

Meopham Parish Council
Minutes of the Annual Meeting of Meopham Parish Council held on
Tuesday 22nd May 2018 at 7.30 pm at the Cricket Pavilion, Meopham Green,
Meopham

Present: Cllrs D Bramer, M Bramer, S Buchanan, (Chairman), S Gofton, P Hasler, Howard, P Luxford (from 7.55pm), J McTavish, R Knott, J Ogden (Vice-Chairman) D Powell and B Wade

In attendance PCSO J Hartley, Borough Cllrs J Burgoyne and G Harding
3 members of the public
Sarah Eggesden, Clerk

Item 1: To elect the Chairman of Meopham Parish Council for the 2018/2019 Council year and to receive the declaration of acceptance of office from the Chairman.

C.1: The following nomination were made for the office of Chairman prior to the meeting:

- Cllr Buchanan: proposed by Cllr Ogden and seconded by Cllr McTavish

There were no further nominations. There were 7 votes in favour and 4 abstentions. Cllr Buchanan was therefore declared elected as Chairman of Meopham Parish Council for the 2018/2019 Council year.

Cllr Buchanan read and signed the Statutory Declaration of Office.

Item 2: To elect the Vice-Chairman of Meopham Parish Council for the 2018/2019 Council Year and to receive the declaration of acceptance of office from the Vice-Chairman

C.2: The following nomination were made for the office of Vice-Chairman prior to the meeting:

- Cllr Ogden: proposed by Cllr Buchanan and seconded by Cllr M Bramer.

There were no further nominations. There were 6 votes in favour and 4 abstentions. Cllr Ogden did not vote. Cllr Ogden was therefore declared elected as Vice-Chairman of Meopham Parish Council for the 2018/2019 Council year.

Cllr Ogden read and signed the Statutory Declaration of Office.

Item 3: To receive apologies for absence

C.3: Apologies were received from MP A Holloway, County Councillor B Sweetland and Community Warden M Cason.

Item 4: To receive declarations of Members' Interests

C.4: There were no declarations.

Item 5: To approve the minutes of the previous meetings (17.04.18 and 24.4.18)

C.5: The minutes of the meeting held on 17.04.18 were approved as a true record on a proposal by Cllr Ogden and seconded by Cllr Gofton. There were 7 votes in favour and 4 abstentions.

C.6: The minutes of the meeting held on 24.04.18 were approved as a true record on a proposal by Cllr Hasler and seconded by Cllr Gofton. There were 9 votes in favour and 2 abstentions

Item 6: To consider any matters arising from the above minutes

C.7: Item C182 – Cllr Powell asked for an update. Cllr Buchanan confirmed that letters had been send to the resident concerned requesting a contribution from his contractors. Cllr Powell requested a copy of the legal advice from Zurich Insurances Solicitor. He asked if a letter had been sent to all the residents around Meopham Green stating any damage to the green caused by them should be repaired by them. This had not been done and the Clerk would check when this had been agreed.

Action: Clerk

Item C209 - Cllr Powell queried the information memo that had been circulated today regarding councillors attending a committee meeting, that they were not a member of, only having the same rights as a member of the public. The advice had been obtained from KALC and the book 'Local Councils Explained'. Cllr Powell informed members that he did not think this was correct and would be taking this up with the Monitoring Officer.

Cllr Powell also sought clarification on papers members were entitled to if not on email. The Clerk advised that members were entitled to the summons and agenda, plus papers relating agenda items.

Item 7: To receive any updates from:-

C.8: 7.1 **County Councillor** – no report
7.2 **Borough Councillors**

C.9: Cllr Burgoyne updated members on Pepperhill Tip. It is likely to be closed until August due to a decontamination programme required and the renewal of various items. It was agreed to include this information on the website. Discussion followed and Cllr Burgoyne agreed to ask if extra roadside collections could temporarily be put in place.

Action: Clerk

The Local Plan Review session at Chinnery Court was well attended.

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Cllr Burgoyne had met with Sir Oliver Letwyn who undertaking a big review of housing issues.

The heritage quarter, which was given planning permission 3 years ago, has another developer interested and will work on the shopping centre first. The proposal is for a small cinema with restaurants. Members were concerned about the impact on the Woodville Halls and paid parking in the area when a cinema and free parking is available not far away at Bluewater.

