

Little Chart Parish Council (LCPC)

Minutes of Extraordinary Parish Council Meeting held remotely on Zoom on Thursday 30th July 2020, beginning at 7.19pm

Unique Minute No X1/	Business	Record	Action (by whom, & within what timescale)
1	Note of Persons Present	Cllrs Brasier (Chairman), Rivolta, Ladds, Mr Sharpe (Clerk & Responsible Financial Officer RFO). The meeting was noted as quorate.	
2	Apologies	Parish Councillor Diebel	
3	Declarations of Interest	The Chairman asked Parish Councillors to declare any interests in the business on the agenda. No declarations followed.	
4	Formation of a Highways Improvement Plan Committee (HIPC)	The Council resolved to establish this Committee under Standing Order 15, proposed R Brasier, seconded S Rivolta, all in favour. Its terms of reference include: i) to represent the views of Little Chart residents and road users to Kent County Council as the Highways Authority ii) to negotiate and secure agreement to a solid and sustainable Highways Improvement Plan iii) to provide firm responses to Highways Authority enquiries within a shorter timescale than the Full Council cycle.	
5	Delegation of HIP work and actions to this Committee	The Council formally delegated authority to formulate the road safety improvements desired, to reply to correspondence with the Highways Authority, and to attend meetings on-site and for project planning in order to represent the views and wishes of Little Chart residents and road users. Proposed S Rivolta, seconded R Brasier	
6	Grant to Little Chart Village Hall Management Committee (VHMC)	The Council discussed the request from the VHMC, which would normally have arrived in time for the May Annual Parish Council Meeting.	
At 19:23 Parish Councillor Chris Beck joined the Zoom meeting.			
6 (ctd)		It RESOLVED to grant £400 towards costs of insurance and as a contribution towards its own hall hirings. Proposed R Brasier, seconded S Rivolta	
7	HIP documents	The Parish Council then examined carefully the Little Chart Highways Improvement Plan version 2 (dated April 2020, source Kent Highways), the Highways Improvement Suggestions (dated 24 th July 2020, source Richard Brasier) and the Little Chart HIP Timeline dated July 2020, source Richard Brasier). It refined the Suggestions, and asked for the response to be made to the email dated 22 nd July 2020 from Kent Highways.	Clerk to draft and send email reply, with documents as attachments, by 31 st July 2020.

The Zoom meeting was closed by the Clerk as host at 8.00 pm.