

**Minutes of a meeting of Full Council  
held on Tuesday 29<sup>th</sup> October 2019 at 7:30 pm  
at the Cricket Pavilion, Meopham Green**

**Present:** Cllrs Buchanan, (Chairman), D Bramer, M Bramer, S Gofton, S Innes, P Luxford, G Madgwick, M Mulheran, J McTavish, J Ogden, A Rose and B Wade

**In attendance:** County Councillor B Sweetland, Borough Councillors E Aslam, G Harding, and F Wardle, Community Warden M Cason, PSCO R Meader and S Mummery, Mrs S Eggesden (Clerk),

**Item 1: Apologies for absence**

**C.105** Borough Cllr Wardle passed on apologies for Borough Cllr Tiran.

**Item 2: Declarations of Interest**

**C.106** There were no declarations

**Item 3: To approve minutes of the previous meetings: - (23.07.19, 20.08.19 and 15.10.19)**

**C.107** The minutes of 23.07.19 were approved as a true and correct record on a proposal by Cllr M Bramer and seconded by Cllr Gofton. There were 10 votes in favour and 2 abstentions.

**C.108** The minutes of meeting on 20.08.19 were approved as a true and correct record on a proposal by Cllr M Bramer and seconded by Cllr Wade. There were 10 votes in favour and 2 abstentions.

**C.109** The minutes of meeting on 15.10.19 were approved as a true and correct record on a proposal by Cllr Ogden and seconded by Cllr McTavish. There were 6 votes in favour and 6 abstentions.

**Item 4: To consider any matters arising from the above Minutes**

**C.110** No matters arising.

**Item 5: To receive reports from:-**

**5.1 County Councillors**

**C.111** Cllr Sweetland reported: -

- New leader of KCC is Roger Gough and new Highways Cabinet member is Michael Payne. If of interest, Roger Gough would like to come and meet councillors in the Gravesham area. Members confirmed this would be of interest
- KCC budget consultation is currently out. MPC might like to respond or members respond individually
- Heron Hill by-way:- Cllr Sweetland has paid for a new HGV sign at the Harvel end. The request was made by a resident
- Cllr Sweetland confirmed he had received a request from Cllr Wade regarding funding for posts around Meopham Green.

Cllr Wade asked about potential funding for any VE celebrations. Cllr Sweetland advised that following a complaint about him funding the picnic on the green event in the previous year he had decided not to fund events like this.

Cllr D Bramer raised concern about the recent damage to Culverstone Green. Cllr Sweetland offered to meet with Cllr D Bramer to look at this.

Cllr Sweetland confirmed that all the drains in the Culverstone area has been inspected recently.

## **5.2 Borough Councillors**

### **C.112**

Cllr Wardle reported on:-

- The last cabinet meeting to evaluate the effectiveness of the Local Plan consultation. The outcome will be available early next week. The message from GBC was that parishes need to engage with the council regarding the Local Plan otherwise GBC will allocate housing. The Parish Council Chairman should have received correspondence from Cllr Bob Lane with an invite to meet with Cllr Brian Sangha and Kevin Burbridge to discuss the Local Plan. Cllr Buchanan confirmed receipt and that members agreed that a meeting should be arranged.

### ***Action: Respond to email re Local Plan Meeting***

Cllr Gofton asked if there would be public meetings on the review? It was confirmed that there would not be public meetings, but drop in sessions instead.

Cllr Luxford had heard about a boundary review coming in January. Cllr Wardle advised that that this correct but doesn't know the timeframe yet.

Cllr Harding reported on:-

- Various civic events around the area including musical fireworks on 1.11.19 at the prom at 6.30pm, Gravesham Talent Show on 15.11.19 and various remembrance services in the borough which Gravesham Councillors would be attending.
- This year at remembrance, the wreath for the Meopham service from the local GBC conservative members would not be politicised and would be from representatives of the 4 ward councillors instead.

Cllr Sweetland left at 7.55pm.