Cllr McTavish asked about social housing in the above scheme and Cllr Burgoyne confirmed this would not be in phase 1.

Cllr D Bramer asked what was happening with the toilets at Lord Street? Cllr Burgoyne agreed to find out.

Cllr Luxford arrived at 7.55pm.

7.3 Community Warden / PCSO

C.10: PCSO J Hartley reported that PCSO's have now been given wards and she covers Meopham as well as some other local parishes. Meopham crime rate is relatively low. Members asked that if a crime is reported in Wrotham Road, could the information be more specific? PCSO Hartley is attending a NHW meeting tomorrow and will put this to them. Cllr Powell advised that when people report a crime they can opt out of providing the exact location.

8.05pm – Borough Cllrs left the meeting.

Item 8: Public session – questions from the public

C. 11: A member of the public questioned the protocol for item 1. Cllr M Bramer confirmed that the outgoing chairman chairs this part of the meeting.

A member of the public expressed concern on parking in the parish and asked the parish council to do something about this. The Chairman reported on the parish council's recent parking campaign and that it is continuing to lobby KCC and GBC on this issue.

Item 9: To determine the ordinary meetings of the Full Council and Standing Committees for 2018/2019 up to and including the next Annual Meeting of Council

C.12: The dates had been confirmed at the meeting on 24.4.18

9.1 To agree all ordinary meetings of the Standing Committees to start at 7:30pm

C.13: This was agreed on a proposal by Cllr M Bramer and seconded by Cllr Ogden. There were 11 votes in favour and 1 abstention.

9.2 To agree to rotate the venues for the ordinary meetings of the Council within the Parish and delegate to the clerk to organise

C.14: Discussion took place on venues for the meetings. Cllr M Bramer suggested using St John's Centre. Cllr Powell proposed all council meetings should be in the Cricket Pavilion and Harvel Village Hall for a couple of meetings. This was seconded by Cllr Hasler. There were 8 votes in favour, 2 against and 2 abstentions. The motion was therefore agreed.

Action: Clerk

Item 10: To review and approve the terms of reference and responsibilities delegated to the Standing Committee and Committees

C.15: Cllr Gofton asked for any amendments to be highlighted in future. Cllr Powell proposed that the quorum is changed from 3 to 4 for every standing committee. This was seconded by Cllr Hasler and all voted in favour.

Action: Clerk

10.1 Administration and Resources

C.16: Cllr M Bramer proposed approval of the terms of reference and this was seconded by Cllr Ogden. There were 11 votes in favour and 1 abstention. The motion was agreed.

10.2 Environment and Amenities

C.17: It was noted that Bus Shelter had been moved under the responsibility of E&A. Cllr M Bramer proposed approval of the terms of reference and this was seconded by Cllr Howard. There were 9 votes in favour and 3 against. The motion was agreed.

10.3 Planning and Projects

C.18: Cllr M Bramer proposed approval of the terms of reference and this was seconded by Cllr Ogden. There were 9 votes in favour, 2 against and 1 abstention. The motion was agreed.

10.4 Planning

10.4.1 On a motion from Cllr McTavish to consider changing the name of the Planning Committee to Planning Applications Committee

C.19: The above motion was considered first on a proposal by Cllr McTavish. It was seconded by Cllr Gofton and there were 10 votes in favour and 2 against.

Cllr M Bramer pointed out 2 errors in the terms of reference. 3.2 The committee is not a standing committee and 5.4 – should be deleted. The

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Clerk advised that the Planning Applications committee should be a Standing Committee as it is an ongoing committee.

Cllr M Bramer proposed a motion to make the Planning Applications Committee a Standing Committee and this was seconded by Cllr Ogden. There were 8 votes in favour, 2 against and 2 abstentions.

Cllr Ogden then proposed approval of the terms of reference reflecting the above and this was seconded by Cllr McTavish. There were 8 votes in favour, 2 against and 2 abstentions. The motion was agreed.

10.5 Judson's Pavilion

C.20: The responsibilities were noted and that non-councillors cannot be on a committee responsible for the finances of the council. Cllr M Bramer proposed approval of the terms of reference and this was seconded by Cllr Ogden. There were 10 votes in favour and 2 abstentions. The motion was agreed.

