

MINUTES OF LANGDON PARISH COUNCIL ANNUAL MEETING
West Langdon Village Hall
May 20th 2019 at 7.30pm

Present: Cllr C Shaw (Chairman), Cllr A Minns, Cllr S Willett, Clerk (D Willett), KCC Dover Cllr S Manion, Ward Cllr O Richardson and 7 members of the public.

1. ELECTION OF CHAIRMAN, VICE CHAIRMAN & REPRESENTATIVES

Chairman: Cllr C Shaw proposed by Cllr A Minns. Cllr C Shaw accepted position

Proposed: Cllr A Minns

Seconded: Cllr S Willett

Vice Chairman: Cllr A Minns nominated by Cllr C Shaw Cllr A Minns accepted position

Proposed: Cllr C Shaw

Seconded: Cllr S Willett

KALC Representative: Cllr A Minns accepted position

Proposed: Cllr C Shaw

Seconded: Cllr S Willett

Parish Hall Representative: Cllr C Shaw

Langdon Playing Field Representative: Cllr A Minns

Lengthsman Representative: To be decided at next meeting.

2. DECLARATION OF ACCEPTANCE OF OFFICE & UNDERTAKINGS

Declarations signed by Cllr Shaw, Cllr A Minns, Cllr S Willett; witnessed by the clerk. Cllr S Craft and Cllr J Dyer had previously signed their acceptance forms.

3. DECLARATION OF PECUNIARY INTERESTS

Declaration forms to be completed by the elected councillors and returned to the clerk.

4. PARISH COUNCILLOR VACANCY

One parish councillor vacancy remains to be filled by co-option. As more than one resident has expressed an interest, the vacancy will be published on noticeboards and parish council website from 28th May with a closing date of Thursday 13th June at 6pm. Application and Eligibility forms are available from the clerk or by website download. A suitable applicant will be selected at the next council meeting on Monday 17th June.

5. DECLARATION OF INTERESTS

None

6. APOLOGIES

Cllr J Dyer- Holiday; Cllr S Craft – Holiday; Cllr B Price-Stephens - Sickness

7. MINUTES

The minutes of the meeting held on 15th April 2019 were accepted as a true record and signed by the chairman.

Proposed: Cllr A Minns

Seconded: Cllr C Shaw

8. MATTERS ARISING FROM THE MINUTES

World War One Events

The sundial is being engraved and will be fitted to the memorial stone ready for installation on the village green. A dedication service will be arranged by St Augustine's PCC to mark the installation event. The donation cheque of £630 as recorded in the April minutes was a grand total of donations from St Augustine PCC (£500), St Augustine's Remembrance Day service collection (£80) and a private contribution (£50).

Email Communication from Ben Norbury Community Safety Unit Sergeant

Ben Norbury the Dover Community Safety Unit Sergeant in charge of local PCSOs (Police Community Support Officer) explained operational and manpower constraints affecting a consistent service as seen by Dover ward and parish areas. The Langdon officer is PCSO Oliver Parker who should have already been in contact and maintaining open communication with the parish council. As this does not happen, Cllr Minns will follow up the lack of contact and report back.

Westside, East Langdon

Hedge and tree trimming discussion with Cornilo Partners Farm. The resident has asked for the parish council to support this request to Cornilo Partners Farm but making contact with the farm manager is proving difficult.

9. HEALTH AND SAFETY

Overgrown verges are of concern. The council was promised by KCC that we would be in the first scheduled cut this year. Cllr S Manion reported some cutting is now in progress. The subject of speeding cyclists was also raised.

10. REPORTS

County and District Councillors

Cllr S Manion reported:

Kent Highways have an on-going repair and maintenance programme for county roads with a £6M allocation. Motorway routes are the Highways Agency's responsibility. Kent road defects and problems are best reported on-line via the KCC website.

Cllr O Richardson reported

Cllr Oliver Richardson introduced himself as our newly-elected Dover District ward councillor alongside Cllr Keith Morris. As he is new to the councillor role and getting acquainted with the parish councils in the Guston, Kingsdown and St Margaret's ward, he would send the clerk a full report of DDC activities in due course. See appendix for the full report.

Other External Agencies

No reports received

11. CORRESPONDENCE

KCC	Weekly Pothole Update
	April bus monthly updates
	Local Road closures
	Forward Works Planning Interim Programme
DDC	Town/Parish Disclosable Pecuniary Interest Forms
	Community-led Housing and Self Build – Conference 2019 18 th June
KALC	NATIONAL CSSC Green Message - NCTPHQ Bulletin 17 April 2019

	KALC TRAINING EVENTS 2019
	KALC NEWS - APRIL 2019
NALC	Newsletter
	Chief executive's bulletin April
	NALC Spring Conference 2019
NHW	Dover District Crime report
SKC	Membership: Please Confirm Subscription
RURAL KENT	Online Newsletter
KAPF	Membership request

Langdon Primary School – letter of apology for missing annual report

Norma Powell, Martin - email reference road junction - Cllr A Minns to reply.

12. FINANCE

Proposal To complete and approve the Annual governance statement for 2018/2019.

Resolution 19/05/01: That the parish council has met all requirements of Section 1

Proposed: Cllr S Willett

Seconded: Cllr A Minns

Signed by the Chairman and Clerk.

Proposal To complete and approve the Accounting Statement for 2018/2019.

Resolution 19/05/02: That the Section 2 Accounting Statement presents fairly the financial position of the parish council.