Cllr Aslam reported on:-

- Corporate plan is now on GBC's website
- The council have agreed to a repair on Brookvale roof at a cost of £362,000 from the 2019/20 budget. Once completed the building can be let to provide an income.
- David Hughes (Chief Executive) is stepping down in March 2020.
- GBC FC date has now moved to 17.12.19
- Fly tipping, street cleansing and litter was on the recent Scrutiny committee agenda to look at ways to tackle this
- Maritime Strategy is looking at the under use of the riverside and how this can be improved
- Pepperhill recycling centre has re-opened

Cllr McTavish raised the issue of fly tipping not being collected if on private land. Sometimes it is moved from the road to the verge by members of the public. PCSO Meader also reported on fly tipping not being collected straight away by GBC. Cllr Aslam agreed to take up the fly tipping issues with the department at Gravesham.

***Action: Cllr Aslam***

Cllr Gofton asked how effective is the country eye app? PCSO Meader advised that the feedback is positive.

### **5.3 Community Warden**

**C.113**

M. Cason reported on:-

- Reports made to Trading Standards and Kent Police
- Referrals to Age UK and Kent Fire & Rescue

- Attendance at local groups including Chinnery Court, Memory Café, Meopham Library, Pop up café, St John's coffee and chat and the Lego club
- Neighbourhood Watch are carrying out a recruitment drive
- Attendance at MPC litter pick in July and the Parking and Traffic WG
- Promoting the recent NHS consultation to residents
- Informed members of a remembrance exhibition at Vigo

#### **5.4 PCSO**

#### **C.114**

PCSO Meader was welcomed to the meeting. He reported on:

- PCSO Meader has taken over from PCSO Rebecca King
- He covers Istead Rice and Vigo as well as Meopham and will be carrying out lots of foot patrols
- Dealt with bogus callers in a small white transit van claiming to check roof tiles
- Has been checking on vulnerable people in the parish
- Advised that there will be extra crew cars around on Halloween
- Has been patrolling Judson's recreation ground, back of the Camer Parade shops and the cricket pavilion on Meopham Green for use of silver canisters
- Will be holding street surgeries in problem areas in the parish
- Will keep the clerk updated and also update regarding information on Kent Police twitter account

Cllr Gofton asked about an incident regarding a smashed bus window outside of Bartellas. PCSO Meader advised that it took a while for this incident to be reported. There were no injuries and no witnesses.

Cllr Luxford asked about reporting dangerous road incidents on the A227. These should be reported to the police or councillors can report direct to PCSO Meader.

Cllr D Bramer asked about patrolling Culverstone Recreation ground. PCSO Meader reported that this currently being patrolled 3 to 4 times daily since the vehicle incident.

#### **Item 6: Public Session – Questions from the Public**

**C.115** No members of public present.

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

**7.1 Environment & Amenities Committee Meeting: 03.09.19 and 24.09.19**

C.116 Noted

**7.2 Administration and Resources Committee: 24.09.19**

C.117 Noted.

**7.2.1 To approve the updates to the Financial Regulations on recommendation from the Administration and Resources Committee**

C.118 Cllr M Bramer explained the recommendations from the A&R committee and 2 further changes that required approval; 4.8 changing the wording from 'lower' to 'higher' for budget variances which are in £100 excess or 15% of the budget, whichever is the 'higher'. The other change to be approved is to 5.1 in respect of whether to include the line 'The Council shall seek credit references in respect of members or employees who act as signatories' The Clerk had sought advice from KALC and it was up to each individual council to tailor the financial regulations to suit them. It was suggested the Clerk contact the Internal Auditor and he had advised that most councils are removing this from the financial regulations. Cllr M Bramer therefore proposed approving the change in word in 4.8 from lower to higher and removing the final sentence regarding credit references in 5.1. This was seconded by Cllr Buchanan. There were 10 votes in favour, 1 abstention and 1 against.

Cllr Luxford then proposed that the amount specified in 4.5 is not increased from £500 to £1000 (authorisation for the Clerk to spend up to this amount in cases of extreme risk). This proposal did not receive a seconder.

Cllr McTavish then proposed approval of the whole Financial Regulations document. This was seconded by Cllr Ogden. There were 11 votes in favour and 1 abstention.

