

Meopham Parish Council
Minutes of the Annual Meeting of Meopham Parish Council held on
Tuesday 4th May 2021 at 7.30 pm held virtually via Zoom

Present: Cllrs A Bourke, D Bramer, M Bramer, S Buchanan,
(Chairman), C Dalby, S Gofton, G Green, P Luxford, J
McTavish, J Ogden (Vice-Chairman), A Rose and B Wade

In attendance: Sarah Eggesden, Clerk

As Cllr Buchanan was absent due to problems connecting to the zoom meeting, Cllr Ogden took over as Chairman for the first part of the meeting.

Item 1 To elect the Chairman of Meopham Parish Council for the 2021/2022 Council year and to receive the declaration of acceptance of office from the Chairman.

FC.1: The following nomination was made for the office of Chairman:

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

There were no further nominations and all members voted in favour of Cllr Buchanan who was therefore declared elected as Chairman of Meopham Parish Council for the 2021/2022 Council year.

As this was a virtual meeting, it was agreed that Cllr Buchanan could sign the Statutory Declaration of Office after the meeting.

Item 2 To elect the Vice-Chairman of Meopham Parish Council for the 2021/2022 Council Year and to receive the declaration of acceptance of office from the Vice-Chairman

FC.2: The following nomination was made for the office of Vice-Chairman:

- Cllr Ogden: proposed by Cllr M Bramer and seconded by Cllr Green

There were no further nominations and all members voted in favour of Cllr Ogden who was therefore declared elected as Vice-Chairman of Meopham Parish Council for the 2021/2022 Council year.

As this was a virtual meeting, it was agreed that Cllr Ogden could sign the Statutory Declaration of Office after the meeting.

Item 3 To receive apologies for absence

FC.3: Apologies were received from County Councillor Bryan Sweetland, Borough Councillor Denise Tiran and PCSO Rob Meader.

Item 4 To receive Declaration of Members' Interests

FC.4: There were no declarations of interest.

Item 5 To approve the minutes of the previous meetings (30.03.21 and 22.04.21)

FC.5: The minutes of the meeting held on 30.03.21 were approved as a true record on a proposal by Cllr Luxford and seconded by Cllr Ogden. All voted in favour.

FC.6: The minutes of the meeting held on 22.04.21 were approved as a true record on a proposal by Cllr Ogden and seconded by Cllr Green. All voted in favour.

Item 6 To consider any matters arising from the above Minutes

FC.7: There were no matters arising.

Cllr McTavish joined the meeting at 7.50pm.

Item 7 To approve the schedule of ordinary meetings of the Full Council and Standing Committees for 2021/22 up to and including the next Annual Meeting of Council

FC.8: Cllr Wade proposed approval and this was seconded by Cllr Luxford. All voted in favour.

7.1 To agree all ordinary meetings of the Council and Standing Committees to start at 7.30pm, subject to any changes in accordance with council policy

FC.9: Cllr Luxford proposed approval and this was seconded by Cllr Wade. All voted in favour.

7.2 To agree to delegate to the Clerk the arrangements for the venues for meetings of the Council and its committees within the Parish

FC.10: Cllr Wade proposed approval and this was seconded by Cllr M Bramer. All voted in favour.

Action: Clerk

Item 8 To review and approve the council's

- 8.1 Standing Orders
- 8.2 Financial Regulations

FC.11: Cllr Green proposed approval of items 8.1 and 8.2. This was seconded by Cllr Luxford. All voted in favour.

Cllr Buchanan joined the meeting at 7.55pm and took over as Chairman from Cllr Ogden

8.3 Delegation policy

FC.12: Cllr Green proposed approval and this was seconded by Cllr Ogden. All voted in favour.

8.3.1 In the event of virtual meeting regulations not being extended, to consider approving delegation of emergency powers to the Clerk due to coronavirus as follows; 'To extend the delegation of Council decisions to the Clerk in consultation with members of the Council or Committee. Wherever possible consultation with members will be undertaken during a virtual scheduled meeting. Such delegation is to enable the council to fulfil its responsibilities to its residents.'

