

**Minutes of a meeting of the Full Council held on Tuesday 14th July 2020 at 7:30pm
Virtual Meeting via Zoom**

Members Present: Cllrs M Bramer, D Bramer, S Buchanan (Chairman), S Gofton, J McTavish, J Ogden (Vice Chairman), A Rose, B Wade, P Luxford, Borough Cllr G Harding, Borough Cllr E Aslam and KCC Cllr Bryan Sweetland

In attendance: Mrs S Eggesden (Clerk), Jo Barker (Clerical Assistant)

7.31pm - Cllr Ogden, Cllr D Bramer and Cllr M Bramer joined the meeting.

Item 1: To receive Apologies for absence

A.14 Apologies were received from Borough Cllr F Wardle, Borough Cllr D Tiran, M Cason and PCSO R Meader

7.33pm - Cllr McTavish Joined the meeting

Item 2: To receive Declarations of Interest

A.15 There were no declarations of interest.

7.34pm - Cllr Rose joined the meeting.

Item 3: To approve minutes of previous meetings

A.16 16.06.2020 - The minutes were approved as a true and correct record on a proposal by Cllr M Bramer, seconded by Cllr Wade and there were 8 votes in favour.

7.35pm - KCC Cllr Bryan Sweetland joined the meeting.

Item 4: To consider any matters arising from the above minutes

A.17 None to report.

Item 5: To receive reports from:

5.1 County Councillor – Bryan Sweetland

A.18 Cllr Sweetland reported on the following:

- Fly tipping - cameras are being placed around different locations, fly tipping is costing KCC £250k a year and figures for fly tipping show that there is very little difference to figures from last year
- Pepperhill Recycling Depot – the new scheme is working well and residents can use it twice a month now
- Brexit – a lorry park is being built for lorries on the M20 at

Ashford

- A KCC emergency budget will take place in September
- Cllr Sweetland praised residents for their efforts in helping out others during the pandemic.

Borough Cllr Aslam asked what was happening with the recent planned flooding work at Culverstone? Cllr Sweetland replied that work should have been carried out earlier in the year but due to Covid-19 the work has been delayed. The S.19 flooding report should be published soon.

Cllr Wade reported that residents are being quoted extensive amounts for installing faster broadband by Trooli. Cllr Sweetland advised that this is not a KCC responsibility and suggested that residents are directed to contact the Chief Executive at BT Openreach or to approach MP Adam Holloway as this is part of the government's plan.

5.2 Borough Councillor – G Harding

- A.19** Cllr Harding reported that since lockdown started, he has been involved in MFH, Meopham For Homeless volunteer group. Cllr Harding praised the efforts of the community within Meopham for their help. Cllr Harding has been helping out three times a week taking food to the homeless within the community. Children have also been involved by baking and have raised £120+. The Spa at Meopham Parade have also been involved in collecting food.

5.2 Borough Councillor – E Aslam

- A.20** Cllr Aslam wanted to personally thank all the volunteers for their help in rallying round to help others particularly those involved with the food bank.

Cllr Luxford asked Cllr Aslam about a grant for £82million to Reef. Cllr Aslam said that he would find out and let Meopham Parish Council know.

Action: Cllr Aslam

7.58pm KCC Cllr Bryan Sweetland left the meeting.

7.59pm Borough Cllrs Harding and Aslam left the meeting.

5.3 Community Warden

- A.21** A report had been circulated prior to the meeting.

Item 6: Public Session

- A.22** There were no members of public present.

- Item 7: Standing Committees and Committees:** - To note the minutes and consider any recommendations

A.23 7.1 – Environment and Amenities Committee – 28.01.2020

Minutes were noted

7.2 – Administration and Resources Committee -25.02.2020

Minutes were noted

7.3 – Planning and Projects Committee Meeting – 17.03.2020

Minutes were noted.

7.4 – Planning Applications Committee – 23.06.2020

Minutes were noted.

7.5 – Judson’s Pavilion Committee – 27.02.2020

Cllr Ogden was pleased to announce that Judson’s Pavilion is now finished, however, it is not at a stage where it can be hired out yet. A meeting will take place with the president and treasurer of Meopham Colts to finalise details for this. Cllr Ogden agreed to draft a notice regarding the completion of Judson’s and noting the money raised for the project. Cllr Ogden also wanted to thank the Clerk for all her help and organisation with the Judson’s project.