***Action: Clerk***

**7.3 Planning & Projects Committee: 08.10.19**

C.119 Noted

**7.3.1 Speedwatch Scheme**

**a) to receive a report on the Speedwatch Scheme from Cllr McTavish**

C.120 Cllr McTavish had produced a written report for members to read on the scheme. It was noted that the equipment costs in the region of £1800 to purchase although new hand held equipment was currently being trialled in Kent which would cost £500. For now, MPC could borrow equipment. It was agreed that

MPC had to lead this scheme due to insurance and the administration of this. Currently 3 volunteers had come forward but at least a dozen were needed as 3 were required each time.

**b) Following consideration on the above report, to agree to progress setting up a scheme in Meopham and to delegate to the Parking and Traffic Issues Working Group to implement the project**

Cllr D Bramer proposed approval of the above motion and this was seconded by Cllr Mulheran. There were 11 votes in favour and 1 abstention.

***Action: Parking & Traffic Issues Working Group***

Cllr Madgwick suggested considering sharing equipment with other parishes.

PCSO Meader spoke about the SID units (automated speed signs which can be moved) which cost in the region of £6000 to £10,000. These can collect data. Cllr D Bramer pointed out that we have data already from the traffic survey carried out last year.

**7.3.2 Picnic on the green:- On the recommendation of the P&P Committee to approve holding an event for 2020**

Cllr M Bramer proposed approval of the above motion and this was seconded by Mulheran. There were 11 votes in favour and 1 abstention. It was agreed to try to arrange this for a date in August again.

***Action: Clerk***

***8.45pm : Borough Cllrs and PCSOs left the meeting***

**7.3.3 Christmas Carols on Meopham Green:- Update on a meeting and the plans for this year's event**

- C.121** Following a meeting with Cllrs M Bramer, Buchanan, Wade and the Clerk with Peter Kettle from St John's Church, a list of responsibilities for the event to be covered by the church has been received and the church had now confirmed that its insurance would cover this event.

**7.3.4 Local Council Award Scheme:- update from the Working Group**

- C.122** Following on from the P&P meeting, Cllrs McTavish and D Bramer had met with the Clerk and Clerical Assistant to review the scheme. This is a national accreditation scheme from NALC to show that the council is performing in all areas. It was noted

that there are about 5/6 areas in the foundation level that we would need to work on and again about the same in the Quality level. It is proposed that we would look at the foundation level in year 1, starting in January 2020. It is proposed to put £200 in next year's budget for this. Following discussion, Cllr McTavish proposed we start work on this next year and this was seconded by Cllr Madgwick. All voted in favour.

***Action: LCAS Working Group***

Cllr Innes and Madgwick offered to assist with this.

**7.4 Planning Applications Committee: - 20.08.19, 17.09.19 and 15.10.19**

C.123 Noted

**7.5 Judson's Pavilion Committee: - no meeting**

C.124 Cllr Ogden reported that work will be commencing on the pavilion from 4.11.19, due for completion on 6 March 2020. Cllr McTavish thanked Cllr Ogden, the Judson's Committee and the Clerk for their work to date on this project.

**7.6 Personnel Committee: - 21.10.19**

C.125 Noted

**Item 8: Parish Council representatives on external bodies: To receive and note reports**

C.126 The list with reports had been circulated prior to the meeting. Cllr Ogden reported that Meopham Welfare Committee would be parking their mini bus in the scout's car park for the duration of the build at Judsons.

**Item 9 Financial Matters: -**

**9.1 To note Meopham Parish Council's Income and expenditure up to the 22.10.19**

C.127 This was noted along with bank account position up to 22.10.19

**11.2 To approve the schedule of payments in accordance with Financial Standing Order 5.2**

C.128 Cllr Ogden proposed approval of the schedule of payments in appendix 1. This was seconded by Cllr M Bramer and all voted in favour.

**Item 10: To consider ways in which the Parish Council could look into environmental issues in the parish**

**10.1 Trees:-**

- a) to consider, and if appropriate approve planting a new tree when an old tree is removed on parish land**
- b) To look at possible areas in which further trees could be planted on parish council owned land and other land in the parish**
- c) To consider offering a sponsorship scheme for tree planting to residents**

**C.129**

A report had been circulated. Cllr Buchanan advised members that Cllr D Bramer had advised that there is a NALC Tree Charter and it was felt this should be reviewed first before making any decisions.