10.6 Personnel

C.21: Cllr Bramer proposed that the 2.1 is changed to read with the exception of the Planning Applications Committee Chairman, as the Chairman is a rotating Chairman. This was seconded by Cllr McTavish. There were 8 votes in favour and 4 abstentions. Cllr McTavish then proposed approval of the terms of reference and this was seconded by Cllr Howard. There were 7 votes in favour and 5 abstentions.

Item 11: To appoint members to the Standing Committees and Committees

11.1 Administration and Resources

11.2 Environment and Amenities

11.3 Planning and Projects

11.4 Judson's Pavilion

C.22: Members had been asked to select their committee choices prior to the meeting. It was agreed to vote on items 11.1 to 11.4 together. Cllr Powell proposed agreement for the committee membership as per the circulated list. This was seconded by Cllr Ogden and all voted in favour. The motion was agreed as per appendix 1.

9.35pm - PCSO Hartley and 2 members of the public left the meeting.

Item 12: To elect the Chairman and the Vice Chairman to the Standing Committees

12.1 Administration and Resources

C.23: Cllr Buchanan proposed Cllr M Bramer as Chairman and this was seconded by Cllr Ogden. There were 7 votes in favour and 5 abstentions. Cllr M Bramer proposed Cllr Ogden as Vice Chairman and this was seconded by

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Cllr D Bramer. There were 7 votes in favour and 5 abstentions. Cllr M Bramer was elected as Chairman and Cllr Ogden as Vice Chairman.

12.2 Environment and Amenities

C.24: Cllr M Bramer proposed Cllr Gofton as Chairman and this was seconded by Cllr McTavish. There were 8 votes in favour, 1 against and 3 abstentions. Cllr Hasler proposed Cllr Luxford as Vice Chairman but Cllr Luxford declined. Cllr D Bramer proposed Cllr Wade but Cllr Wade declined. Cllr M Bramer proposed Cllr D Bramer and this was seconded by Cllr Ogden. There were 7 votes in favour and 5 abstentions. Cllr Gofton was elected as Chairman and Cllr D Bramer as Vice Chairman.

12.3 Planning and Projects

C.25: Cllr D Bramer proposed Cllr McTavish as Chairman and this was seconded by Cllr Howard. There were 9 votes in favour and 3 abstentions. Cllr McTavish proposed Cllr D Bramer as Vice Chairman and this was seconded by Cllr Ogden. There were 7 votes in favour and 5 abstentions. Cllr McTavish was elected as Chairman and Cllr D Bramer as Vice Chairman.

12.4 Planning – to consider electing a Chairman on a rota basis and to delegate to the Clerk to organise.

C.26: Cllr M Bramer proposed the above including that the Chairman of the meeting becomes the Vice Chairman of the next meeting. This was seconded by Cllr D Bramer. There were 9 in favour, 2 against and 1 abstention.

Cllr Powell stated he did not wish to be part of the Chairman rota.

Action: Clerk

12.5 Judson's Pavilion

C.27: Cllr M Bramer proposed Cllr Ogden as Chairman and this was seconded by Cllr P Howard. There were 7 votes in favour and 5 abstentions. Cllr Ogden proposed Cllr Howard as Vice Chairman and this was seconded by Cllr D Bramer. All voted in favour. Cllr Ogden was elected as Chairman and Cllr Howard as Vice Chairman.

12.6 Personnel Committee

C.28: Cllr M Bramer proposed Cllr Ogden as Chairman and this was seconded by Cllr Buchanan. Cllr Powell stated that the Chairman of the council should be the Chairman of the Personnel Committee and therefore proposed Cllr Buchanan as Chairman. This was seconded by Cllr Hasler. There were 5 votes for Cllr Ogden and 6 votes for Cllr Buchanan and 1 abstention. Cllr Buchanan was therefore elected as Chairman. Cllr Buchanan proposed Cllr Ogden as Vice Chairman. There were 10 votes in favour and 2 abstentions. Cllr Ogden was elected as Vice Chairman.

Item 13: To review and approve the council's

13.1 Standing Orders – to note that new model Standing Orders are now available from NALC and these will be reviewed at the next Full Council meeting.

C.29: This was noted.

13.2 Financial Regulations

C.30: Cllr M Bramer proposed approval and this was seconded by Cllr Hasler. All voted in favour and the motion was approved.

Item 14: Council's representation on external bodies

14.1 To approve appointing parish council representative(s) to Gravesham Joint Transportation Board, Lower Thames Crossing and Meopham Windmill Trust

C.31: Gravesham Joint Transportation Board – as a volunteer did not come forward, the minutes would be circulated and the Clerk would ask a member to attend.