FC.13: Cllr Green proposed amendment to the above motion; To extend the delegation of council decisions to the Clerk in consultation with '**Working Groups**' of the council or committee. Wherever possible consultation with members will be undertaken during a virtual scheduled meeting. Such delegation is to enable the council to fulfil its responsibilities to its residents **and will come to an end on 1/11/21, unless renewed**'. This was seconded by Cllr M Bramer and all voted in favour.

The substantive motion was then proposed by Cllr Green and seconded by Cllr M Bramer. All voted in favour.

Item 9 To approve the closure of Judsons Pavilion Committee and to note that Judsons Pavilion will now come under the remit of the Environment and Amenities Committee

FC.14: Cllr Ogden proposed approval and this was seconded by Cllr Buchanan. All voted in favour.

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

- 10.1 Administration and Resources
- 10.2 Environment and Amenities
- 10.3 Planning and Projects
- 10.4 Planning Applications
- 10.5 Personnel

FC.15: It was noted that the only change to above terms of reference was the addition of Judsons Pavilion under the responsibilities of the E&A Committee. Cllr Green proposed approval of items 10.1 to 10.5, This was seconded by Cllr Ogden and all voted in favour.

Item 11 To approve the membership of the Standing Committees and Committees

FC.16: Appendix 1 had been circulated prior to the meeting. Cllr Ogden proposed approval of the membership of the standing committees and committees, this was seconded by Cllr Buchanan and all voted in favour.

Item 12 To appoint the Chairman and the Vice Chairman of the Standing Committees and Committees

12.1 Administration and Resources

FC.17: Cllr Ogden proposed Cllr M Bramer as Chairman and this was seconded by Cllr Green. Cllr Gofton proposed Cllr Green as Chairman but Cllr Green declined to stand. All members then voted in favour of Cllr M Bramer as Chairman.

Cllr Wade proposed Cllr Green as Vice Chairman, this was seconded by Cllr Ogden and all voted in favour.

12.2 Environment and Amenities

FC.18: Cllr Wade proposed Cllr D Bramer as Chairman, this was seconded by Cllr Ogden. All voted in favour.

Cllr Luxford proposed Cllr Wade as Vice Chairman, this was seconded by Cllr D Bramer. All voted in favour.

12.3 Planning and Projects

FC.19: Cllr Buchanan proposed Cllr McTavish as Chairman, this was seconded by Cllr Ogden and all voted in favour.

Cllr Buchanan proposed Cllr Rose as Vice Chairman, this was seconded by Cllr Gofton. All voted in favour.

12.4 Planning Applications

12.4.1 To consider electing a Chairman on a rota basis as in previous years and to delegate to the Clerk to organise

FC.20: Cllr Ogden proposed approval and this was seconded by Cllr Buchanan. All voted in favour.

Action: Clerk

12.5 Personnel

FC.21: Cllr M Bramer proposed Cllr Buchanan as Chairman, this was seconded by Cllr Ogden and all voted in favour.

Cllr M Bramer proposed Cllr Ogden as Vice Chairman, this was seconded by Cllr Green and all voted in favour.

Item 13 Working Groups: to agree that each committee will review any Working Group membership at its first Committee Meeting

FC.22: Cllr Green proposed approval and this was seconded by Cllr Luxford. All voted in favour.

Item 14 To approve the Council's representation on external bodies

FC.23: Appendix 2 had been circulated prior to the meeting. Cllr Green proposed approval and this was seconded by Cllr Ogden. All voted in favour.

Item 15 To review and approve the inventory of land and assets including building and office equipment.

FC.24: Cllr Luxford proposed approval and this was seconded by Cllr McTavish. All voted in favour.

Item 16 To confirm and approve the key holders for the Parish Office, Container Site, Judsons Pavilion, Southdown Shaw Allotments, Harvel Green gate ad drop-down posts and Pitfield Green Toilets.

FC.25: It was noted that Cllr D Bramer did not hold an office front door key and shared Cllr M Bramer's key. Cllr Ogden proposed approval of the list as per appendix 3 and this was seconded by Cllr Wade. All voted in favour.