Cllr Ogden therefore proposed that the above items are passed to the E&A Committee to review alongside the NALC Tree Charter. This was seconded by Cllr Mulheran and all voted in favour.

***Action: E&A Committee***

**10.2 Litter:**

**C.130**

Item 10.2 c was considered first.

- c) To delegate to the clerk to apply for any appropriate funding for further litter picking equipment**

It was noted that more High Viz waistcoats are required with a clear panel in the back plus more gloves. Cllr Mulheran proposed approval of the above motion and this was seconded by Cllr Madgwick. All voted in favour.

***Action: Clerk***

- a) to consider ways to promote an 'anti-litter campaign' in the parish**

Discussion took place on various ideas including posters, stickers, re-communicating with the schools and the problem areas. Cllr Buchanan proposed that we look into how to obtain stickers on litter for wheelie bins. This was seconded by Cllr Luxford and all voted in favour.

***Action: Clerk***

Cllr Buchanan proposed looking into putting litter posters in the strategic places where there are issues. Cllr Rose seconded this and all voted in favour.



**Action: Clerk**

**9.15pm – Cllr Mulheran left the meeting**

**b) to approve a trial period for running Meopham Parish Council's community litter pick on a regular monthly basis**

Discussion took place on this including councillors being committed to lead on this and the impact on the office in preparation for each litter pick.

Cllr Madgwick offered to lead the litter pick and Cllr Gofton offered to help out.

Cllr Ogden proposed trialling a bi-monthly litter pick for 6 months, starting in January 2020 with Cllrs Madgwick and Gofton to arrange the dates. This was seconded by Cllr Madgwick and all voted in favour

**Action: Cllrs Gofton and Madgwick**

**Item 11 To note request for a memorial bench on Meopham Green and to consider approval**

**C.131** The location was considered and it was agreed the bench needed to be placed slightly more towards the Wrotham Road end to avoid the cricket lines. Cllr Wade confirmed she is happy to meet with the representatives to confirm the exact location. The request was approved on a proposal by Cllr Luxford, seconded by Cllr Ogden and all voted in favour.

**Action: Clerk**

**Item 12 To consider and approve revising the Terms of Reference for all the committees for the number of members present at meeting from three to four for the meeting to be quorate**

**C.132** Cllr Ogden proposed approval of the above motion and this was seconded by Cllr Luxford. There were 10 votes in favour and 1 against.

**Action: Clerk**

**Item 13 To note the correspondence received**

**C.133** Noted.

Cllr D Bramer queried non receipt of some emails and asked if emails go to all councillors. The Clerk advised that certain emails would only go to Committees or Working Groups and that the list is produced for everyone.

**Item 14: Chairman's announcements**

**C.134** The Chairman reported on the following:-

- Chairmen's meeting – request for agenda items
- Remembrance Service – request for volunteers
- NHS meeting – request for volunteers to help set up the meeting room

***9.43pm M Cason left the meeting***

**CLOSED SESSION**

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Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that due to the confidential nature of the next items the public and press will be asked to leave the meeting

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**Item 15** **As a result of reviewing the existing lone working policy, to review the office hours to ensure staff members do not work alone and to improve efficiency of the office**

**15.1 On the recommendation of the Personnel Committee to approve for trial period for the remaining of this financial year:-**

**15.1.1 opening the office Monday to Thursday only**

**15.1.2 to approve the increase of hours for the second Clerical Assistant from 5 hours per week to 10 hours per week to work an extra morning**

**15.1.3 to approve an increase in hours for the clerk from 25 hours to 29 hours to cover working from home on a Friday**

- C.135** Cllr Buchanan spoke on the Personnel Committees recommendations including the increased workload, office safety and office efficiency. Following discussion, the above 3 motions were voted on together. Cllr Ogden proposed approving the above motions. This was seconded by Cllr Innes. All voted in favour.

**15.2 Subject to approval of the above, on the recommendation of the Personnel Committee to propose earmarking £3000 from reserves to trial the increase in hours**

Cllr Ogden proposed approval of the above motion and this was seconded by Cllr Rose. All voted in favour.