Lower Thames Crossing – Agreed Cllr McTavish only as no other member volunteered.

Meopham Windmill Trust - Cllr M Bramer volunteered. It was confirmed that Cllr M Bramer would not have to become a Trustee by Cllr Luxford as she had previously been a representative on this Trust.

14.2 To then approve the proposed list of the council's representatives on other external bodies

C.32: Cllr D Bramer proposed that the list (Appendix 2) is agreed with the above amendments and this was seconded by Cllr M Bramer. All voted in favour and the motion was agreed.

Item 15: To review and approve the inventory of land and assets including buildings and office equipment

C.33: Cllr Ogden proposed approval and Cllr M Bramer seconded this. All voted in favour. The motion was agreed.

Item 16: To confirm and approve the key holders for the Parish Office, Judson's Pavilion, Southdown Shaw Allotments, Harvel Green and Pitfield Green Toilets

C.34: Cllr D Bramer asked for it be noted that she does not have an office key but as Cllr M Bramer has a key, this is not an issue. Cllr Ogden then proposed

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approval. This was seconded by Cllr Howard and all voted in favour. The list of key holders was approved – Appendix 3

Item 17: To review and approve the Council's and/or employees' subscriptions to other bodies

C.35: A list had been circulated prior to the meeting – appendix 4. Cllr Gofton proposed that the list is agreed and this was seconded by Cllr Ogden. All voted in favour and the motion was agreed.

Item 18: To review and approve the council's complaints procedure:-
18.1 Disciplinary and Grievance policy
18.2 Appeal policy
18.3 Complaints policy

C.36: Cllr Powell proposed approval of all 3 policies and this was seconded by Cllr Ogden. All voted in favour and the motion was approved.

Item 19: To review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 – to be reviewed at a future meeting in relation to GDPR.

C.37: This was noted.

Item 20: Judson's Pavilion
20.1 To agree to progress with the professional fees required (listed below) for the refurbishment of the Judson's Pavilion Project, to be funded from the earmarked £70K, in order to be able to commence work with a contractor (to be approved at a later date) as soon as the council hears if the Football Foundation Grant has been successful. (Fees to be refunded if the grant is successful).
A) Architectural and Structural Design
B) Party Wall Surveyor Fees
C) CCTV Survey
D) Ground Penetrating Radar for Services Identification
E) Building Control
F) Principal Designer

C.38: Discussion followed. Cllr Powell stated that building control had been paid for previously

Action: Clerk to investigate.

C.39: Cllr Powell proposed that the council do not progress with the above without ensuring that the grant is in place. This was seconded by Cllr Hasler. There were 8 votes in favour, 1 against and 3 abstentions. The motion was agreed.

20.2. To agree to delegate to the Clerk to obtain quotations for the above professional fees and to appoint a contractor in consultation

with the Chairman of the Judson's Committee and the appointed Project Manager

C.40: It was agreed that the clerk should investigate into the fees without any commitments.

Item 21: Annual Return

21.1 To review and approve the council's statement of internal control

C.41: Cllr Ogden proposed approval and this was seconded by Cllr M Bramer. Cllr Luxford requested a recorded vote. There were 8 votes in favour (Cllrs D Bramer, M Bramer, S Buchanan, Gofton, Howard, Knott, McTavish and Ogden), 1 against (Cllr Powell) and 3 abstentions (Cllrs Hasler, Luxford and Wade) The motion was therefore approved.

21.2 To approve the accounts for the year ended 31 March 2018. The Chairman of the meeting and the Responsible Financial Officer to sign

C.42 Cllr Ogden proposed approval of the accounts and this was seconded by Cllr M Bramer. Cllr Luxford requested a recorded vote. There were 10 votes in favour (Cllrs D Bramer, M Bramer, S Buchanan, Gofton, Hasler, Howard, Knott, McTavish, Ogden and Wade) and 2 abstentions (Cllrs Luxford and Powell). The accounts were approved.

21.3 To approve the Annual Governance Statement for 2017-18, Section 1 of the Annual Return for the year ending 31 March 2018. The Chairman of the meeting and the Clerk to sign.