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

FC.26: Following the recommendation of the A&R Committee Cllr Luxford proposed not to renew the DPO contract for the coming year. This was seconded by Cllr Ogden and all voted in favour.

It was noted that the SLCC would not be renewed yet as the membership belonged to the Clerk. This would be renewed when the Clerk is in place.

Cllr Ogden then proposed approval of the list as per appendix 4 and this was seconded by Cllr Buchanan. All voted in favour.

Action: Clerk

Item 18 To review and approve the council's complaints procedures

18.1 Complaints policy

FC.27: Cllr M Bramer proposed approval and this was seconded by Cllr Ogden. All voted in favour.

Item 19 To approve the Council's policies, procedures and practices for:

19.1 Data Protection and Information

19.2 Media Policy

Item 20 To review and approve the Council's employment policies and procedures

- 20.1 Disciplinary and Grievance policy
- 20.2 Appeal policy
- 20.3 Homeworking policy
- 20.4 Compassionate leave policy
- 20.5 Concessional holiday for the period between Christmas and New Year for staff

FC.28: It was noted that the media policy contained a reference to 'contacting the Clerical Assistant in the absence of the Clerk'. Cllr M Bramer proposed delegating to the Clerk to change any reference to the Clerical Assistant to Assistant Clerk in any policies, due to a recent change of job title. This was seconded by Cllr Luxford and all voted in favour.

Action: Clerk

FC.29: Cllr Green proposed approval of all the policies and procedures under agenda items 19 and 20. This was seconded by Cllr Ogden and all voted in favour.

Item 21 Insurance cover in respect of all insurable risks for 2021-

21.1 To note the LTA with Zurich ends on 1st June 2021 and to agree to delegate to the Clerk in consultation with the Chairman of A&R to appoint appropriate insurance cover up to the budget amount of £2000.

FC.30: Cllr Ogden proposed approval and this was seconded by Cllr M Bramer. All voted in favour.

Action: Clerk

Item 22 Councillor arrangements for receiving correspondence

22.1 To confirm that all councillors will continue to receive summons, agendas and minutes plus other correspondence via email

FC.31: Cllr Buchanan proposed approval and this was seconded by Cllr Ogden. All voted in favour.

It was noted that papers for members would be provided by the office in exceptional circumstances.

Item 23 Financial Matters

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

Meopham Parish Council

FC.32: Cllr Buchanan proposed approval and this was seconded by Cllr Ogden. All voted in favour. See Appendix 5 for the payment list.

23.2 To approve the end of year bank statements balance as at 31st March 2021

FC.33:	Lloyds Bank	£71,279.13
	Unity Bank	£50,077.68

Total	£121,356.81 as at 31.03.21
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Cllr Buchanan proposed approval and this was seconded by Cllr Ogden. All voted in favour.

23.3 To review the current signatories on the bank accounts and to approve additional members of the council to be added to Unity Trust Bank and Lloyds Bank as signatories

FC.34: Cllr Green proposed approval of the current list (Cllrs Buchanan, Ogden and M Bramer) plus adding Cllrs Luxford, McTavish and Rose as signatories. This was seconded by Cllr Ogden. All voted in favour.

Action: Clerk

Item 24 Consultation – to consider responding to the following:

24.1 - **Local Authority Remote Meetings: Call for Evidence.** The Government has issued a Call for Evidence on the use of remote meetings: <https://www.gov.uk/government/consultations/local-authority-remote-meetings-call-for-evidence> - deadline 17 June 2021

FC.35: Cllr Green proposed approval of the consultation answers circulated plus the addition of comments from Cllr M Bramer, for the Clerk to submit as the councils' response to this consultation. This was seconded by Cllr M Bramer and all voted in favour.