Action: Cllr Ogden

Item 8: Financial Matters

8.1 – To note Meopham Parish Council’s Income and expenditure up to the 30.06.20

A.24 The budget information was noted.

Cllr Gofton queried an amount of £26,000 minus figure against the Judson’s budget. The Clerk explained that £45k from reserves had not been allocated against this budget as yet, due to learning the new accounts package, plus a grant claim has just been submitted to the Football Foundation for £30,678.

8.2 – To approve the schedule of payments in accordance with Financial Standing Order 5.2

A.25 The schedule of payment as in appendix 1 were approved on a proposal by Cllr Ogden, seconded by Cllr Luxford and all voted in favour.

8.3 – To note the bank statements balance as at 30.06.20

A.26 The bank statement balances as at 30.06.2020 were noted.

Lloyds Bank	£12,617.50
Unity Bank	£153,887.34
Total	£153,887.34

8.4 – To approve a virement of £461 from the Planning and Project Committee Festivities Budget to the Defibrillator budget.

A.27 Cllr McTavish had circulated a paper on this prior to the meeting explaining the defibrillator options available. Option 2 looked the best option but a further £461 was required. Approval of the virement of £461 was proposed by Cllr McTavish and seconded by Cllr Rose and all voted in favour.

The Chairman thanked Cllr McTavish and Clerical Assistant Nicki Jerram for all their hard work in organising the defibrillator.

Cllr McTavish reported that a training course for the use of the defibrillator for up to 50 people could take place when appropriate. Cllr Gofton said that the manager at Meopham Leisure Centre had offered their premises for such training. Cllr M Bramer asked if the training could be viewed online. Producing a flyer on the training was also discussed.

Action: Clerical Assistant to contact Meopham Leisure Centre re training and look into virtual training being available for viewing. Cllr McTavish follow up suggestions

Item 9: Consultations – To agree and respond on the following: -

9.1 – New Model Code of Conduct Consultation – deadline 17th August 2020

A.28 Cllr M Bramer proposed that this is delegated to the Clerk in consultation with the Chairman of the A&R Committee to respond. This was seconded by Cllr McTavish and all voted in favour.

Cllr M Bramer then proposed that the response includes supporting NALC's view to call for further legislation for sanctions for the councillors to be suspended in severe cases. This was seconded by Cllr Buchanan and all voted in favour.

Action: Clerk and Cllr M Bramer

9.2 – Lower Thames Crossing, view of refinement to design, deadline 12th August 2020

A.29 It was agreed that Meopham Parish Council respond as a council. Cllr D Bramer proposed that this is delegated to the Clerk to respond in consultation with Cllr Luxford. This was seconded by Cllr Buchanan and all voted in favour.

Discussion took place on how to encourage the public to respond by the deadline. Cllr Buchanan proposed that it is delegated to the Clerk in consultation with Cllr Luxford to draft a leaflet to be distributed to

residents to encourage them to respond. The leaflet could then be distributed via the Superneighbours network. This was seconded by Cllr McTavish and all voted in favour.

Action: Clerk and Cllr Luxford

A.30 Cllr D Bramer advised that a further consultation on KCC funding had been received today. Cllr M Bramer proposed that this is delegated to the Clerk to respond in consultation with Cllr D Bramer. This was seconded by Cllr Rose and all voted in favour.

Action : Clerk and Cllr D Bramer

Item 10. To confirm that the next Annual Council Meeting will be schedule to be held in May 2021.

A.31 Cllr Buchanan proposed that the next Annual Council Meeting takes in May 2021 and this was seconded by Cllr Luxford and all voted in favour.

Item 11. Parish Council representatives on external bodies

A.32 The circulated report was noted.

Item 12. Parish Council Grants: - to consider changing the format of the grant's procedure for 2020 only, due to Covid-19, to consider grants applications only from community groups with premises in the parish who suffered a lose of income during 2020.

A.33 Following discussion, Cllr Buchanan proposed that the grant process is not currently changed and that the E&A Committee can decide on this at their next meeting. This was seconded by Cllr Rose. There were 7 votes in favour, 1 against and 1 abstention.

Action: E&A Committee

Item 13. Correspondence: - to note the correspondence lists:

A.34 The correspondence lists were noted.

13.1 – To note the correspondence received from the Kings Arms PH and to consider the request to use part of Meopham Village Green for picnic benches for use of their customers

Councillors considered the request from the Kings Arms in great detail alongside the information it had sought from KALC, Zurich Insurance and GBC.