C.43: The Council considered the Annual Governance Statement for 2017-18. Cllr Hasler proposed approval, seconded by Cllr M Bramer. Cllr Luxford requested a recorded vote. There were 10 votes in favour (Cllrs D Bramer, M Bramer, S Buchanan, Gofton, Hasler, Howard, Knott, McTavish, Ogden and Wade) and 2 abstentions (Cllrs Luxford and Powell). The Chairman and the Clerk signed the Statement on behalf of the council.

21.4 To approve the Accounting Statements for 2017-18, Section 2 of the Annual Return for the year ending 31 March 2018 and the supporting Bank Reconciliation as at 31 March 2018 plus the explanation of the significant variations from last year (2016-17) to this year (2017-18) and the explanation of any difference between Box 7 and Box 8 on Section 2 to be sent to the External Auditor. The Chairman of the meeting to sign.

C.44: The Council considered the Accounting Statements for 2017-18 and the supporting documentation as provided by the Responsible Financial Officer who had signed Section 2 of the Annual Return prior to the meeting. Cllr Ogden then proposed approval and this was seconded by Cllr M Bramer. Cllr Luxford requested a recorded vote. There were 10 votes in favour (Cllrs D Bramer, M Bramer, S Buchanan, Gofton, Hasler, Howard, Knott, McTavish,

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Ogden and Wade) and 2 abstentions (Cllrs Luxford and Powell). The Chairman signed the Statement on behalf of the Council.

Item 22: To approve the schedule of payments in accordance with Financial Standing Order 5.2

C.45: Cllr M Bramer declared an interest in this item in relation to approval of his expenses cheque. Cllr Ogden proposed that list of payments (Appendix 5) were approved and this was seconded by Cllr M Bramer. All voted in favour.

Item 23: Planning

23.1 Gravesham Local Plan Review:- To agree on the council's response on the local plan review – deadline 20/6/18

C.46: A draft response had been circulated following the members meeting held earlier in the month which 5 councillors had attended. Cllr Powell felt the response was too weak. Discussion followed. Cllr Gofton requested a formal meeting to discuss this in full. The Chairman then asked members to think about the response and submit their comments to the Chairman/Clerk.

Action: All Members

23.2 Planning Applications: To consider and make recommendations on Planning Applications:

C.47: 20180470 – The Cut above, Wrotham Road, Meopham
Construction of dormer extensions in the side roof slope with alterations to the roof and conversion of the roof space into office use

Cllr McTavish proposed no objection and this was seconded by Cllr Powell. All voted in favour.

20180414 – 3 Conifer Drive, Meopham, DA13 0TL
Erection of part single storey rear extension and first floor side extension

Cllr M Bramer proposed no objection and this was seconded by Cllr Knott. All voted in favour.

20180496 – Braeside, Whitehill Road, Meopham
Erection of single storey rear and side extensions, alterations and construction of a new pitched roof and conversion of the roof space into habitable rooms, construction of three dormer windows in the front roof slope and three dormer windows in the rear roof slope.

Cllr Hasler proposed objection on the grounds of overdevelopment and out of character with the street scene. This was seconded by Cllr Powell and all voted in favour.

Item 24 Data Protection Officer – to note the proposed government amendment to exempt Parish Councils from the requirement of appointing a DPO

under GDPR and to note the advice from KALC regarding appointing a DPO may be considered 'best practice'

C.48: Cllr M Bramer spoke on this. Discussion followed. Cllr McTavish proposed to still go ahead and appoint a DPO for one year. This was seconded by Cllr M Bramer and all voted in favour.

Action: Clerk

Item 25 Correspondence

C.49: The correspondence was noted.

Item 26: Chairman's Announcements

C.50: The Chairman reported on the damage to the notice board at the windmill site. The Clerk had contacted Greenbarnes who had originally made and installed the notice board. They confirmed this would have to be replaced due to the damage to the back of the board. The person responsible for the accident had contacted the Parish Office and would prefer to pay for the damage directly. The Clerk had notified Zurich insurance. Members confirmed the concrete posts were already in place prior to Greenbarnes installing the noticeboard. These would also have to be replaced and the old broken ones dug out.

9.50pm – 1 member of the public left

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 items the public and press will be asked to leave the meeting

Item 27: To review insurance quotations and approve the arrangements for insurance cover in respect of all insured risks

C.51: Cllr Ogden proposed renewing with Zurich Insurance for a further 3 year long Term Agreement. This was seconded by Cllr Hasler and all voted in favour.

