

**Minutes of a meeting of the Full Council
held on Tuesday 10th December 2019 at 7:30 pm
at the Cricket Pavilion, Meopham Green**

Present: Cllrs Buchanan, (Chairman), D Bramer, M Bramer, S Innes,
G Madgwick, J McTavish and J Ogden

In attendance: County Councillor B Sweetland, Borough Councillors G Harding and D
Tiran, Community Warden M Cason, Mrs S Eggesden (Clerk)

Item 1: Apologies for absence

C.136 Apologies received from Cllrs Gofton, Luxford, Mulheran, Rose and Wade,
Borough Cllrs Aslam, Wardle and PCSO Meader.

Item 2: Declarations of Interest

C.137 Cllr M Bramer declared an interest in item 9.2.

Item 3: To approve minutes of the previous meetings: - (29.10.19)

C.138 The minutes of 29.10.19 were approved as a true and correct record on a
proposal by Cllr Ogden and seconded by Cllr M Bramer. All voted in favour.

County Councillor Sweetland arrived at 7.35pm.

Item 4 To consider any matters arising from the above Minutes

C.139 Local Plan meeting with Gravesham Borough Council: - the Clerk is pursuing this
with GBC councillors.

Action: Clerk

Item 5 To receive reports from: -

5.1 County Councillors

C.140 Cllr Sweetland reported: -

- His KCC grant money has almost gone for this year. He has just signed off a grant application from Harvel Cricket Club for new nets
- KCC engineering team has been out to install the HGV sign at the Harvel end of Heron Hill by-way

- Whitepost Lane in Culverstone; - Gravesham Joint Transportation Board agreed to put forward a request from Vigo PC to reverse the 'no entry' order at the Harvel Road end. This will be going out to consultation on 13th December until 6th January 2020. MPC were not aware of this.
- Knife Crime Select Committee report is available for reading
- KCC are talking about climate change targets and how to meet them for 2040

5.2 Borough Councillors

C.141

Cllr Harding reported on: -

- Appointment of new Chief Executive, Stuart Bobby
- GBCs response to the recent NHS Dartford, Gravesham and Swanley CCG 12-week urgent health consultation
- GBCs social mobility pledge to become an accredited employer

Cllr Tiran reported on: -

- The formation of a Local Authority Trading Company (LATCO)
- Local Plan: - Cllrs Jordan Meade and Bob Lane are engaging with the leader of the council and will be working with the parishes.

5.3 Community Warden

C.142

M. Cason reported on: -

- Reports forwarded on overgrown hedges, blocked drains, fly tipping in Nurstead Lane, silver canisters in School Close, reporting untaxed vehicles and informing the PCSO on anti-social behaviour
- Attendance at local groups
- Liaising with Age UK to set up a lunch club at Chinnery Court
- Forthcoming events; Brave the shave by CW Jacqueline Fuller at Meopham Library next week in aid of Macmillan and dementia friendly movie event at St Johns

The Chairman thanked M Cason for all her work within the parish.

5.4 PCSO

C.143

PSCO Meader had sent a written report which had been circulated. It was noted that he will be holding a community surgery at Camer Park on 14.12.19 between 10-11am.

Item 6: Public Session – Questions from the Public

C.144 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: 12.11.19

C.145 Noted

7.1.1 To agree to the replacement of the now dead sorbus memorial tree at Judson’s recreation Ground. To approve an amount from the budget

C.146 Cllr D Bramer proposed approval of the above motion, delegating up to £300 to the Clerk to arrange the replacement, but noting this work could not be done until spring now and the tree should be planted in a different location as this is the second time this tree has died. This was seconded by Cllr Ogden. All voted in favour.

Action: Clerk

7.2 Administration and Resources Committee: 26.11.19

C.147 Noted.

7.2.1 On the recommendation of the A&R committee, to consider and approve the budget and precept for Meopham Parish Council 2020-2021 for issue to Gravesham Borough Council

C.148 Cllr M Bramer explained the creation of an election sinking fund and Pitfield Toilet sinking fund. The pension valuation figure had been received and an increase had been accounted for in the budget.

Cllr M Bramer proposed setting the precept at £106,826.00 for the 2020-21 precept year, a band D increase from £31.44 to £34.94 (£3.50 increase per annum), for issue to Gravesham Borough Council. This was seconded by Cllr Innes. All voted in favour.

Action: Clerk

7.3 Planning Applications Committee: - 19.11.2019

C.149 Noted

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

C.150 The list with reports had been circulated prior to the meeting. Further reports were provided at the meeting: -

- Culverstone Community Centre - Cllr D Bramer reported on problems recruiting committee members
- Gravesham Joint Transportation Board – Cllr M Bramer agreed to attend the future meetings
- KALC – Cllr Buchanan reported on the AGM. Talks were given by John Weller from IMAGO and SE Ambulance Trust
- Meopham Welfare Committee - Cllr Ogden reported that the Committee had raised concerns about Judson’s build in respect of the community bus garage and an email had been sent by return addressing the concerns raised
- Meopham Windmill Trust – money had been raised in the region of £800 via a local concert for the trust. MWT would be using this money to carry out repairs to the windmill site driveway.

