

**Meopham Parish Council
Environment & Amenities Committee Meeting
held on 13th November 2018 at 7.30 p.m.
at the Windmill, Meopham Green**

Committee Members Present: Cllrs D. Bramer (Chairman), M. Bramer, S. Buchanan, P. Hasler, P. Luxford and B. Wade

In attendance: Cllr Powell, S. Eggesden (Clerk), N. Jerram (Clerical Assistant), K. Dare (M&DFG)

Item 1 **To receive Apologies for Absence**

E.60 Apologies were received from Cllr Gofton (holiday), I. Carey (Pond Warden)

Item 2 **To receive Declarations of Interest**

E.61 There were no declarations of interest.

Item 3 **To approve minutes of the previous meeting**

E.62 The minutes of the meeting held on 04.09.18 were approved as a correct record on a proposal by Cllr Buchanan, seconded by Cllr D Bramer and all voted in favour.

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

E.63 Item E.36. Memorial bench decision. Cllr Luxford queried the date recorded of the Full Council Meeting, this was confirmed by the Clerk as 24.04.18.

E.64 Item E.37. Repair to men's toilet door. The Clerk confirmed that the repair had been done.

E.65 Item E.47. Re-engraving on the war memorial. Members asked the Clerk to query the visibility of the re-inscription with the stonemason. **Action: Clerk**

Item 5 **Village Greens/Harvel Pond**

5.1 To note the results of the annual survey of the Village Greens, Judson's Recreation Ground and Southdown Shaw and to approve any work required

5.2 Trees

5.2.1 To approve any work from the tree survey

5.2.2 To consider a request from the Cricket Club to carry out work to crown lift the lime trees adjacent to the Cricket Pavilion

E.66 Cllr D Bramer suggested that members consider all the above points under Item 5 together. Members agreed and discussions followed on the results of the Village Green Survey and Tree Survey. Cllr D Bramer proposed a motion as follows:

To delegate to the clerk the power to authorise, on the basis of quotes, work resulting from the tree survey plus any additional tree work arising from the village green survey not covered by our maintenance contract, up to a maximum cost of £2,700. This proposal was seconded by Cllr Buchanan, there were 5 votes in favour and 1 abstention. **Action: Clerk**

E.67 Members discussed and agreed on one further points as follows:

Pitfield Green – area next to boundary fence to be tidied and pile of cuttings to be removed by the maintenance contractor

Action: Clerk

E.68 Cllr Hasler wanted it noted that the parish council is extremely appreciative of the work Meopham & District Footpaths Group have carried out on the rose garden in front of the toilets on Pitfield Green. Cllr Buchanan confirmed that a letter had been sent to M&DFG to thank them.

E.69 Further discussions followed on a right of access query across Priestwood Green and Cllr Luxford offered to speak to the resident concerned on this and report back to the office.

Action: Cllr Luxford/Clerk

E.70 Cllr Wade advised members of some damage which had occurred to a part of Meopham Green during works being carried out on a residents property. Members agreed that a letter would be sent to the resident concerned informing them that they are responsible for making this area good when the works are completed.

Action: Clerk

Item 6

Rights of Way, including Footpaths Groups

6.1 Update from Meopham & Districts Footpath Group

E.71 Cllr Wade proposed a motion to suspend standing orders to allow K. Dare (M&DFG) to speak. This was seconded by Cllr Buchanan and all voted in favour.

K. Dare reported as follows:

- Thanks to Cllr Buchanan for attending the M&DFG AGM
- Gillian Willsher has been appointed as Chairman
- Permissive Paths - Changes in EU legislation
- 180 hours of path clearing carried out by the group
- Decrease in membership numbers to below 200
- Members were pleased to work on the rose garden on Pitfield Green
- Storage shed is still work in progress

Cllr D Bramer thanked K. Dare for his report. Standing orders were then reinstated.

E.72 Cllr Luxford asked the Clerk if the maintenance contractor could inspect the bench located at the back of Harvel Green and report on its condition and whether it can be refurbished. **Action: Clerk**

Item 7 **Youth Club – Consider and agree dates for next year and agree to further funding of this facility (dates to be agreed with The Grand Jan-Feb)**

E.73 The Clerk informed members of the feedback received from the Youth Leader at The Grand and the recent decline in the numbers of youths attending. Issues highlighted by The Grand included lack of equipment with no rackets available for badminton. Discussions followed on suggestions for improvement and members agreed that MPC will continue to offer this facility but with a closure during the winter months. Cllr Hasler proposed a motion that after December the youth club will close, the parish council will speak to The Grand for advice and re-start in March. This proposal was seconded by Cllr Buchanan, 5 voted in favour with 1 abstention.
Action: Clerk

Item 8 **Litter Pick**

8.1 Update on litter pick on 27th October

E.74 Cllr D Bramer read out a report received from Cllr Gofton who co-ordinated the litter pick. 6 Parishioners attended and 12 black sacks of litter were collected. The parish office received four emails from parishioners who said they would litter pick from where they lived.

8.2 To agree dates for litter pick 2019 (26th January, 27th April, 27th July, 26th October)

E.75 On a proposal from Cllr M Bramer, seconded by Cllr D Bramer, all voted in favour of the above dates.

8.25pm – K. Dare (M&DFG) left the meeting

Item 9 **Financial Matters**

9.1 To consider and approve the small grant applications submitted (to be considered in closed session)

E.76 Cllr D Bramer confirmed that the above item would be discussed at the end of the meeting in Closed Session.

8.30pm – Cllr Powell left the meeting.

9.2 To approve the Environment and Amenities Committee Schedule of Payments in accordance with the Financial Regulations, 5.2 (Appendix 1)

E.77 The above payments were approved on a proposal by Cllr M Bramer, seconded by Cllr Buchanan and all voted in favour.

