

**Minutes of a meeting of Full Council  
held on Tuesday 30<sup>th</sup> October 2018 at 7:30 pm  
at the Cricket Pavilion, Meopham Green**

**Present:** Cllrs Buchanan, (Chairman), D Bramer, M Bramer, S Gofton, P Hasler, P Howard, R Knott, P Luxford, J McTavish, J Ogden, D Powell and B Wade

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

**Item 1: Apologies for absence**

**C.106** There were apologies from MP Adam Holloway, Borough Councillors J Burgoyne and L Boycott and PCSO J Hartley.

The Chairman advised members that the meeting was being recorded.

**Item 2: Declarations of Interest**

**C.107** There were no declarations of interest.

**Item 3: To approve minutes of the previous meetings (24.07.18, 21.08.18 and 02.10.18)**

**C.108** 24.07.18 – Cllr Ogden advised of missing word in C.63. All agreed to add in the word ‘effect’ in the last line in C.63 after ‘adverse’. The minutes of 24.07.18 were approved as a true and correct record on a proposal by Cllr M Bramer and seconded by Cllr Ogden. All voted in favour.

**C.109** The minutes of meeting on 21.08.18 were approved as a true and correct record on a proposal by Cllr M Bramer and seconded by Cllr Luxford. There were 10 votes in favour and 2 abstentions.

**C.110** The minutes of meeting on 02.10.18 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.

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

**C.111** Cllr Buchanan reported on a meeting held with two members of the Cricket Clubs, along with herself and Cllr Ogden and the Clerk in respect of item 9.1.2 from the 24.07.18 minutes. MPC will look into the cost of the possible installation of further posts and a drop down post in order to make the area secure for Cricket Club parking only and to prevent use of the driveway to Green Farm

Cottages to minimize damage to track edges here. This will be brought to a further council meeting for a decision.

**C.112** Cllr Buchanan reported that Meopham Gardeners had not cleared the rose bush garden and Meopham Footpath Group had agreed to clear the area.

**C.113** There were no matters arising for 21.08.18 and 2.10.18.

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

**5.1 County Councillors**

**C.114** Cllr Sweetland reported that he has been busy with correspondence on the A227 and the Lower Thames Crossing impact on the road. He has a meeting on 21.11.18 along with MP Adam Holloway to meet with Paul Carter, KCC regarding the LTC and the A227. Cllr Wade had figures from August 2018 when the M26 was closed for an hour at midnight. Cllr Wade agreed to email the figures to Cllr Sweetland for his meeting. It was noted that shortly after this a water main burst on the main road. Cllr Sweetland will report back to the members on the outcome of the meeting.

***Action: Cllr Wade***

Cllr Ogden asked if money was central government for potholes would be earmarked for the A227. Cllr Sweetland agreed to speak with Paul Carter regarding this.

Cllr Sweetland mentioned that one complaint had been received regarding his members grant going towards Picnic on the Green. He had also part funded the new fence at Harvel Pond and had received a positive report from Harvel Residents Association on the work.

**5.2 Borough Councillors**

**C.115** Cllr Shelbrooke reported on:-

- The Local Plan is still being analysed
- He had responded on the KCC Bus consultation
- The Mayor is visiting all the war graves in the area on 31.10.18.

Cllr Harding reported on:-

- LTC presentation by Tim Jones, Highways England.

**5.3 Community Warden /PCSO**

**C.116** The Community Warden reported on her work in the parish. The Chairman thanked Mandy for her work in the parish.

***Cllr Shelbrooke left at 8.20pm.***

**Item 6: Public Session**

**C.117** There were no members of the public present.

**Item 7: To receive and note minutes of and/or to determine recommendations made by Standing Committees and committee:**

**7.1 Environment & Amenities Committee Meeting: 04.09.18**

**C.118** Noted

**7.2 Planning & Projects Committee Meeting: 09.10.18**

**C.119** Noted.

**7.2.1 Community Event: to approve the date for next year (Sunday 11<sup>th</sup> August 2019 provisionally booked)**

**C.120** The date was approved on a motion proposed by Cllr M Bramer and seconded by Cllr Ogden. There were 9 votes for, 1 against and 2 abstentions. The motion was agreed.

**7.2.2 To note the minutes of the Parking Issues Working Group on 31.08.18 (previously circulated) and to report any update from the meeting held on 15.10.18**

**C.121** Cllr McTavish gave a brief report on the meeting held on 15.10.18. GBC's Parking Enforcement Manager had attended. The parking banners are going up again, the group are pursuing the Trixie mirror at Camer Parade again with KCC and a request has been put in to GBC to improve the parking to the rear of the shops at Camer Parade: improve the signage and take out the tree stump. They are also looking into placing a low railing at the north end of the parade.