Proposed: Cllr A Minns

Seconded: Cllr S Willett

Signed by the Chairman and Responsible Financial Officer

Bank Reconciliation at 31 March 2019

Proposal That the Bank Reconciliation as presented is an accurate record at 31/05/2019.

Resolution 19/05/03: That the Bank Reconciliation be approved.

Proposed: Cllr A Minns

Seconded: Cllr C Shaw

Signed by the Chairman

Internal Auditor Update - Lionel.Robbins. The clerk to request an early June meeting with the internal auditor for the annual audit inspection.

Proposal That the Zurich Insurance policy renewal proposal for 2019-20 meets the requirements of the parish council and the policy quotation of £231.44 is accepted.

Resolution 19/05/04: The Zurich Insurance policy quotation of **£231.44** is accepted.

Proposed: Cllr A Minns

Seconded: Cllr S Willett

Approval of Payments: Resolution 19/05/05

Chq No.

1103	CPRE Annual Membership	£ 36.00
1104	KAPF Annual Subscription	£ 20.00
1105	Zurich Insurance Policy 2019/2020	£231.44
1106	KALC and NALC Annual subscription	£242.52

1107 Replacement Cheque A Hyde original cheque No. 1097 lost 594
£ 90.00

Receipts Proposed: Cllr A Minns
Seconded: Cllr S Willett
Resolution approved unanimously

NatWest Bank Interest £ 5.37

13. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS POLICY

Proposal: To amend and accept the revised set of Standing Orders (previously circulated) as follows:

Section 3.s: “Section 3 Meetings generally

- ii. the names of councillors present and absent *including reason for absence and approved by the meeting.*
- vii *A first draft of the minutes shall be circulated to the council within 7 clear days following the meeting.*

Resolution 19/05/06: That the above amendments as shown in italics be made to Section 3.s of the Standing Orders.

Proposed: Cllr C Shaw
Seconded: Cllr A Minns
Resolution approved unanimously

Note: The clerk will maintain a written record of councillor attendance at meeting in accordance with amended **Section 3.s.ii** as recommended by NALC policy guidance and accountability.

Proposal (CS): To review and accept the Financial Regulations (previously circulated).

Resolution 19/05/07: That the circulated Financial Regulations (as dated 18th June 2018) be approved un-amended.

Proposed: Cllr A Minns
Seconded: Cllr S Willett
Resolution approved unanimously

**14. PLANNING
PLANNING APPLICATIONS**

None received to date

DECISIONS BY DOVER DISTRICT COUNCIL

None received to date

15. REPORTS FROM OTHER BODIES

Lengthman's Report. Issues raised under Item 9 Health and Safety.

Village Hall AGM held. New members have joined committee.

Playing Field AGM has been held. The summer Dog Show will not take place this year so the opportunity to raise funds for the playing field will be missed. The LPFA committee welcomes ideas for raising funds.

16. ANY OTHER BUSINESS

Heritage Watch and Rural Crime. Cllr A Minns receives regular reports. The very useful reporting tool “Country Eye” app is available for mobile phones.

General Data Protection Register (GDPR) The use of personal email accounts by councillors for parish council business should be avoided. Generic accounts such as clerk@ and chairman@ are best practice. The format “Cllr” prefix as used by DDC is an option to be considered.

17. NEXT MEETING

The next ordinary parish council meeting will be held at 7.30 pm on Monday 17th June 2019 in East Langdon Parish Hall,

The meeting closed at 9.30 pm

Signed.....

Date.....

Appendix

Open Report as sent by Cllr Oliver Richardson

Value for Money. DDC has the lowest Council Tax in East Kent. Yet unlike many other councils, DDC has not made any cuts to services or made any staff redundant. To the contrary it has invested in tourism and boosted the enforcement teams to stop people littering, fly-tipping and not clearing up after their dogs. DDC is putting back nearly 200 ex-council houses or new builds back into their housing stock.

The Environment. Not only have DDC increased their enforcement activity, but have maintained their waste collection cycle and collected over 95% of the rubbish first time, every time. Over £1m is being spent repairing or replacing every one of our street lights by next winter. This means brighter streets, lower carbon emissions and savings on the DDC energy bills. DDC are upgrading their CCTV cameras to digital and wi-fi, giving better coverage and resolution but also the ability to provide free Wi-Fi across the Town centres. Over £3m is being invested at Kearsney Park to return it to its former glory and become one of the best days out in the county.

Regeneration. DDC has improved the District in so many ways. For example, the removal of Burlington House in Dover, the opening of St James' shopping centre and the new state-of-the-art leisure centre, on time and on budget. High streets have bucked the national trend with direct support through the High Street Grants and the new starter units in the old Dover Co-Op. Deal is having the most comprehensive refurbishment of its pier in its 60 years history. Sandwich is planning to upgrade its historical Guildhall forecourt and is bringing its Boathouse into use through a local charity.

Future Ambitions.

1. To increase the amount of road side litter picks in a year.
2. Roll out Big Belly Bins across the District.
3. Continue the increased focus on tourism, for example the planned work at Maison Dieu.
4. Increase house building and especially social housing.
5. Renewing and repairing our street lights.
6. Delivering a successful Open Championship.
7. Building on in-house grounds maintenance, for example more flowers and flower beds.

Please do not hesitate to contact me if you or any Councillor wishes to discuss anything in this report or any other matter you believe that I, Keith Morris or DDC can help your Parish with.