***Action: Clerk***

The meeting closed at 9.58pm

**Appendix 1**

**MPC CASHBOOK 2019-2020 (Lloyds Bank Treasurers accounts - Debit card)**

008/310719	31.07.19	Event Brite (KALC)	Training - new cllr training - Cllr Madgwick - 09.11.19	£60.00	£10.00	£50.00
009/020819	02.08.19	Tesco	stamps & toilet rolls for parish office	£26.43		£26.43
010/030819	03.08.19	Asda	Office stationery	£4.60		£4.60
011/070819	07.08.19	Event Brite (KALC)	new cllr training - Cllr Innes - 09.11.19	£60.00	£10.00	£50.00
012/070819	07.08.19	Event Brite (KALC)	clerks conference - SE 17.09.19	£72.00	£12.00	£60.00
013/150819	15.08.19	CPRE	Subs 2019-20	£36.00		£36.00
014/150819	15.08.19	Event Brite (KALC)	Cllr Luxford - KALC Transport Conference 26.10.19	£72.00	£12.00	£60.00

**MPC - Direct debits - CASHBOOK 2019-2020 (Lloyds Bank Treasurers accounts)**

DD	16.06.19	Sage	Sage - monthly fee, July 2019	£24.00	£4.00	£20.00
DD	16.08.19	Sage	Sage - monthly fee, Aug 2019	£24.00	£4.00	£20.00
DD	24.08.19	SSE Southern Electric	Electricity Bill, toilets - up to 05.08.19	£34.61	£1.64	£32.97
DD	16.09.19	Sage	Sage - monthly fee - Sept 2019	£24.00	£4.00	£20.00
DD	01.10.19	BT	Parish office - phone/internet	£235.25	£25.00	£210.25
DD	01.10.19	Grenke	Photocopier Lease - qtr fee	£181.62	£30.27	£151.35
DD	15.10.19	Sage	Sage - monthly fee - Oct 2019	£24.00	£4.00	£20.00

**MPC CHEQUE CASHBOOK 2019-2020 (Lloyds Bank Treasurer's Account)**

2331	08.08.19	Dr Jazz	Picnic event - jazz band	£280.00	£280.00
2332	05.08.19	Mr J Doyle	Picnic event - first aid	£50.00	£50.00
2333	24.09.19	The Friends of Meopham Church	Church Fete	£15.00	£15.00

**MPC CASHBOOK 2019-2020 (Unity Trust Bank) - Standing Orders/Direct Debits**

003/250719	25.07.19	MI Bookkeeping	Bookkeeping & Payroll -- July 2019	£	£
				114.00	114.00
004/250819	25.08.19	MI Bookkeeping	Bookkeeping & Payroll -- July 2019	£	£
				114.00	114.00
	25.09.19			£	£
005/250919		MI Bookkeeping	Bookkeeping & Payroll - Aug 2019	114.00	114.00
	15.10.19			£	£
006/151019		Highview Trees	Service Contract - 15.9.19 to 14.10.19	475.00	475.00
	25.10.19			£	£
007/251019		MI Bookkeeping	Bookkeeping & Payroll - Sept 2019	114.00	114.00

**MPC cashbook 2019-20 (unity Bank) - online payments**

				£	£	£
054/260819	12.08.19	ARC	Photocopying - 18.04.19 to 22.07.19	123.85	20.64	103.21
				£		£
055/060819	12.08.19	All Wiring Matters	New office strip light plus installation	125.00		125.00
				£	£	£
056/060819	12.08.19	May Harris	Pitfield Toilets - cleaning	665.80	110.90	554.48
				£	£	£
"	12.08.19	May Harris	Parish office - cleaning - July 19	64.58	10.76	53.82
				£	£	£
057/060819	12.08.19	GWT Media Limited	IT support & email hosting - Aug 19	96.72	16.12	80.60
				£		£
058/060819	12.08.19	Matthew Dallas	Picnic - children's entertainer	100.00		100.00
				£		£
059/120819	12.08.19	Follies	Picnic - Face painting	135.00		135.00
060/120819	12.08.19	Business stream	Pitfield Toilets - Water bill (off set by Zurich Ins claim for £2839.79)	£		
				3,335.11		£3,335.11
				£		
			VAT Refund - HMRC paid twice due to Digital Tax error	2,608.56		£2,608.56
				£		
062-64/200819	20.08.19	Staff salaries	Salaries - Aug 2019	2,467.78		£2,467.78
				£		£
065/200819	20.08.19	Kent Pension Fund	Staff Pensions - Aug 2019	709.03		709.03
		Clearwater Technology		£	£37.50	£
066/020919	16.09.19	Limited	Legionella testing - Pitfield toilets	225.00		187.50
		Clearwater Technology		£	£12.50	£
"		Limited	Legionella Testing - Water Fountain	75.00		62.50

