

**MINUTES OF THE ORDINARY MEETING OF GREAT MONGEHAM PARISH COUNCIL  
HELD ON THURSDAY 5<sup>th</sup> JULY 2007 AT 7.30pm AT GREAT MONGEHAM PARISH HALL**

**Present:** Councillors            P Swales (chairman)   B Knight                    A Hughes-Edwards  
   P Hambrook            T Ridyard                                    S Manion

S Wells Clerk to the Parish Council

## **1. APOLOGIES**

Cllr T Madgwick

The Chairman closed the meeting to allow comments from a member of the public at 7.31pm. The meeting was reopened at 7.32pm

## **2. MINUTES OF LAST MEETING**

It was proposed by Cllr Hughes-Edwards and seconded by Cllr Ridyard that the minutes of the Parish Council meeting held on 7<sup>th</sup> June 2007 be signed as a true and correct record, all agreed. The Chairman signed the minutes.

## **3. ACTIONS FROM LAST MEETING**

### **Planning Correspondence**

*Letter ref application at 07/00479 - 126 Mongeham Road* – This letter was down for discussion later in the meeting. **Action Discharged**

### **Highways**

*Tree Warden* – The Clerk had informed BTCV that Cllr Hughes-Edwards had been appointed as tree warden by the Parish Council. **Action Discharged**

### **Forthcoming Events**

#### **Outside Events**

*Neighbourhood forum – Grants awareness day* – The Clerk had copied to Cllr Manion. **Action Discharged**

## **4. CODE OF CONDUCT**

### a) Register of Interest forms

All register of interest forms received by the Clerk had been sent to the monitoring officer. The Clerk handed the members a copy of their form.

### b) DDC Revised Model Code of Conduct – Adoption requested by 1-8-07

All the members had read this document. After a brief discussion it was proposed by Cllr Swales and seconded by Cllr Hughes-Edwards that the Council adopt the Model Code of Conduct for Towns and Parishes in Dover District. The Clerk to inform the Monitoring Officer and ask to be included in DDC's public notice. **Action Sarah Wells**

c) Freedom of information act/Data protection Act

The Clerk had included a note to Councils with the agenda reminding them that as Information Officer for the Council she was the only person authorised to release documents requested under the Freedom of Information Act. She pointed out that all personal details must be removed from such documents to comply with data protection law.

In the same note the Clerk had also reiterated the procedure for dealing with approaches from Members of the public wishing to do business with the Council. There followed some heated debate on this matter as the letter seemed to have caused confusion with some members. During this debate several letters and a petition were handed to the Clerk.

Cllr Manion declared a prejudicial interest in the planning application for 126 Mongeham Road and left the meeting at this point.

There followed discussions on the Clerks letter and how members should act when approached by members of the public wishing to offer gifts or services to the council. A more detailed explanation is attached at Appendix A.

Cllr Manion returned to the meeting following the conclusions of these discussions.

## 5. PLANNING

### a) Planning Applications

The Chairman was concerned that applications dealt with between meetings were not being commented on by enough members of the Planning Committee. It was agreed that in future the hard copy of the plans would be circulated. The hard copy to be seen by at least four of the six members of the planning committee. The Clerk would also send an e-mail to all committee members informing them that an application had been received.

#### i. DOV/07/00609

**Proposal:** Erection of single storey extension

**Location:** 164 Mongeham Road, Great Mongeham

This application had been dealt with between meetings, no objections had been raised.

#### ii. DOV/07/00711

**Proposal:** Erection of rear conservatory Extension

**Location:** 4 Mongeham Church Close, Great Mongeham

After some discussion it was agreed that no objections should be raised.

#### iii. DOV/07/00606

**Proposal:** Erection of 1.8m high fence

**Location:** Great Mongeham House, Northbourne Road, Great Mongeham

After some discussion the members agreed to positively support this application as the proposed fence was to replace an existing fence of a similar height.

## **b) Planning Decisions**

None received

## **c) Correspondence**

- i. Letter Ref 126 Mongeham Road – Cllr Manion declared a prejudicial interest and left the room.

After some discussion about the contents of this letter it was agreed that the clerk should write to acknowledge its receipt and inform the author that the Council would welcome the offer of land necessary to provide additional footpath along Mongeham Road, and that if the offer was put in writing to the proper officer of the Council she would forward it to the appropriate officers at Kent Highways Services, who would be ultimately own the footpath and be responsible for its future upkeep.

**Action Sarah Wells**

Cllr Manion returned to the meeting.

## **d) Consultation Documents**

- ii. KCC – Kent Minerals Development Framework – regulation 32 Site Allocation representations

Noted

## **6. REPORTS**

### **a) Dist Cllr Report**

Dist Cllr Kenton gave a verbal report including information on the waste recycling new contract proposals and DTIZ.

Dist Cllr Manion handed the Chairman a written report, it was agreed this would be circulated with the correspondence for the next meeting.

### **b) Cllr Reports**

Cllr Knight had attended the AGM of the Village design Statement Committee.

## **7. HIGHWAYS**

- i. Meeting with Footpaths Officer – Cllr Hughes- Edwards

Cllr Hughes-Edwards had met with Denise Roffey of the Public Rights of Way office. They had walked all the footpaths in the parish and had agreed area were work was required. Cllr Hughes Edwards also informed the meeting that on site training in making stiles and using tools could be provided by PROW if 4/5 willing volunteers could be found. It was agreed that Cllr Hughes-Edwards should put an article in the Village News asking for volunteers.

ii. Kent Highways Services – Traffic Counts

Kent Highways service requested more information on the type of traffic counts that were required by the Council. It was agreed that counts and speeds of cars and motorcycle, during term time, between the hours of 6.30 – 9am and 3-6pm were required. The Clerk to contact Highways services.