Item 9 **Financial Matters: -**

9.1 To note Meopham Parish Council’s Income and expenditure up to the 02.12.19

C.151 Noted.

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

C.152 Cllrs M Bramer and Madgwick declared an interest in this item due approval of their expenses.

Cllr Ogden proposed approval of the schedule of payments in appendix 1, with the exception of councillor expenses for Cllrs M Bramer and Madgwick. This was seconded by Cllr McTavish and all voted in favour.

Cllr Buchanan then proposed approval of the expenses for Cllrs M Bramer and Madgwick. This was seconded by Cllr Innes. There were 5 votes in favour and 2 abstentions.

Item 10: **Consultations: - To consider responding to the following: -**

10.1 KCC: - Kent Minerals and Waste Local Plan 2013-30. Closure date 14.1.20

- C.153** Cllr McTavish felt that the Parish Council were not qualified to respond on this. It was therefore agreed not to make a response.

10.2 Swale Academies Trust and KCC: - Consultation to Expand Meopham School. Closure date 16.12.19

- C.154** Cllr D Bramer had drafted a response which had been circulated. It was agreed to add in about addressing the parking needs now and could they consider the land at the front of the school. This was then approved by Cllr McTavish and seconded by Cllr Ogden. All voted in favour.

Action: Clerk

10.3 Gravesham Electoral Services: - Review of Polling Districts, Polling Places and Polling Stations. Feedback due by 16.12.19

- C.155** Cllrs comments on this had been circulated. Following discussion it was agreed to submit the final two comments only. This was approved on a proposal by Cllr D Bramer and seconded by Cllr McTavish. All voted in favour.

Action: Clerk

10.4 Gravesham Borough Council: - Gravesham Local Validation List. Comments by 03.01.20

- C.156** Cllr D Bramer had drafted a response which had been circulated. Following discussion, it was agreed to add in the difficulty in finding related history to applications online and it is sometimes difficult to work out the overall area size when judging any footprint increases. Cllr Madgwick then proposed approval of the response, seconded by Cllr M Bramer and all voted in favour.

Action: Clerk

Item 11 Annual Parish Meeting, 28.04.20: -

11.1 To consider suggestions for a speaker at the meeting

- C.157** Following discussion, Cllr D Bramer proposed asking Luke Bonwick (KCC) to do a presentation on Meopham Windmill refurbishment as a first choice and IMAGO as a second choice if Luke is unavailable. This was seconded by Cllr McTavish. There were 6 votes in favour and 1 abstention.

Action: Clerk

11.2 To agree on the arrangements for the meeting

- C.158** The meeting would be held at St Johns Centre, starting at 7:30pm following the usual format. Cllr Ogden volunteered to arrange the wine and Cllr McTavish the nibbles.

Action: Clerk, Cllrs McTavish and Ogden

Item 12
12.1

KALC Community Award Scheme: -
To agree to adopt the scheme for 2020 and to note that all nominations will be considered at an extraordinary Full Council Meeting on 21.1.2020, prior to the scheduled Planning Applications Committee Meeting

- C.159** It was agreed to consult parishioners on the award. Cllr M Bramer proposed the above motion and this was seconded by Cllr Ogden. All voted in favour.

Action: Clerk

Item 13 **Future Meeting Dates: -**

13.1 To note the proposed dates for Parish Council meetings from June 2020 to May 2021 (final approval at the May annual council meeting)

- C.160** Noted.

Item 14: **Correspondence**

14.1 To note the correspondence list

- C.161** Noted.

Item 15: **Chairman's announcements**

- C.162** Cllr Buchanan reported on an email she had received from Nurstead Court regarding a free medieval event they are holding on 11 July 2020 for celebrate 700 years of Nurstead Court and they have invited a councillor to attend a pre meeting to find out more and see if the council will help promote the event. It was agreed that Cllrs Buchanan and M Bramer would attend to find out more.