**7.3 Planning Applications Committee: 11.09.18 and 16.10.18**

**C.122** Minutes from 11.09.18 had been noted. The draft minutes from the 16.10.18 were still being reviewed.

**7.4 Judson's Pavilion Committee: 17.08.18**

**C.123** Noted

**7.4.1 Update: To note the attached report**

**C.124** A report was circulated updating members of the latest position with the Pavilion refurbishment.

**7.4.2 To note the presentation of a cheque for the Judson's Pavilion project from Meopham Charity Ball and Fete Committee**

**C.125** A letter, circulated to all members, with a cheque for £5255.64 was presented to the Parish Council from Meopham Charity Ball and Fete Committee for the purchase of equipment for the Judson's Pavilion, as listed in the letter. The Chairman thanked everyone involved in raising the funds for this.

**Action: Chairman to respond officially to the letter**

**C.126** It was noted that there might be a VAT issue with this and this would be checked with the VAT Consultant at the meeting on 6.11.18.

**Item 8: Parish Council representatives on external bodies: To receive a report**

**C.127** A report was circulated and noted.

**C.128** Cllr Luxford reported that she had attended the Lower Thames Crossing meeting but this had all been covered earlier in the County and Borough Councillors reported.

**C.129** Cllr Luxford reported that the GROWC meeting, it had been reported that the Local Plan belt consultation had been put aside until after the election. Cllr M Bramer confirmed that that at the Chairman's meeting it had been openly said there would not be a vote on this until after the election in May 2019.

**Item 9: KALC Community Awards Scheme 2019: To note the award scheme deadline is 31 January 2019 and for members to put forward any nominations, with a brief outline in writing on why they should be nominated, to the Clerk by 31 December 2018, to be considered at the next Full Council meeting on 8<sup>th</sup> January 2019.**

**C.130** The Chairman asked members to let the Clerk know of any nominations

**Action: All Councillors**

**Item 10: Remembrance Sunday: update on the arrangements for the 3pm service at the War Memorial, Meopham Green**

**C.131** It was noted that the working group had made up netting with poppies to go over the memorial hedge. Meopham Historical Society would be holding an exhibition in the Cricket Pavilion on Sunday and Norman White from the church is taking

the service. The working group are looking for someone to film the service and it was suggested they approach the secondary school. Cllr Buchanan asked if members could attend the service and volunteers are required to close the road. Cllr Buchanan thanked Cllrs Knott and Wade along with Sandra Price with their work on organising the event.

**Action: All Councillors**

**C.132** Cllrs Knott and Wade were not happy with the work on the war memorial.

**Action: Clerk**

**Item 11: Financial Matters**

**11.1 To note Meopham Parish Council's Income and expenditure up to the 30.09.18**

**C.133** This was noted by members.

*Borough Cllr Harding left – 8.48pm*

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

**C.134** The schedule of payments (appendix 1) was approved on a proposal by Cllr Wade and seconded by Cllr Luxford. All voted in favour.

**11.3 Bank account for the Judson's Pavilion Project: To note that Natwest refused to open a linked current account due to the council already having a current account with Lloyds Bank.**

**C.135** This was noted.

**11.4 To approve the opening of a current account with Unity Trust Bank, as a replacement for our current account with Lloyds Bank**

**C.136** Following discussion, Cllr M Bramer proposed an amendment to the motion, to approve the opening of a current account with Unity Trust in addition to the Lloyds Bank account. This was seconded by Cllr Ogden. There were 11 votes in favour and 1 abstention.

The amended motion was proposed by Cllr M Bramer and seconded by Cllr Ogden. There were 11 votes in favour and 1 abstention.

M Cason left the meeting – 8.59pm

**Item 12**      **To note correspondence received**

**C.137**      Members noted correspondence list.

**12.1 Lower Thames Crossing Consultation: To note the consultation and consider whether MPC should respond**

**C.138**      Cllr Luxford agreed to draft a response to take to the Planning Applications Committee Meeting on 20.11.18 for approval.

***Action: Cllr Luxford / Planning Applications Committee***

**12.2 Meopham School Consultation: To note the proposed change to the admission criteria for Meopham School and consider whether MPC should respond**

**C.139**      Cllr D Bramer spoke on this and proposed that MPC consider making a response when the official consultation comes out and this is delegated to the Clerk to make a response in consultation with Cllrs D Bramer and Buchanan. This was seconded by Cllr Luxford and all voted in favour.