Item 28: To approve the appointment of the temporary Clerical Assistant as recommended by the Personnel Committee Interview Panel

C.52: Cllr M Bramer updated members on the proposed appointment. Cllr M Bramer then proposed appointment of Ashley Ralph as the temporary Clerical Assistant for 6 months. This was seconded by Cllr Buchanan. There were 7 votes in favour, 1 against and 4 abstentions.

Meeting closed 10.00 pm.

Signed.....Dated.....

Appendix 1

STANDING COMMITTEES AND COMMITTEE MEMBERSHIP 2018-19

Administration & Resources x 7

Cllr M Bramer Chairman
Cllr S Buchanan
Cllr P Howard
Cllr J McTavish
Cllr J Ogden Vice Chairman
Cllr D Powell
Cllr B Wade

Environment & Amenities x 7

Cllr D Bramer Vice Chairman
Cllr M Bramer
Cllr S Buchanan
Cllr S Gofton Chairman
Cllr P Hasler
Cllr P Luxford
Cllr B Wade

Planning & Projects x 6

Cllr D Bramer Vice Chairman
Cllr M Bramer
Cllr S Buchanan
Cllr S Gofton
Cllr J McTavish Chairman
Cllr B Wade

Judson's Pavilion Committee x 7

Cllr M Bramer
Cllr S Buchanan
Cllr S Gofton
Cllr P Hasler
Cllr P Howard Vice Chairman
Cllr J Ogden Chairman
Cllr B Wade

Planning Committee x 12

Members - All Councillors
Rotating Chairman – delegated to clerk to agree

Personnel Committee x 5

Cllr Buchanan Chairman
Cllr Ogden Vice-Chairman
Cllr Gofton
Cllr McTavish
Cllr M Bramer

**PARISH REPRESENTATIVES ON OTHER BODIES
2018/19**

Action with Communities in Rural Kent (Kent Rural Community Council)	Cllr Wade
Age UK	Cllr Knott
Clay Cottages Trust	Cllrs Hasler and Knott
Campaign to Protect Rural England (CPRE)	Cllrs Gofton and Wade
Culverstone Community Association	Cllrs D Bramer and Howard
Flagmaster	Keith Savage
Gravesham Rights of Way Committee	Mr K Dare and Mrs G Willsher and Cllr Luxford
Gravesham Joint Transportation Board	Agenda to be circulated to all members /attendance agreed
Gravesham Rural Forum	Cllrs M Bramer
Harvel Village Hall Management Committee	Cllrs M Bramer and Luxford
Kent Association of Local Councils – Voting members at AGM and Gravesham Area Committee	Cllr Buchanan and Cllr Ogden
Lower Thames Crossing Association	Cllrs McTavish
Meopham Sports & Leisure Association	Cllrs Powell and Wade
Meopham Village Hall Management Committee	Cllr Knott
Meopham Welfare Committee	Mr P King and Cllr Ogden
Meopham Windmill Trust	Mr I Kerr and Cllr M Bramer
NHS Darent Valley Hospital Briefings	Cllrs Hasler and McTavish
Pond Warden (Harvel Pond)	Ian Carey

Keyholders – 2018-19

The Parish Office

2017/18	2018/19
Clerk (all) Clerical Assistant (all) Chairman and Vice-Chairman (front and middle) Chairmen of Standing Committees (front and middle) Cleaner (all) Windmill Trust (front and back) Office cabinet (Clerk)	Clerk (all) Clerical Assistant (All) Chairman and Vice-Chairman (front and middle) Chairmen of Standing Committees (front and middle) Cleaner (all) Windmill Trust (front and back) Office cabinet (Clerk)

*agreed at ACM in 2018 – any councillor can request an office front door key if they wish

Container Site, The Windmill

Gate	Parish Office
container	Parish Office

Judson’s Recreation Ground

Pavilion	Parish Office, Cllr Powell, Cllr Hasler (front door only), Mr Phil King (garage only) Meopham Colts
Gate	Parish Office, Meopham Colts and GBC Horticulture
Play Area	Parish Office and GBC Horticulture

Southdown Shaw Allotments

Main	Parish Office and allotment holders
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Harvel Green

Gate	Parish Office, GBC Horticulture and Mr I Carey
Dropdown post X 2 with padlocks	Parish office x 2, L Martin x 1, I Carey x 1 (HRA), Chairman, Harvel Village Hall Committee x 1