Action: Clerk

Item 25 Traffic Survey Report for **Planning Application KCC/GR/0041/2021 - Meopham School, Wrotham Road, Meopham, Gravesend Kent DA13 0AH:** To review and approve the report for submission to KCC with the council's objection letter

FC.36: The objection letter has already been approved at the Planning Meeting on 22.4.21. The traffic report was circulated to members last week and some members had some factual adjustments to make to the report, which had been circulated to all members. As the deadline for the submission of the council's objections is on 07.05.21, Cllr Buchanan proposed holding a zoom meeting the next day with the consultant plus Cllrs Ogden, M Bramer and Green. This was seconded by Cllr Green and all voted in favour.

Action: Clerk

Cllr Green proposed delegating the final wording of the report to the members attending the zoom meeting in order to meet the deadline for submission with the council's objection letter. This was seconded by Cllr Buchanan and all voted in favour.

Action: Cllrs M Bramer, Buchanan, Green and Ogden

It was noted that the application will now be heard by KCC's Planning Committee and the Parish Council would have an opportunity to speak at this Committee Meeting. Cllr Buchanan proposed that Cllr Green represents the council by speaking at this meeting, date to be confirmed. This was seconded by Cllr Ogden and all voted in favour. It was noted that some members of the council had registered to speak in a personal capacity.

Action: Cllr Green

Cllr Green proposed sending the final traffic report to County Councillor Bryan Sweetland. This was seconded by Cllr McTavish and all voted in favour.

Action: Clerk

Cllr Ogden proposed copying the objection letter to the Borough Councillors. This was seconded by Cllr McTavish and all voted in favour.

Action: Clerk

Item 26 To note correspondence received

FC.37: Members noted the correspondence list.

Item 27 Chairman's Announcements

FC.38: The Chairman advised members to make sure that they all have copies of the paperwork from the meeting to enable them to refer to it in the future. The Chairman thanked everyone for attending.

Meeting closed at 8.38pm.

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

STANDING COMMITTEES AND COMMITTEE MEMBERSHIP 2021-22

Administration & Resources

- | | |
|--------------------|---------------|
| 1. Cllr G Green | Vice Chairman |
| 2. Cllr B Wade | |
| 3. Cllr M Bramer | Chairman |
| 4. Cllr J McTavish | |
| 5. Cllr J Ogden | |
| 6. Cllr S Buchanan | |

Environment & Amenities

- | | |
|--------------------|---------------|
| 1. Cllr P Luxford | |
| 2. Cllr B Wade | Vice Chairman |
| 3. Cllr D Bramer | Chairman |
| 4. Cllr C Dalby | |
| 5. Cllr S Gofton | |
| 6. Cllr Bourke | |
| 7. Cllr S Buchanan | |

Planning & Projects

- | | |
|--------------------|---------------|
| 1. Cllr G Green | |
| 2. Cllr B Wade | |
| 3. Cllr D Bramer | |
| 4. Cllr M Bramer | |
| 5. Cllr J McTavish | Chairman |
| 6. Cllr A Rose | Vice Chairman |
| 7. Cllr S Buchanan | |

Planning Committee

Members - All Councillors

Personnel Committee

Chairmen of the Standing Committees

- | | |
|--------------------|---------------|
| 1. Cllr S Buchanan | Chairman |
| 2. Cllr J Ogden | Vice Chairman |
| 3. Cllr M Bramer | |
| 4. Cllr D Bramer | |
| 5. Cllr J McTavish | |

**PARISH REPRESENTATIVES ON OTHER BODIES
2021/22**

Action with Communities in Rural Kent (Kent Rural Community Council)	Cllr Wade
Age UK	Cllr Goffon
Campaign to Protect Rural England (CPRE)	Cllr Luxford
Culverstone Community Association	Cllr D Bramer
Flagmaster	Keith Savage
Gravesham Rights of Way Committee	Cllr Luxford
Gravesham Joint Transportation Board	Cllr 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	Cllrs Buchanan and Ogden
Lower Thames Crossing Association	Cllr Luxford
Meopham Sports & Leisure Association	Cllr Wade
Meopham Village Hall Management Committee	Cllrs Buchanan & Goffon
Meopham Welfare Committee	Mr P King and Cllr Ogden
Meopham Windmill Trust	Cllr M Bramer
NHS Darent Valley Hospital Briefings	Cllr McTavish
Pond Warden (Harvel Pond)	Ian Carey

