To update on the issues with the Waste site.  | Chair/Cllr Hibbert  | 8.35pm |
| 91/23 | To discuss the caravan parked on grass verge, Gravel Hill, West Hougham | Cllr Green/Chair  | 8.40pm |
| 92/23 | The Caretaker – decision to appoint. Need to decide contracted or employed.  | Clerk/ All | 8.50pm  |
| 93/23 | Cheques to be agreed and paid:* Employee wages/office allowance (Oct/Nov) £558.58 (TBC)
* Ability Payroll (Dec/Jan) £13.00
* Contractor wages (Dec). £65.00
* HMRC (paid due to deadline) £194.60
* Annual pension compliance fee (Ability P/roll) £32.50
 | Chair/All and Signatories to sign.  | 8.55pm |
| 94/23 | Training for councillors via KALC:**Main Features of this issue**: **Kent County Council Roadshow - Adult Social Care: digital services and how to find information*** Date: Thursday 25th January 2024
* Time: 2pm-3:30pm
* **No cost to the attendee**
* Format: Online (Please contact me – support@kentalc.gov.uk – for joining instructions)
* Description: This event is intended for Local Councils to find out about available services so that they can signpost these to residents. These include adult social care options available to people in Kent, ways for people to stay independent at home and the different ways in which people can pay for adult social care. The Kent County Council team will join us on Zoom for a workshop and Q&A. Do join this event to learn about the new digital tools relating to Adult Social Care, to speak with KCC Adult Social Care staff and to obtain answers to your questions!

**and** **Community Prepared – Community Emergency Planning Workshop, Part 1*** Date: Wednesday 24th January 2024
* Time: 6pm-7:30pm
* **No cost to attendee**
* Format: Online (joining instructions provided by Community Prepared after registration)
* Description: This is the first of a two-part workshop. Part 1 will examine the purpose and potential of emergency plans with a sharing of ideas of what your next steps could be. **(Part 2 will take place on Wednesday 31st January, 6pm-7:30pm and will focus on specific elements of your developing emergency plan. There will be an opportunity to work on your plan between the two sessions and share it with Communities Prepared for feedback.)**

 **Other Upcoming Training Courses:**1. **Communicating with your Community Part 2: Engaging with your Community**
* Date: Tuesday 16 January 2024
* Time: 2pm-4pm
* Format: Online
* This session will help you to consider practical ways to implement your communications strategy and engage with your community. We explore how councils can communicate and engage, as well as build sustainable conversations. Discover the tools, strategies and techniques needed to better promote your own messages but also to better respond to the voices within your local community. This event is led by Breakthrough Communications. **Due to the interest in and enthusiasm for the recently offered Part 1 and in recognition of the fact that many Councillors are not able to participate in training during the day, we will shortly be offering Communicating with your Community, Parts 1 and 2, in an evening slot.**

1. **Introducing Allotments Law and Management to Local Councils**
* Date: Thursday 18 January 2024
* Time: 9:30am-1pm
* Format: Venue-based at Jubilee Hall, Pippin Road, East Peckham, Kent TN12 5BT
* Description: Allotments are more popular than ever. Waiting lists for a tiny plot of land that can be cultivated for pleasure, economy and health have soared recently. Many of our Local Councils have “Allotment Gardens” for hire. This workshop, led by Roger Taylor, will enable you to discover the legal requirements surrounding allotments, their management and how to operate best practice.

1. **Mastering Planning Application Responses: Training for Local Councils**
* Date: Wednesday 24 January 2024
* Time: 7pm-9pm
* Format: Online
* Description: Join our two-hour training session designed to empower Local Councils in navigating the intricate world of responding to planning applications. Planning applications can significantly impact the development and character of your community, making it essential for local leaders to be well-informed and proactive in their responses. KALC training consultant, Alison Eardley, will guide you through the entire process, from understanding the legal framework to crafting compelling responses that ensure the best outcomes for your community.

1. **Chairing Meetings Effectively**
	* Date: Wednesday 31 January 2024
	* Time: 6pm-8pm
	* Format: Online
	* Description: This session is designed for councillors, regardless of whether you are an experienced chairperson or whether you are new to the role. We explore how to prepare effectively for meetings, how to get the most out of the meetings you chair and from other councillors, and how to deal with tricky situations. This event is led by Breakthrough Communications.

**Upcoming Finance Training:**Join Steve Parkinson of Parkinson Partnership for any of the following upcoming finance workshops:* **Finance for Councillors** (Tuesday 16 January 2024 at 10am-11:40am or Thursday 25 January 2024 at 6:30pm-8:10pm)
* **Internal Controls** (Wednesday 17 January 2024 at 10am-11:40am)
* **VAT for unregistered councils (VAT126)** (Thursday 18 January 2024 at 10am-11:40am)
* **Procurement** (Thursday 25 January 2024 at 10am-11:40am)
* **Year end & audit – councils over £25,000** (Tuesday 30 January 2024 at 10am-11:40am)

 **Registration Information:**To book your place on any of these or other training sessions, start by following this link: <https://www.kentalc.gov.uk/Training__and__Events_21677.aspx> and selecting the training session of your choice.**Benefits of Attendance:*** Gain valuable insights and knowledge to enhance your role as a Local Councillor or Officer.
* Network with fellow Councillors and Officers and share experiences.
* Access resources and tools to support your ongoing professional development.

 These training sessions will contribute significantly to your effectiveness as a Local Councillor or Officer and, in turn, benefit your community as a whole. | Clerk/All  |  |
| 95/23 | Date of next ordinary meeting of the Council: 19th March 2024 | Clerk | 9pm  |