**Action Sarah Wells**

iii. Kent Highways – New Footpath

This was noted by the Council

## 8. WEB-SITE

- i. Kent Parish Councils – The Clerk informed the members that KCC offer a website for all parish council/meetings, a template has been created for each parish which can be found under the directory listings channel at [www.info.kentparishes.gov.uk](http://www.info.kentparishes.gov.uk). The Council could either use this template or ask for a link from this home page to the Council existing Web-site.

As not all members had had a chance to look at the web-site it was agreed this matter should be discussed at the next meeting.

**Action Sarah Wells**

## 9. CORRESPONDENCE

### a) Correspondence needing a response/decision

- i. The Snowdown and Kent Coalfield Heritage Group (SKaCH)

Noted. This request for financial support did not fall within the Councils grants criteria.

- ii. DDC – Performance Plan

Noted

### b) Consultation Documents

None received.

### c) News letters and Circulars

- i. ACRK – Rural News and Enclosures  
ii. KAPC News and Enclosures

Noted by the members

## 10. FORTHCOMING EVENTS

### a) Council Events

- i. Fun Day – Cheque for marquee

Cllr Ridyard said she would meet with the marquee Company to pay for the marquee. Cllr Knight also wanted to speak to the marquee team.

**b) Outside Events**

- i. KCC – Public Wrights of Way – Parish Council Liaison Meeting – 7.00pm Wed 18<sup>th</sup> July 2007, Eastry Village Hall.

Cllr Hughes-Edwards to attend.

- ii. ACRK – Strawberries and Cream Council Meeting – Mon 9<sup>th</sup> July 6-8pm, Elham Village Hall

Noted by the members

- iii. Village Hall AGM 11<sup>th</sup> July 8pm – Great Mongeham Parish Hall

Cllr Swales to attend

- iv. Revised Model Code of Conduct Briefing Session

The Clerk gave each member present a copy of the briefing times and dates.

**11. FINANCE****a) Budget**

Bank statements for June had not been received yet so the Clerk had been unable to complete the first quarters accounts.

**b) Other**

- i. New Bank mandate

Cllr Manion signed the mandate. The Clerk to get in touch with Cllr Madgwick. **Action Sarah Wells**

- ii. Letter from Parish Hall Committee – Ref payments for hall hire

Noted

- iii. £75.00 Deal Town Council – Councillor Training

None of the new Councillors had received any information of the training date so had not attended the events. The Clerk to Contact Deal Town Clerk. **Action Sarah Wells**

**12. PAYMENTS****Cheque No**

a) £239.73 Clerks Salary Jun 07			
(new scale agreed March 2006)	£239.73		
Pension Contribution	<u>£-14.38</u>		
	£225.35 taxable pay		
	£225.35		
Inland Revenue	<u>£ -49.50</u>	H M Revenue & Customs	100530
	£ 175.85 Clerks Salary		100531

b) £39.07 Pension Contribution Clerk £14.38		
	Council <u>£ 24.69</u>	
	£ 39.07	100532
c) £252.90 Canterbury Marquees – Fun Day		100533
d) £89.81 Clerks Expenses Apr - Jun		100535
	Office Allowance Apr - Jun 3 x 19 = £57	
	Telephone £6.50	
	Broadband £10.50	
	Mileage 30 x 52.7 =15.81	
e) £239.73 Clerks Salary Jul 07		
(new scale agreed March 2006)	£239.73	
	Pension Contribution <u>£-14.38</u>	
	£225.35 taxable pay	
	£ 225.35	
	Inland Revenue <u>£ -49.50</u> H M Revenue & Customs	100536
	£ 175.85 Clerks Salary	100537
f) £39.07 Pension Contribution Clerk £14.38		
	Council <u>£ 24.69</u>	
	£ 39.07	100538

It was proposed by Cllr Swales and seconded by Cllr Ridyard that the above payments should be made, all agreed

### 13. DATE OF NEXT MEETING

Ordinary meeting of the Parish Council will be Thursday 6<sup>th</sup> September 2007 at 7.30pm

The meeting closed at 8.45pm

## Appendix A

A Parish Council is a body corporate with perpetual succession, and a name. As a body corporate the council is a person and is distinct from its members (either as individuals or collectively). Its lawful acts, assets and liabilities are its own and not those of its members.

Section 101 of the Local Government Act 1972 allows a council to delegate the power to make decisions to an officer, a committee, a sub-committee or another council. Most important, the council must not allow delegation to a councillor – not even the chairman. If powers are delegated to an officer this delegation may require consultation with two councillors (including the chairman) but the decision remains the officer's.

Therefore if a councillor is approached by a member of the public offering goods or services to the council it is unlawful for them to make a decision on this offer. The councillor should ask the person concerned to contact the proper officer of the council. If the councillor does not direct the person offering the goods or service to the proper officer and does not make the council aware that the offer has been made they have effectively decided not to accept the offer. A phone call to the Clerk to inform them that they may be contacted would be nice. If the person making the offer does not follow up on the conversation with the councillor, it would still be advisable to report such approaches to the Council.

This in no way affects a councillor's ability to speak to parishioners about matters that are of concern to them in the parish. Offering help or information about faulty street lights, disposal of household waste or parking and speeding issues will always be part of being a good parish councillor; these issues do not relate to the functions of the Council as a body corporate as they are not the responsibility of the council. It is just informing a person who is responsible for these functions and how to contact them.

A copy of the good councillors guide can be down loaded from the society of council clerks web site. [www.slcc.co.uk](http://www.slcc.co.uk) go to conferences and training and click on Good Councillors Guide bottom left.