***Action: Clerk / Cllrs D Bramer and Buchanan***

**12.3 Household Waste Recycling Centre Consultation: To consider making written representation to KCC, as an alternative to an online response**

**C.140**      A draft response had been circulated to members outlining MPC's concerns (appendix 2). Cllr McTavish proposed that the draft response is sent in a letter to Paul Carter, KCC. This was seconded by Cllr Ogden and all voted in favour

***Action: Clerk***

**Item 13**      **Chairman's announcements**

**C.141**      Cllr Buchanan reported on the following:-

- GDPR – MPC's DPO will be carrying out a short presentation on GDPR prior to the Planning Applications Committee on 18.12.18. Could members confirm attendance with the Clerk.

***Action: All Members***

- Christmas Tree: the contractor from last year is unable to supply and erect the tree this year. The Clerk and the Service Contractor are looking into a new supplier. If any members could help with this, could they contact the Clerk.

- Damage to Meopham Green – Cllr Buchanan wanted to thank the Cricket Club for the recent repairs to the green. The incidents were discussed and it was noted damage had occurred four times over the last year.
- Litter Pick – 15 bags were collected at the last litter pick. Cllr Gofton reported that she will be speaking with the Manager at the Cricketers about the possibility of providing tea and coffee after the litter picks.
- The next GBC Chairmen’s meeting is on 21.11.18. If anyone would like an item put on the agenda then please let Cllr Buchanan know by 14.11.18.

**CLOSED SESSION**

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

**Item 14:**      **Contract for Pitfield Green Toilets: to agree to include the following provision in the 3 year contact under item 3 - 'the above figures are subject to any government increase in the National Living Wage**

**C.142**      Cllr M Bramer proposed approving the above motion and this was seconded by Cllr Ogden and all voted in favour.

***Action: Clerk***

The meeting closed at 9.26 pm

**Appendix 1**

CHQ	DATE	PAYEE	DETAILS	GROSS	VAT	NET
2171	19.07.18	KENT WILDLIFE TRUST	ACTIVITY FOR HARVEL POND AT HARVEL FETE	£150.00		£150.00
2172	19.07.18	NAMESCO	RENEWAL OF MEOPHAM.ORG FOR 2 YEARS	52.79	8.80	52.79
2173	19.07.18	KM MEDIA GROUP LTD	ADVERT - SERVICE CONTRACT	£217.32	£36.22	£181.10
2174	19.07.18	INVICTA LAW LTD	PROF FEES - REG OF MEOPHAM VILLAGE GREENS - PART PAYMENT	£1,089.00	£178.00	£911.00
2175	19.07.18	SEBIAS CLEANING SERVICES	SANITARY BIN IN FEMALE TOILET - 1 YEAR	£280.80	£46.80	£234.00
2176	19.07.18	KCC RE; PENSIONS	STAFF PENSIONS - JULY 2018	£674.04		£674.04
2177, 2178 & 2179	20.07.18	STAFF SALARIES	SALARIES - JULY 2018	£2,752.46		£2,752.46
DIRECT DEBIT	19.07.18	ICO	REGISTRATION ON ICO'S WEBSITE	£35.00		£35.00
DIRECT DEBIT	20.07.18	HFE SIGNS	BANNERS - PICNIC ON THE GREEN	£108.00	£18.00	£90.00
2180	24.07.18	ARC OFFICE SYSTEMS LTD	PHOTOCOPYING - 20.04.18 TO 19.07.18	£95.59	£15.93	£79.66
DIRECT DEBIT	27.07.18	SSE SOUTHERN ELECTRIC	ELECTRICITY - PITFIELD TOILETS - 18.04.18 TO 5.07.18 (EST)	£50.76	£2.41	£48.35
2181	21.07.18	SEBIAS CLEANING SERVICES	PITFIELD GREEN TOILETS - SERVICING	£616.20	£102.70	£513.50
2182	31.07.18	SEBIAS CLEANING SERVICES	PARISH OFFICE CLEANING	£57.60	£9.60	£48.00
2183	31.07.18	FOLLIES	PICNIC - FACEPAINTING	£162.00	£27.00	£135.00
2184	31.07.18	THE ORIGINAL TREE SURGEONS LTD	TREE WORK - HOOK GREEN	£240.00	£40.00	£200.00
2185	31.07.18	HIGHVIEW TREE SERVICES	SERVICE CONTRACT - UP TO 14.6.18	£450.00		£450.00
2186	31.07.18	HIGHVIEW TREE SERVICES	SERVICE CONTRACT - UP TO 14.7.18	£450.00		£450.00
2187	31.07.18	HIGHVIEW TREE SERVICES	ERECTING PARKING SIGNS	£50.00		£50.00
2188	03.08.18	J DOYLE	FIRST AID - PICNIC ON THE GREEN	£50.00		£50.00
DD	14.08.18	RBLI	SIGNAGE - PITFIELD GREEN TOILETS	£41.52	£6.92	£34.60
2189	16.08.18	EDF	ELECTRICITY - PARISH OFFICE - 20.06.18 TO 08.08.18 (EST)	£28.01	£1.33	£26.68
2190	16.08.18	MICKY THE MAGICIAN	MAGICIAN - PICNIC ON THE GREEN	£180.00		£180.00
2191	16.08.18	SE DUNN	BAND - PICNIC ON THE GREEN	£300.00		£300.00
2192	16.08.18	GREEN LEAF DESIGN LTD	POSTER DESIGN - PICNIC ON THE GREEN	£20.00		£20.00
2193	16.08.18	GWT MEDIA LTD	IT SUPPORT - AUG 2018	£96.72	£15.60	£80.60
2194	16.08.18	SANDTASTIC FUN	SAND ART - PICNIC ON THE GREEN	£168.00		£168.00
DIRECT DEBIT	16.08.18	SAGE	ACCOUNTING COMPUTER PACKAGE - AUG 18	£37.16	£6.19	£30.97
2195	17.08.18	MEOPHAM CRICKET CLUB	HALL HIRE - 24.07.18	£25.00		£25.00
SO	20.08.18	MI BOOKKEEPING SERVICES LTD	BOOKKEEPING - AUG 2018	£96.00		£96.00
SO	20.08.18	M GOFTON ASSOCIATES LTD	PAYROLL - AUG 18	£36.00	£6.00	£30.00
2196	20.08.18	BUSINESS STREAM	WATER BILL - DRINKING FOUNTAIN	£25.36		£25.36



