Hougham Without Parish Council

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

Email: cathy.finnis@googlemail.com

**Minutes of the Meetings**

**21st May 2024**

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

**Present:**

Cllr Jodie Lamb (Chair)

Cllr Steve Green (Vice-Chair)

Cllr Kevin Piggott

Cllr Christine Peel

Cllr Peter Robinson

Cllr Steve Oxenham

Cllr Jennifer Smith

Clerk – C Finnis

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

J. Smith, co-opted onto the Council signed the Declaration of Office prior to the meeting commencing and is now a full member of the Council.

|  |  |  |
| --- | --- | --- |
| Item No. | Item description | Action |
| 01/24 | Welcome from the Chair and to receive apologies for absence  There was an apology from Cllr Beaney KCC Councillor |  |
| 02/24 | To identify any member’s interests  There were no interests identified |  |
| 03/24 | **To hear questions from the public.** (No longer than 5 minutes per question, maximum of three questions)  There were no questions from the public |  |
| 04/24 | To elect officers of the council for 2024/25;  It was **RESOLVED** by the Council to elect the following:  Chair; Cllr Lamb was elected Chair  Vice Chair; Cllr Green was elected Vice-Chair  Finance; Cllr Piggott was elected  Police; Cllr Peel was elected  Highways; Cllr Peel was elected  KALC; Cllr Piggott was elected  Village Hall; Cllr Green was elected |  |
| 05/24 | **Councillor’s declaration of office forms** (new councillor and new positions on council)  All were signed by the councillors for the year 2024/25 |  |
| 06/24 | To agree the minutes of the meeting held on 5th March 2024.  The minutes were **RESOLVED** to be a true and accurate representation of the meeting, and signed by Cllr |  |
| 07/24 | To consider matters arising from meeting 5th March 2024.  There are no matters arising. |  |
| 08/24 | 2023/24 Chairman’s Annual Report.  See attached |  |
| 09/24 | To approve year-end accounts for 2023/24  It was **RESOLVED** to approve the year-end accounts as presented by the Clerk |  |
| 10/24 | To agree audit Annual Governance Statement 2023/24.  It was **RESOLVED** to approve the Annual Governance Statement 2023/24 and signed by the Chair and Clerk in the Annual Governance and Accountability Return 2023/24 |  |
| 11/24 | To agree the audit Accounting Statement 2023/24  It was **RESOLVED** to approve the year end accounts as presented on the Accounting Statements 2023/24 as part of the Annual Governance and Accountability Return 2023/24 and signed by the Chair and Clerk |  |
| 12/24 | To claim exemption from a limited assurance review 2023/24  It was **RESOLVED** to agree the application for the exemption based on relatively low eligible income. |  |
| 13/24 | To **decide on a grant** for the Church  A grant for £500 is asked to support grass-cutting of the Churchyard. The total cost is £1000.  It was **RESOLVED** to defer the application until receipt of the latest accounts 23-24 (or 31st December 2023) | Clerk to contact Rachel Hogben |
| 14/24 | To review councillor’s reports.  Fly tipping at Crook’s Court Lane, members of the council trying to report to DDC and noted a good contact Mitchell Sanderson, Officer. |  |
| 15/24 | To consider the planning application:  24/00455 Erection of a first floor extension incorporating balconies to facilitate change of use of land and conversion of existing outbuilding to holiday let (retrospective) at Chancepixies Animal Rescue, The Pines, Gravel Lane, West Hougham  The Council **RESOLVED** to object to the application on the grounds that nothing has changed since the previous application. | *Clerk to enter decision into DDC planning portal* |
| 16/24 | Update on potholes  There are ongoing issues with potholes despite the work that KCC have carried out.  The Council **RESOLVED** to compile a response to Neil Baker, Cabinet Member for Highways and Transport. There will be a meeting to agree the letter at an extraordinary meeting following the Annual Parishioner’s Meeting on Thursday 30th May. | *Clerk to prepare summons/agenda* |
| 17/24 | Village Green Working Party update  At the Annual Parish Meeting it will be decided who the suppliers will be and what is wanted to be bought. The indicative costs are likely to be £60,000 - £70,000. Cllr Piggott is working on a specification. The Council **RESOLVED** that the working group can apply for grants on the Council’s behalf.  The gate has been installed and paid for by a parishioner. It was **RESOLVED** that there will be a plaque to thank the donor.  It was **agreed in principle** that the Council will provide a goal post in the interim summer period, dependent on further discussion with the working party, at the Annual Parish Meeting and will need to return to the full Council for an agenda-based decision. |  |
| 18/24 | To decide on a solution to the lock to the Village Green  There was an incident in the village green where a commercial vehicle accessed the site, the problem has been **resolved** by changing the lock. |  |
| 19/24 | Discussion of the issues of: Frampton Farm – license for school’s tours/visits  There are no concerns according to Cllr Peel. |  |
| 20/24 | Discussion of the issue of: Cutting down of trees/shrubs on field behind Lady Garne to Eight Acre  The Parish Council are very concerned about the issue, it is understood to be in hand. **No further action** from the Parish Council at this stage. |  |
| 21/24 | Payments:  The following payments were **agreed** to be paid at the Council meeting:  Dover District Council (bins) £175  Caretaker (T.Jones) Invoices 2+3 £120  KALC membership 24/25. £238.48  Clerk (C. Finnis) wages and allowance April -May 24 and Microsoft monthly (£7.99 pcm) (April + May 24) £475.16  Information Commissioner £40.00  Ability Payroll invoices 43-44 £13.00  Village Green expenses for repair (T.Jones). £21.98  Stamps for office £10.00 |  |
| 22/24 | Close of the meeting  Next ordinary meetings (2024 – 2025):  16th July 2024  17th September 2024  19th November 2024  21st January 2025  18th March 2025 | Chair |