Pitfield Green Toilet

Full set of keys :- Ladies, mens, disabled and meter/storage cupboard	Servicing Contractor x 2 full sets, Parish office x 1 full set
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MEOPHAM PARISH COUNCIL
SUBSCRIPTIONS AND MEMBERSHIP FEES

	Subscriptions Paid in 2017/18	Subscriptions due in 2018/2019
Action with Communities in Rural Kent (ACRK)	£50.00	£50.00
Campaign to Protect Rural England (CPRE)	£36.00	£36.00
Kent Association of Local Councils (KALC)	£1,250.00 + VAT	£1275.00 + VAT
Kent County Council Parish Council Legal Scheme	£400.00 + VAT	To be confirmed
Meopham Review	£6.00	£6.00
SLCC Membership for the Clerk	£169.00	£185.00

Payments approved

*DC	25.04.18	POUNDLAND	OFFICE SUNDRIES	£10.00	£1.66	£8.34
*DC	25.04.18	POST OFFICE LTD	STAMPS X 50 2ND CLASS	£29.00		£29.00
2066	11.05.18	HARVEL VILLAGE HALL	HALL HIRE - FC ON 24.4.18	£24.00		£24.00
2068	16.05.18	MEOPHAM PCC	HALL HIRE - APM 15.05.18	£96.00		£96.00
2069	16.05.18	P LUXFORD	PADLOCKS / HARVEL GREEN DROP DOWN POSTS	£37.48		£37.48
2075	18.05.18	P HASLER	APM REFRESHMENTS/BEDDING PLANTS	£40.48		£40.48
2072	23.05.18	KALC	SUBS - 2018-19	£1,530.00	£255.00	£1,275.00
2080	22.05.18	M BRAMER	TRAVEL & PARKING EXPENSES - OUT OF PARISH MEETINGS	£17.30		£17.30
*	Debit Card Payment					

Contract Payments/pre-approved payments

2057	24.04.18	CONTACTA SYSTEM LIMITED	HEARING LOOP	£1,474.08	£245.68	£1,228.40
2058	24.04.18	SEBIAS CLEANING SERVICES	PARISH OFFICE CLEANING	£57.60	£9.60	£48.00
2059	26.04.18	CHERISH TREE SERVICES	TREE WORK - JUDSONS	£2,350.00		£2,350.00
2060	26.04.18	SEBIAS CLEANING SERVICES	PITFIELD GREEN TOILETS - SERVICING	£670.20	£111.70	£558.50
2061	24.04.18	EDF	PARISH OFFICE ELECTRIC BILL OCT 17 TO APR 18	£460.71	£21.94	£438.77
2062 + 2063	27.04.18		STAFF SALARIES & O/T - APRIL 2018	£2,2224.32		£2,224.32
2064	27.04.18	KCC RE: KENT PENSION FUND	STAFF PENSION - APRIL 18	£674.04		£674.04
2065	11.05.18	GWT MEDIA LTD	IT SUPPORT & HOSTED EMAILS - MAY 2018	£96.72		£96.72
2067	11.05.18	ARC OFFICE SYSTEMS LTD	PHOTOCOPYING - 22.01.18 TO 20.04.18	£88.03	£14.67	£73.36
2070 + 2071	20.05.18		STAFF SALARIES & O/T - MAY 2018	£2,250.45		£2,250.45
SO	20.05.18	MI BOOKKEEPING SERVICES LTD	BOOKKEEPING - MAY 2018	£100.00		£100.00
SO	20.05.18	M GOFTON ASSOCIATES LTD	PAYROLL - MAY 2018	£36.00	£6.00	£30.00
2073	18.05.18	HIGHVIEW TREE SERVICES	SERVICE CONTRACT - APRIL 2018	£450.00		£450.00
2074	18.05.18	HIGHVIEW TREE SERVICES	SERVICE CONTRACT - MAY 2018	£450.00		£450.00
2076	18.05.18	GRAVESHAM BOROUGH COUNCIL	RATES - TOILETS 23.4.18 TO 31.3.19	£845.75		£845.75
2077	18.05.18	BT	PARISH OFFICE - PHONE LINE RENTAL	£83.76	£13.96	£69.80
2079	22.05.18	MSLA	MEOPHAM YOUTH CLUB - HALL HIRE	£250.00		£250.00