Hougham Without Parish Council

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**The Minutes**

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**Tuesday 21st November 2023**

Present:

Cllr J Lamb (chair)

Cllr S Green (Vice-Chair)

Cllr P Robinson

Cllr S Oxenham

Cllr C Peel

District Cllr M Hibbert

Cathy Finnis (Clerk)

Apologies:

Cllr K Piggott

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| Agenda number | Description | Actions |
| 68/23 | **Welcome from Chair and to receive apologies for absence**  Cllr Davies – resigned  Cllr Piggott – injured |  |
| 69/23 | **To agree the Minutes dated 19th September and 4th October 2023**  **RESOLVED** as a true and accurate record. |  |
| 70/23 | **To consider any matters arising from Minutes of 19th September and 4th October 2023**   * Signs arrived for defibrillators Andrew Finnis to put up in Church Hougham and the other to be given to Cllr Piggott. | *Debrillator signs to be given to AF and KP to put into defib boxes.* |
| 71/23 | **To hear questions from the public**. There were no questions. |  |
| 72/23 | **To consider the finances to date and precept** (final decision January 2024).  Balance 15/11/23: £**15,360.87**  Discussion on items, considering the future priorities and the elector’s views. The Council has agreed in principle that the precept will increase, but it is undecided by how much.  Cllr Robinson questioned the Council insurance policy and specifically the ‘Accident Policy’ which only pays out £10,000 for 76-84 rather than £100,000. The clerk has investigated this and Citizen’s Advice reported that insurance is allowed to be both ageist and discriminatory dependent on their actuarial assessments and underwriting. | *AF to share excel spreadsheet with KP to share with the Council.* |
| 73/23 | **Chair’s Update/Report**   * Email from Ryan Davies **tendered his resignation** on 16th November 2023. * There is now a Casual Vacancy for the Parish Council.   The role will be advertised in the Hougham Herald, on Hougham website and noticeboards.  The candidates will be asked to respond to the Clerk by 31st December 2023. The candidates will be asked *‘What are the reasons why they would like to be a co-opted councillor on the parish council?’*  Clerk to invite them to Tuesday 16th January, at 7pm to meet the Council and discuss their application.   * **Church Hougham passing place**: ongoing suggestions around putting bollards, 450mm from the edge of the highway. Cllr Hibbert, to take the issue further in KCC. * **Discussion on new Village Green caretaker**. Simon Withey is retiring from the role at the end of 2023. | *Casual Vacancy to be advertised in Hougham Herald, Hougham website and noticeboards.* |
| 74/23 | **Councillor’s Updates/Report**  Cllr Green: Cllr Green attended the most recent Hougham Village Hall meeting. The Village Hall committee raised two concerns. The Village Hall have requested whether the Parish Council had any plans to lay mesh on the village green to allow all weather permitting. The Council **RESOLVED** that the working group will respond and update.  The Village Hall were enquiring about the millstones removed from the old Tantum Windmill where they are and could they be returned. The Council **RESOLVED** no further action as they were not deemed to be within their scope of practice.  Cllr Robinson: as Cllr Davies, has resigned, there is now one less for the KALC meetings. Cllr Green offered to step in where possible. |  |
| 75/23 | **To update on the Village Green Working Party**  Cllr Oxenham explained the current working party organisation, members, and meetings to date. | *Consider formal Terms of Reference.* |
| 76/23 | **To update on the issues with the Waste site.**  Cllr Hibbert went to the enforcement team but there’s nothing further to report currently, a response is awaited. However, Cllr Hibbert met with the team today, at DDC and further leads were discussed. | *Cllr Hibbert to continue to ask for updates from DDC.* |
| 77/23 | **To discuss the possibility of the introduction of a Parish Charter** between parish councils and Dover District Council. Previous 2015 version circulate to councillors.  The Council **RESOLVED** not to sign up to a charter. |  |
| 78/23 | **Risk assessment** of all Council business (annual) | Clerk/ All |
| 79/23 | **Cheques to be agreed and paid:**   * Employee wages/office allowance (Oct/Nov) £558.58 * Ability Payroll (Oct/Nov) £13.00 * Contractor wages (Oct/Nov). £130.00 * Playdale for baby swing £327.43 * Two defib signs (bought be CF). £58.92 * DDC Uncontested election £102.76 * HMRC (paid due to deadline) £194.60 * Harmer and Sons payment for 2023 season. £1296.00 * The Play Inspection Company Annual Inspect. £89.94 | *Chair/All and Signatories to sign.* |
| 80/23 | **Training for councillors via KALC**:   * **Dynamic Councillor module** ideal for new Councillor or those who need a refresh. Online on 5th December at 6.30pm. The cost will be funded by the Council.   Please let the Clerk know if you wish to book. | *Clerk to book Cllr Robinson onto Dynamic Councillor on 5th December at 1830* |
| 81/23 | **Date of next ordinary meeting** of the Council: 16th January 2024 | *Meeting was closed at 21.35* |