Actions: Cllrs M Bramer and Buchanan

The Chairman advised that the P&P Committee meeting in March 2020 is being moved from 10th March to the 17th March 2020 as Cllr McTavish has a meeting now prior to this and has put in a request to change the meeting date. The Planning Applications Committee meeting would therefore now move to 21st March 2020

The meeting closed at 9.20pm

Appendix 1

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

015/221019	22.10.19	Royal British Legion Industries Limited	Judson's Play area signage	£70.85	£11.81	£59.04
016/211119	21.11.19	Currys	New office phone and answerphone	£34.99		£34.99

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

DD	15.11.19	Sage	Sage - monthly fee - Nov 2019	£24.00	£4.00	£20.00
----	----------	------	-------------------------------	--------	-------	--------

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

2336	29.10.19	Crayzee Barn Limited	Christmas Tree - 2018 (reduced from £280 to £180 due to complaint)	£180.00		£180.00
2337	29.10.19	Meopham Brass	Band - remembrance	£40.00		£40.00
2338	29.10.19	Gravesham District Scouts	Sound system - remembrance	£25.00		£25.00
2339	29.10.19	The Royal British Legion	Wreath - remembrance	£18.50		£18.50
2340	19.11.19	Meopham & District Footpath Group	Grant 2019	£340.00		£340.00
2341	19.11.19	Harvel Cricket Club	Grant 2019	£350.00		£350.00
2342	19.11.19	St John's Community Café(Meopham PCC)	Grant 2019	£100.00		£100.00
2343	19.11.19	Meopham Ladies Hockey Club	Grant 2019	£500.00		£500.00
2344	19.11.19	Harvel Village Hall	Grant 2019	£500.00		£500.00
2345	19.11.19	Neighbourhood Watch	Grant 2019	£300.00		£300.00

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

008/041119	25.11.19	MI Bookkeeping	Bookkeeping & Payroll - Nov 2019	£114.00		£114.00
009/141119	15.11.19	Highview Trees	Service Contract - 15.10.19 to 14.11.19	£475.00		£475.00

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

096/311019	31.10.19	EDF	Electricity - parish office - 20.8.19 to 7.10.19	£117.18	£5.60	£112.08
097/311019	31.10.19	KPS Office supplies limited	office stationery	£83.99	£14.00	£69.99
098/311019	31.10.19	ARC Office System Ltd	photocopying - 22.7.19 to 22.10.19	£182.85	£30.47	£152.38
099/311019	31.10.19	May Harris	Pitfield toilets Sept (includes consumables)	£730.39	£121.74	£608.66
			Parish office - cleaning - sept 19	£64.58	£10.76	£53.82
100/311019	31.10.19	May Harris	Pitfield Toilets - Oct 19 (consumables deducted)	£595.40	£99.24	£496.16
			Parish office - cleaning - oct 19	£64.58	£10.76	£53.82

101/141119	14.11.19	Howard Antwiss	Toilet Seat, lino for parish office - collect supply, fit & dispose	£ 258.00		£ 258.00
102/141119	14.11.19	Meopham PCC	Hymn sheets for remembrance	£ 75.00		£ 75.00
103/141119	14.11.19	Meopham Cricket Club	Pavilion Hire for FC Meetings - 29.11.19 & 10.12.19	£ 50.00		£ 50.00
104/141119	14.11.19	GWT Media Limited	IT support & emails - Nov 19	£ 96.72	£ 15.60	£ 65.00
105/141119	14.11.19	Element UK Limited	Bus shelter cleansing - Oct 19	£ 214.20	£ 35.70	£ 178.50
	14.11.19	Element UK Limited	Bus shelter repairs - graffiti	£ 84.00	£ 14.00	£ 70.00
106/141119	19.11.19	B. Wade	Expenses - refreshments remembrance	£ 11.50		£ 11.50
107-				£		£
109/191119	19.11.19	Staff Salaries	Salary - Nov 19 and O/T Oct	£ 2,826.82		£ 2,826.82
110/021219	02.12.19	Highview Tree Services	Vegetation work - Judsons, Pitfield & Culverstone	£ 1,655.00		£ 1,655.00
111/021219	02.12.19	Highview Tree Services	Ad Hoc work - MG notice board and HG name board - rub down and stain	£ 75.00		£ 75.00
112/021219	02.12.19	Business stream	Water Bill - toilets up to 25.11.19	£ 55.36		£ 55.36
113/021219	02.12.19	Kent Pension Fund	Staff pensions - Nov 2019	£ 798.96		£ 798.96

Unity Bank

Ref	DATE	PAYEE	DETAILS	GROSS	VAT	NET
				£		£
115/091219	09.12.19	G. Madgwick	Mileage claim re clr training	£ 10.35		£ 10.35
116/091219	09.12.19	M Bramer	travel expenses claim re pension forum	£ 22.40		£ 22.40
017/091219	09.12.19	S Egglesden	Mileage claim from 20.02.19 to 9.12.19	£ 71.59		£ 71.59

Lloyds Debit card

018/091219	09.12.19	Sainsburys	stamps for parish office - 12 x 1st & 12 x 2nd	£ 15.72		£ 15.72
019/091219	09.12.19	Timpson Ltd	office front door keys - spare set for office and May Harris	£ 14.00		£ 14.00