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2197 & 2198	22.08.18	STAFF SALARIES	SALARIES - AUG 2018	£2,029.25		£2,029.25
2199	21.08.99	BT	PARISH OFFICE - BROADBAND (FINAL BILL BEFORE A/C MERGE)	£6.86	£1.14	£5.72
2200	21.08.18	SEBIAS CLEANING SERVICES	SERVICING PITFIELD GREEN TOILETS - 26/8 TO 19/9	£616.20	£102.70	£616.20
2201	21.08.18	SEBIAS CLEANING SERVICES	PARISH OFFICE CLEANING - AUG 18	£86.40	£14.40	£86.40
2202	21.08.18	TJ BROOKER	ROUGH GRASS CUTTING ALLOTMENTS	£144.00	£24.00	£120.00
SO	20.08.18	MALCOLM GOFTON	PAYROLL - AUG 18	£36.00	£6.00	£30.00
DIRECT DEBIT	28.08.18	SSE SOUTHERN ELECTRIC	ELECTRICITY - TOILETS AUG 18 (EST)	£20.56	£0.97	£19.59
2203	03.09.18	HIGHVIEW TREE SERVICES	SERVICE CONTRACT - UP TO 14.8.18	£450.00		£450.00
2204	03.09.18	PKF LITTLEJOHN LPP	EXTERNAL AUDIT FOR RETURN UP TO 31.03.18	£360.00	£60.00	£300.00
2205	04.09.18	KENT PENSIONS	STAFF PENSIONS - AUG 18	£674.04		£674.04
2206	04.09.18	INVICTA LAW LTD	LEASE / FF - ON ACCOUNT MONIES FOR THE UNDERTAKING	£2,400.00	£400.00	£2,000.00
2207	07.09.18	GWT MEDIA LTD	IT SUPPORT - SEPT 18	£96.72	£16.12	£80.60
2208	07.09.18	N.JERRAM	MILEAGE EXPENSES 20.6.18 TO 29.8.18	£21.61		£21.61
2009	07.09.18	S.EGGLEDEN	MILEAGE EXPENSES 20.06.18 TO 7.9.18	£17.57		£17.57
DEBIT CARD		CPRE	SUBS - 2018-19	£36.00		£36.00
DIRECT DEBIT	16.09.18	SAGE	SAGE ACCOUNTS PACKAGE - SEPT 18	£24.00	£4.00	£20.00
DIRECT DEBIT	20.09.18	MI BOOKKEEPING SERVICES LTD	BOOKKEEPING - SEPT 18	£94.00		£94.00
DIRECT DEBIT	20.09.18	MALCOLM GOFTON	PAYROLL SEPT 18	£36.00	£6.00	£30.00
2010, 2011 & 2013	20.09.18	STAFF SALARIES	SALARIES - SEPT 18	£2,285.55		£2,285.55
2013	20.09.18	KCC PENSION FUND	STAFF PENSION - SEPT 18	£674.04		£674.04
2014	20.09.18	HM REVENUE & CUSTOMS	PAYE - 2ND QTR	£1,215.13		£1,215.13
2015	20.09.18	EDF	PARISH OFFICE - ELECTRICITY BILL 20.06.18 TO 08.08.2018	£18.28	£0.87	£17.41
DEBIT CARD	21.09.18	CURRYS	SEAGATE EXTERNAL HARD - DRIVE	£67.99	£11.33	£56.66
DIRECT DEBIT	01.10.18	GRENKE LEASING LTD	PHOTOCOPIER FEE - 1.10.18 TO 21.12.18	£181.62	£30.27	£151.35
DIRECT DEBIT	01.10.18	BT	PARISH OFFICE - PHONE & INTERNET	£260.46	£43.41	£217.05
2016	08.10.18	GWT MEDIA LTD	IT SUPPORT & EMAIL HOSTING - OCT 18	£96.72	£15.60	£65.00
2017	18.10.18	NAMESCO	MEOPHAM ORG RENEWAL - 1 YEAR (STARTER HOST)	£119.88	£19.98	£99.90
2018	18.10.18	ELEMENT UK LIMITED	BUS SHELTER CLEANSING - OCT 18	£210.00	£35.00	£175.00
2019	18.10.18	A.P. JACKSON	FENCING & GATES - HARVEL POND	£2,700.00		£2,700.00
2020	18.10.18	LEXIS NEXIS	ARNOLD BAKER - NEW EDITION	£110.99		£110.99
DIRECT DEBIT	16.10.18	SAGE	SAGE ACCOUNTS PACKAGE - OCT 18	£24.00	£4.00	£20.00
SO	20.10.18	MI BOOKKEEPING	BOOKKEEPING - OCT 18	£94.00		£94.00
SO	20.10.18	M GOFTON ASSOCIATES LTD	PAYROLL - OCT 18	£36.00	£6.00	£30.00
2221, 2222 & 2223	20.10.18	STAFF SALARIES	SALARIES - OCT 18	£2,736.81		£2,736.81
2224	20.10.18	CONTACTA SYSTEM LIMITED	FITTING WIRING LOOP IN THE CRICKET PAVILION	£296.40	£49.40	£247.00
2225	18.10.18	MRS J BURGOYNE	MPC ACCOUNTS - 2017-18	£200.00		£200.00
2226	18.10.18	H ANTWISS	PITFIELD TOILETS - VARIOUS REPAIRS	£298.00		£298.00