067/020919	16.09.19	Business stream	Water Bill - Judson's Pavilion - 02.05.19 to 14.08.19	£ 12.88		£ 12.88
068/020919	16.09.19	EDF Energy	electricity parish office - 18.06.19 to 08.08.19	£ 55.51	£ 13.95	£ 41.56
069/020919	16.09.19	Element UK Limited	Bus Shelter cleansing - 30.8.19	£ 214.20	£ 35.70	£ 178.50
070/020919	16.09.19	Business stream	Water Bil - Drinking Fountain - 31.01.19 to 09.08.19	£ 23.51		£ 23.51
071/020919	16.09.19	May Harris	Pitfield Toilets - cleaning	£ 682.59	£ 113.77	£ 568.82
"		May Harris	Parish office - cleaning - July 19	£ 64.58	£ 10.76	£ 53.82
072/020919	16.09.19	Highview Tree Services	Service contract - up to 14.07.19	£ 475.00		£ 475.00
073/020919	16.09.19	Highview Tree Services	Service contract - up to 14.08.19	£ 475.00		£ 475.00
074/160919	16.09.19	GWT Media Limited	IT Support & Email Hosting - Sept 19	£ 96.72	£ 16.12	£ 80.60
075/160919	16.09.19	Invicta Law	Judson's lease work from 1.9.19 to 30.7.19	£ 2,690.40	£ 448.40	£ £2,242.00
076/160919	16.09.19	David Buckett	Internal Audit work 2018-19	£ 479.50		£ 479.50
077/160919	16.09.19	PKF Littlejohn	External Audit work 2018-19	£ 480.00	£ 80.00	£ 400.00
078- 80/160919	20.09.19	staff salaries	Salary - Sept 2019	£ 2,572.36		£ £2,572.36
081/160819	20.09.19	Kent Pension Fund	Staff pensions - Sept 2019	£ 709.03		£ 709.03
082/160819	20.09.19	Bellamy Wallace Partnership Ltd	Structural Engineering drawings for re-design	£ 1,206.00	£ 201.00	£ £1,005.00
083/200919	20.09.19	HMRC	PAYE - 2nd QTR	£ 1,323.39		£ £1,323.39
084/200919	20.09.19	Highview Tree Services	Ad hoc work - putting up / taking down banners	£ 30.00		£ 30.00
085/200919	20.09.19	Highview Tree Services	Service Contract - 15.8.19 to 14.9.19	£ 475.00		£ 475.00
086/200919	20.09.19	Howard Antwiss	Christmas tree cover - rebuild surround & secure - H&S issue	£ 245.00		£ 245.00
087/200919	20.09.19	Sandtastic Fund	Sand art - picnic on the green	£ 250.00		£ 250.00
088/071019	07.10.19	J Barker	J Barker - Mileage from March 2019 to Sept 2019	£ 103.14		£ 103.14
089/071019	07.10.19	GWT Media Limited	IT Support & Email Hosting - Sept 19	£ 96.72	£ 16.12	£ 80.60
090/171019	17.10.19	Business stream	Water Bill Public Toilets - 29.4.19 to 4.10.19			£ £548.30
091/171019	17.10.19	Howard Antwiss	Allotment fence repair	£ 345.00		£ 345.00
092- 94/171019	20.10.19	Staff salaries	Salaries & O/T - Oct 2019	£ 2,671.32		£ £2,671.32

095/171019	17.10.19	Cherish Trees	Tree work - Meopham Green	£ 850.00	£ 850.00
095/171019	20.10.19	Kent Pension Fund	Staff pensions - Oct 2019	£ 709.03	£ 709.03