Cllrs Gofton and Wade declared an interest and therefore would not vote.

Cllr Rose proposed a vote to allow the Kings Arms PH to use the green. As the proposal did not receive a seconder it was withdrawn.

Cllr Buchanan proposed not to allow the Kings Arms PH to use the green and to delegate to the Clerk to draft a letter to the Kings Arms PH from the Chairman, to be circulated to members prior to sending. This was seconded by Cllr Luxford with 6 votes in favour and 3 abstentions.

Action: Clerk and Cllr Buchanan

The meeting closed at 8.57pm.

SignedDate.....

Appendix 1

MPC CASHBOOK 2020-21 (Lloyds Bank Treasurers accounts - Debit card)						
001/240420	24.04.20	MediSupplies	Latex Gloves x 1000	£83.20	£13.90	£69.50
002/290420	29.04.20	Amazon	2 x hand sanitizer	£30.97	£5.16	£25.81
003/180620	18.06.20	Zoom	Monthly meeting fee June 2020	£14.39	£2.40	£11.99
004/210620	21.06.20	Amazon	2 x FB1 padlocks for Judson's Pavilion	£13.92	£2.32	£11.60
005/21020	21.06.20	Amazon	40 x key tags for Judson's Pavilion	£9.99	£1.67	£8.32
MPC - Direct debits - CASHBOOK 2020-2021 (Lloyds Bank Treasurers accounts)						
DD	20.06.20	Sage	Sage - monthly fee - June 2020	£24.00	£4.00	£20.00
DD	01.07.20	BT	Parish Office - Phone & Internet	£267.12	£44.52	£222.60
DD	05.07.20	ICO	Data Protection Fee	£35.00		£35.00
MPC CHEQUE CASHBOOK 2020-2021 (Lloyds Bank Treasurer's Account)						
nil						
MPC CASHBOOK 2020-2021 (Unity Trust Bank) - Standing Orders/Direct Debits						
009-011/200620	20.06.20	Staff salaries	Salaries - June 2020	£ 3,497.21		£ 3,497.21
012/200520	20.06.20	MI Bookkeeping	Bookkeeping - June 2020	£ 114.00		£ 114.00
013/150520	15.06.20	Highview Trees	Service Contract - 15.05.20 to 14.06.20	£ 475.00		£ 475.00
MPC cashbook 2020-21 (unity Bank) - online payments						
035/230620	25.06.20	GWT Media	IT & Comms support & hosted emails - April 2020	£ 96.72	£ 16.12	£ 80.60
		GWT Media	new hosted email - supporting Meopham	£ 9.36	£ 1.56	£ 7.80
036/230620	25.06.20	May Harris	Pitfield Toilets - cleaning & Supplies - May 2020	£ 743.14	£ 123.86	£ 619.28
		May Harris	Parish Office cleaning May 2020	£ 66.93	£ 11.15	£ 55.78
037/230320	25.06.20	Ian Upton	Architect Fees - Judson's - second invoice	£ 2,617.00		£ 2,617.00
038/230620	25.06.20	GDPR-info	DPO renewal 2020-21	£ 420.00	£ 70.00	£ 350.00
039/230620	25.06.20	Element UK Limited	Bus shelter cleansing - April 2020	£ 228.00	£ 38.00	£ 190.00
040/230320	25.06.20	Kent Pension	Staff pension - June 2020	£ 773.02		£ 773.02
041/230320	25.06.20	Antony Bourke	mileage claim for collecting prescriptions x 5 week	£ 72.00		£ 72.00
042/010720	01.07.20	Meopham Colts FC	donation for furnishing & kitchen equipment for Jud	£ 5,255.64		£ 5,255.64
043/010720	01.07.20	Capstan Group Services	Judson's Pavilion - Invoice 6	£ 44,497.67	£ 7,416.28	£ 37,081.39
044/010720	01.07.20	Logic PM Limited	Fees for Project Management	£ 6,900.00	£ 1,150.00	£ 5,750.00
045/010720	01.07.20	EDF Energy	Parish Office - Electric bill from 23.04.20 to 22.06.2	£ 32.16	£ 1.53	£ 30.63
046/010720	01.07.20	Business Stream	Judsons - Final water bill	£ 34.85		£ 34.85
047/010120	01.07.20	Miss K Horton	re-imbursment expenses for lead co-ordinator -	£ 49.49		£ 49.49