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2227	18.10.18	HIGHVIEW TREE SERVICES	INSTALL BANNERS - PICNIC	£30.00		£30.00
2228	18.10.18	HIGHVIEW TREE SERVICES	SERVICE CONTRACT - 14 AUG TO 14 SEPT	£450.00		£450.00
2229	18.10.18	HIGHVIEW TREE SERVICES	SERVICE CONTRACT - 14 SEPT TO 14 OCT	£475.00		£475.00
2230	23.10.18	BUSINESS STREAM	WATER BILL - TOILETS	£228.00		
2231	23.10.18	KCC RE: KENT PENSION FUND	STAFF PENSIONS - OCT 18	£674.04		£674.04
2232	23.10.18	MSLA	YOUTH CLUB - HIRE OF LEISURE CENTRE - JUNE TO DEC 18	£300.00		£300.00
2232	23.10.18	ARC OFFICE SYSTEMS LTD	PHOTOCOPYING - 19.07.18 TO 19.10.18	£61.58	£10.26	£51.32
2233	23.10.18	H. ANTWISS	REPAIR - JUDSONS TO ENTRANCE DOOR HANDLE	£53.00		£53.00

**Appendix 2**

**Item 12.3**

Meopham Parish Council is very concerned by the proposal to charge for the disposal of domestic non-household waste such as building materials at Kent's Recycling Centres. This is certain to lead to an increase in fly tipping which is already a major problem in our area. We appreciate that the proposal would bring Kent in line with neighbouring councils but feel that the revenue gained will not outweigh the inconvenience and cost associated with fly tipping, especially when delays in removal often necessitate lengthy detours for our parishioners. The cost of monitoring the disposal and calculating costs also needs to be taken into account. Travelling to a Centre can already be a costly and time-consuming exercise for people in rural areas who are often trying to keep costs down by doing small building works for themselves and charging for disposal adds even more expense for them.

We would urge Kent County Council to seriously reconsider this proposal.