MEOPHAM PARISH COUNCIL – KEYHOLDERS FOR 2021/22

The Parish Office (front door {2 keys}, middle office door and back door key)

Clerk (all) Assistant Clerk (all) Clerical Assistant (front) Chairman and Vice-Chairman (front) Chairmen of Standing Committees (front) Cleaning Contractor (all) Windmill Trust (front and back) Office cabinets x 2 (Clerk – only 1 set of keys)

Container Site, The Windmill

Gate	Parish Office
container	Parish Office

The Windmill Chamber

Chamber	Parish Office and the Windmill Trust
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Judson’s Recreation Ground (separate key list available for details on all keys)

Pavilion	Parish Office, Mr Phil King (garage only), Meopham Colts
Gates	Parish Office, Meopham Colts, GBC Horticulture and Service Contractor
Play Area	Parish Office and Service Contractor

Southdown Shaw Allotments

Main	Parish Office and allotment holders
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Harvel Green

Gate on the Green	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
Harvel Pond Gates X 2	Parish Office and I Carey

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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Appendix 4

MEOPHAM PARISH COUNCIL
SUBSCRIPTIONS AND MEMBERSHIP FEES

	Subscriptions paid in 2020/21	Subscriptions due in 2021/22	Budget 2021/22
Action with Communities in Rural Kent (ACRK)	£100.00	£105.00	£100.00
Campaign to Protect Rural England (CPRE)	£36.00	Due Oct 2021	£36.00
Kent Association of Local Councils (KALC)	£1515.00 + VAT	£1620.00 + VAT	£1600.00
Kent County Council Parish Council Legal Scheme	£400 + VAT	Due Feb 2022	£500.00
Meopham Review	£6.00	£6.00	£9.00
SLCC Membership for the Clerk	£227.00	Due 1.6.21	£240.00
Data Protection Officer	£350.00	Agreed not to renew	0.00
Kent County Playing Fields Association	-	£20.00 Agreed by E&A 26.1.21	£20.00**

Appendix 5

Payee	Description	Amount (gross)
Lloyds Bank Treasurers Account – debit card payments		
Zoom	Virtual Meeting facility – April 21	£14.39
Lloyds Bank Treasurers Account – Direct Debit / Standing Order Payments		
BT	Parish Office – Phone & internet	£285.64
Unity Trust – Direct Debits/Standing Order payments		
Arc Office Systems	Photocopier Lease – March 2021	£30.00
Staff Salaries	Salaries – April 21	£3199.79
MI Payroll	Payroll & Bookkeeping – April 21	£114.00
Unity Trust – online payments		
May Harris	Pitfield Toilets cleaning – Feb 21	£702.82
May Harris	Parish Office cleaning – Feb 21	£66.93
H Antwiss	Defib phone box – repair	£48.00
H Antwiss	Judsons – install signage and replace Missing fence bolts	£78.00
KALC	Training – SE Time Management	£16.80
KALC	Training – JB understanding risk & insurance	£42.00
KPS Office Supplies	Stationery	£10.79
Scribe	Accounts Package Renewal	£561.60
H Antwiss	Install sign – Fowlers Stone Green	£125.00
GWT Media	Email Hosting – April 21	£18.72
Business Stream	Annual Water Bill – Parish Office	£167.87
May Harris	Pitfield Toilets cleaning – Mar 21	£702.82
May Harris	Parish Office cleaning – Mar 21	£66.93
Meopham Windmill Trust	Parish Office rent – 2021-22	£1250.00
SJM Planning	Planning Objection letter	£270.00
Playdale	Playground replacements – swing seat and Climbing rope	£1384.67
Dart Valley Systems	Service Maintenance – Flush sensors	£145.20
M&M Developers LLP	Wetpour resurfacing – Judsons play area	£11868.00
Kent Pension	Staff Pension – April 21	£861.33
HMRC	Tax & NI April 21	£653.98
EFD	Parish Office – electricity	£82.30