

**Minutes of a meeting of the
Administration and Resources Committee held on
Tuesday 30th June 2015 at 08:00pm
at the Windmill, Meopham Green**

Committee Members Present: Cllrs D Bramer, M Bramer, Buchanan, Hasler, Knott, McTavish, Powell, (Chairman), Ogden and Wade

In attendance: Mrs S Egglesden (Clerk)

Item 1: Apologies for absence:

A.1 Apologies were received from Cllr Howard (holiday)

Item 2: Declarations of Interest:

A.2 There were no declarations of interest.

Item 3: To approve minutes of previous meetings (24.02.15):

A.3 The minutes of the meeting held on 24.02.15 were approved as a true and correct record on a proposal by Cllr Hasler and seconded by Cllr McTavish. All voted in favour.

Item 4: Matters Arising:

A.4 Cllr M Bramer queried item A61, stating AON was the preferred insurer. The Chairman advised that as AON would not provide a satisfactory clear written undertaking of cover for the All Risks section of the policy and it was agreed at the ACM on 19.05.15.

A.5 Cllr Ogden enquired about the new photocopier lease and the Chairman explained the new lease terms.

Item 5: To approve the recommendations on Planning Applications

A.6 The following applications were considered by this Committee:

2015/03399 - Homefields, Wrotham Road, Meopham, Gravesend Kent DA13 0HX
Erection of a detached garage and change of use of existing integral garage into family room, incorporating bay windows and minor internal alterations.
No objection was recommended on a motion proposed by Cllr Ogden and seconded by Cllr Buchanan. All voted in favour of no objection.

2015/0497 - Haven Lee, Valley Lane, Culverstone, Gravesend Kent DA13 0DG
Replacement sliding/folding doors and windows to side and rear elevations.
No objection was recommended on a motion proposed by Cllr D Bramer and seconded by Cllr Knott. All voted in favour of no objection.

2015/0274 - Suva, Dean Lane, Harvel, Gravesend, Kent DA13 0BS

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Revised description/revised plans – application for a minor material amendment to planning permission ref. no 2014/0852 for creation of a natural habitat pond, water feature and rockery, alterations to the front gate and wall, construction of a hay barn, formation of an enclosed lawn area and raised decking and engineering operations to reinforce grass slope to the side of the dwelling with a retaining wall; to allow re-positioning of natural habitat pond and formation of a second natural habitat pond and rockery, provision of access drive to donkey sanctuary, enlargement and repositioning of proposed hay barn, the enclosure of the underneath decking area, to provide games room, snooker room, toilet an store and enlargement of paved area, insertion of lighting at lower and upper levels of the decking, demolition of existing outbuilding and the erection of a pump house.

The proposal to provide additional landscaping is not making enough impact and no further development should take place was recommended on a motion proposed by Cllr McTavish and seconded by the Chairman. 5 voted in favour and there were 4 abstentions (Cllrs D Bramer, M Bramer, Buchanan and Ogden). The motion was agreed to forward the objections.

2015/0421 - 21 Southfield Shaw, Park Homes, Harvel Road, Meopham, Gravesend, Kent DA13 0RH Erection of a porch to the side.

No objection was recommended on a motion proposed by the Chairman and seconded by Cllr Hasler. All voted in favour of no objection.

2015/0523 Newlands Farm, Newlands Lane, Culverstone, Gravesend, Kent DA13 0RD Erection of detached double garage

Objections on the ground of Green Belt Policy and the detriment to the openness to the countryside was recommended on a motion proposed by Cllr D Bramer and seconded by Cllr Wade. All voted in favour of the objections.

2015/0485 Purvill Wood Cottage, Leywood Road, Meopham, Gravesend, Kent DA13 0UH Erection of barn for hay storage and hay making equipment

No objection subject to the size of the hayshed being justified to the satisfaction of the Borough Council's Planning Officers and with a restriction on the future use of the building to the storage of hay and hay making equipment only was recommended on a motion proposed by Cllr M Bramer and seconded by Cllr Hasler. 8 voted in favour and 1 voted against.

2015/0547 Hill View, Whitehill Road, Meopham, Gravesend, Kent DA13 0NZ Erection of a detached garage at the front.

No objection subject to neighbour consultation was recommended on a motion proposed by Cllr Hasler and seconded by Cllr Buchanan. All voted in favour of no objection.

2015/0547 Long Gorse Shaw Woodhill, Meopham Gravesend, DA13 0DJ

Application for removal of condition 2 attached to planning permission reference no. 20100275 in relation to alteration of windows in the rear (north facing) dormer to clear glazed units.

Cllr McTavish reported that a previous application under 2015/0046 has now gone to appeal. An objection, referring back to this application, was proposed on a motion by the Chairman and seconded by Cllr McTavish. All voted in favour of objecting.

Item 6 **Agree starting times for 2015/2016 Administration and Resources Committee meetings:**

A.7 Cllr M Bramer considered that this matter could not be discussed for 6 months as the time of meetings had already been agreed at the ACM.

A.8 The Chairman proposed a motion that the Administration and Resources Committee meetings commence at 8:00pm. Cllr Wade seconded this. 7 voted in favour and there were 2 abstentions. The motion was approved.

Item 7 **Standing Orders:**

To consider and if appropriate approve the following amendments to Meopham Parish Council's Standing Orders (Revised and Adopted November 2013):

Page 6 - Para 3 g. DELETE

Page 7 - ADD the following new para after para 4 c.