9.3 To note the Environment and Amenities Committee expenditure up to 2018/2019

E.78 Members noted the above.

9.4 To consider and approve the proposed E&A Committee Budget for 2019/2020 Financial Year

E.79 Discussions commenced on the proposed budget figures as follows:

Cllr Wade queried the notice board budget and reported that the notice board on Neville Parade needs replacing and the Harvel notice board needs painting. It was agreed to obtain a price for a new notice board for the next E&A meeting. **Action: Clerk**

Cllr Wade proposed a motion to reduce the small grants budget to £2,500. This was seconded by Cllr Hasler. There were 3 votes in favour and 3 votes against. The chairman's casting vote was against. Therefore the motion was not agreed and the grant budget will be increased to £3,000 for 2019/2020 Financial Year.

Cllr Wade proposed a motion to remove £500 from the Harvel Pond budget, this was seconded by Cllr Hasler and all voted in favour.

Cllr Luxford proposed a motion to reduce the Youth Club budget by £500. This was seconded by Cllr Wade and all voted in favour.

The budget figures were then approved on a proposal from Cllr Wade, seconded by Cllr Luxford and all members voted in favour.

Item 10

Correspondence

10.1 To note correspondence received

E.80 Members noted correspondence list. Two queries received from residents were considered:

- 1) Concern regarding trees on Edmund Green. Letter to be sent to resident with tree survey results. **Action Clerk**
- 2) Concern regarding works vehicle parking at the junction of Huntingfield Road/Evennden Road. To respond to resident to inform them that if there are no parking restrictions and the vehicle is taxed and insured no action can be taken. **Action Clerk**

Cllr D Bramer read out a report from The Pond Warden.

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 11 **Quotes for repair to Allotment fencing**

E.81 Members considered the quotations received. Cllr Buchanan proposed a motion to accept the quotation received from A. Antwiss subject to confirmation that the work quoted is to reinstate the 3 panels and clear the brambles. This was seconded by Cllr Luxford, 5 voted in favour with 1 abstention.

Item 12 **To consider and approve the small grant applications submitted**

E.82 Discussions followed on the applications received and on a proposal from Cllr D Bramer, seconded by Cllr Luxford, all voted in favour to honour the following grant applications:

1. Meopham Country Club - £500
2. Nurstead Parochial Church - £750
3. Meopham & District Footpaths Group - £340
4. Meopham Secondary School Duke of Edinburgh Award Scheme - £450
5. Meopham Players - £300
6. Windmill Trust – Approval of last year's funds granted of £500 being used for tree work and grounds maintenance of the windmill site.

E.83 Councillor Luxford asked about last year's grant to Meopham Village Hall. The clerk stated that a letter had been received from the Village Hall Committee confirming grant money received had been used towards the roof fund.

Meeting closed at 9.40pm

Appendix 1**E&A Committee expenditure - from 06/06/18 to 07/11/18**

CHQ	DATE	PAYEE	DETAILS	GROSS	VAT	NET
2086	08.06.18	ELEMENT UK LIMITED	BUS SHELTER CLEANSING - 30.04.18	£205.80	£34.30	£171.50
2097	02.07.18	ABACUS PLAYGROUNDS LTD	WETPOUR REPAIRS AT JUDSON'S REC.	£780.00	£130.00	£650.00
2100	03.07.18	ELEMENT UK LIMITED	BUS SHELTER CLEANSING - 20.06.18	£210.00	£35.00	£175.00
2161	03.07.18	SEBIAS CLEANING SERVICES	PITFIELD TOILETS CONTRACT - 19.6.18 TO 18.7.18	£598.20	£99.70	£498.50
2168	10.07.18	OTS	EMERGENCY TREE WORK - PRIESTWOOD GREEN	£204.00	£34.00	£170.00
2171	19.07.18	KENT WILDLIFE TRUST	ACTIVITY FOR HARVEL POND AT HARVEL FETE	£150.00		£150.00
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
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
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
DD	14.08.18	RBLI	SIGNAGE - PITFIELD GREEN TOILETS	£41.52	£6.92	£34.60
2196	20.08.18	BUSINESS STREAM	WATER BILL - DRINKING FOUNTAIN	£25.36		£25.36
2202	21.08.18	TJ BROOKER	ROUGH GRASS CUTTING ALLOTMENTS	£144.00	£24.00	£120.00
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
2018	18.10.18	ELEMENT UK LIMITED	BUS SHELTER CLEANSING - OCT 18	£210.00	£35.00	£175.00

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2019	18.10.18	A.P. JACKSON	FENCING & GATES - HARVEL POND	£2,700.00		£2,700.00
2226	18.10.18	H ANTWISS	PITFIELD TOILETS - VARIOUS REPAIRS/INSTALL SIGN	£298.00		£298.00
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		£228.00
2233	23.10.18	MSLA	YOUTH CLUB - HIRE OF LEISURE CENTRE - JUNE TO DEC 18	£300.00		£300.00
2235	05.11.18	BUSINESS STREAM	WATER BILL - TOILETS	£195.78		£195.78
2236	05.11.18	ELEMENT UK LIMITED	BUS SHELTER CLEANSING - OCT 18	£210.00	£35.00	£175.00
2238	05.11.18	HOIST & CO. FENCING LTD	DISMANTLE SPURS & REPLACE NEW NOTICEBOARD	£225.00	£37.50	£187.50
2239	05.11.18	BURSLEM MEMORIAL LTD	RE-ENGRAVE WWI MEMORIAL STONE	£901.80	£150.30	£751.50
2243	07.11.18	TJ BROOKER	ROUGH GRASS CUTTING ALLOTMENTS - RPL 2202	£144.00	£24.00	£120.00

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