"The maximum number of members of any Standing Committee shall not exceed ten and the composition of each Standing Committee shall ensure representation of every electoral ward by having a member of each ward."

Page 8 - Para 5 c. REPLACE 10.45am with 7.30pm

A.9 Cllr M Bramer considered that written notice from 7 councillors is required to approve amending Standing Orders as per SO 25b.

A.10 The Chairman proposed an amended motion, seconded by Cllr Wade, that SO para 3g be deleted (legal requirement), SO para 5c amended to state 7.30 pm (agreed at Full Council on 19/5/15) and the SO cover sheet is revised to read May 2015. All voted in favour and the amendment was accepted. On a proposal from the Chairman, seconded by Cllr Wade the motion was approved. All voted in favour.

Action: Clerk

Item 8 **Insurance:**

a) To note the renewal of the Council's insurance for 2015/2018

A.11 Members noted the insurance had been renewed with Zurich Insurance.

Item 9: **Contractual Matters:**

(a) To consider the recommendation from the Environment and Amenities Committee and carry out the yearly review of the football pitch hire to the Meopham Colts at Judsons Recreation Ground

A.12 The Chairman proposed a motion to approve the contract and this was seconded by Cllr Hasler. All voted in favour. The motion was approved.

Action: Clerk

A.13 Cllr McTavish asked if the rent had been reviewed and the Chairman advised it is reviewed every year by the E&A Committee.

(b) To approve the continuation of the IT Maintenance Contract, covering the Parish Office, with GWT Media Ltd

A.14 This is a rolling contract that provides hardware, software, and IT support. Cllr M Bramer asked what would happen with the website files, if for example, the council wished to move to a new contractor at a later date. The Chairman confirmed that the PC owns the website and the files.

A.15 Cllr Hasler proposed a motion that the Parish Council continue with the contract and this was seconded by Cllr Ogden. 8 voted in favour and there was 1 abstention. The motion was approved.

10. Parish Office:

a) To approve funds for up to 20 hours/ month for additional hours worked by the Clerk

A.16 Cllr Powell proposed the above motion. This was seconded by Cllr Ogden and all voted in favour. The motion was approved.

b) To note that the Clerk will be on holiday from Thursday 30 July until Monday 17 August 2015

A.17 Members noted this

c) To consider the following motion from Cllr Powell: To determine the Parish Office opening arrangements in the absence of the Clerk

A.18 The Chairman proposed that the Clerk ask the former Clerical Assistant to cover the office for 2 days a week during the clerk's holiday. Cllr Buchanan seconded this and all voted in favour. The motion was approved.

Action: Clerk

11. Training

a) To approve funding of £250.00 for the Clerk to undertake CiLCA training

A.19 Cllr Powell proposed the above motion and Cllr Hasler seconded this. All voted in favour. The motion was approved.

Action: Clerk

b) To approve funding for the Clerk to undertake Website training up to the sum of £75.00

A.20 GWT will provide the website training. Cllr Powell proposed the above motion and this was seconded by Cllr Ogden. All voted in favour. The motion was approved.

Action: Clerk

c) To delegate authority to the Clerk to arrange appropriate KALC training for new Councillors up to the sum of £500.00

A.21 Out of £1500 training budget Cllr Powell proposed that £500 is set aside for training of new councillors. Cllr Knott seconded this and all voted in favour. The motion was approved.

12. Financial Matters:

a) To note the submission of the 2014/2015 financial accounts of Meopham Parish Council to the External Auditor

A.22 Members noted that the audit has been sent to the Auditor.

b) To agree amendments to the Bank Mandate for the bank accounts held by Meopham Parish Council

A.23 Cllr Powell proposed that the Clerk be added to the bank mandate. This was seconded by Cllr Buchanan and all voted in favour. The motion was approved.

Action: Clerk

c) To approve the appointment of Mrs J Burgoyne for the preparation of the Meopham Parish Council financial accounts for 2015/2016

A.24 The Chairman confirmed that this is a paid position up to the sum of £250. The Chairman proposed the above motion and Cllr M Bramer seconded this. All voted in favour. The motion was approved.

Action: Clerk

d) To approve the appointment of Mr D Buckett as Internal Auditor for Meopham Parish Council financial accounts for 2015/2016

A.25 Chairman proposed the above motion and Cllr M Bramer seconded this. All voted in favour. The motion was approved.

Action: Clerk

e) To consider and if appropriate award a bonus payment to the former Clerical Officer in reward for the extra responsibilities and work undertaken during her employment with Meopham Parish Council

A.26 The Chairman proposed the above motion as the former Clerk Officer had taken on the role of the RFO in the last few months and this payment would allow for the difference in salary. Cllr Buchanan proposed a payment of £200 and Cllr Knott seconded this. All voted in favour. The motion was approved.

Action: Clerk

f) To note and approve, where appropriate, outstanding Administration and Resources Committee Expenditure from 1st April 2015

A.27 Members noted the expenditure. Cllr Bramer enquired about the invoice for KCC legal. The Chairman confirmed this was for legal fees for advice on various leases and the land registration work relating to Judsons recreation ground.

g) To approve schedule of payments in accordance with Financial Standing Orders 5.2

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A.28 The above motion was proposed by Cllr Knott and seconded by Cllr Buchanan. 8 voted in favour and there was one abstention. The motion was approved.

13. Correspondence

A.29 The list of correspondence was noted

The meeting ended at 9:38pm

Signed.....Dated.....