

**Minutes of a meeting of the
Administration and Resources Committee held on
Tuesday 1st December 2015 at 08:00pm
at the Windmill, Meopham Green**

Committee Members Present: Cllrs D Bramer, M Bramer, Buchanan, Hasler (Vice Chairman), Knott, McTavish, Ogden, Powell (Chairman), Wade,

In attendance: Mrs S Eggesden (Clerk), Mrs N Jerram (Clerical Assistant), Cllr Gofton

Item 1: Apologies for absence:

A.53 Apologies were received from Cllr Howard (family commitments)

Item 2: Declarations of Interest:

A.54 There were no declarations of interest.

Item 3: To approve minutes of previous meetings (6.10.15):

A.55 The minutes of the meeting held on 6.10.15 were approved as a true and correct record on a proposal by Cllr Powell and seconded by Cllr Hasler. 8 voted in favour with 1 abstention from Cllr Ogden.

Item 4: Matters Arising:

A.56 No matters arising.

Item 5: To consider and approve the recommendations on Planning Applications

A.57 The following applications were considered by this Committee:

2015/1118 - The Robins, Heron Hill Lane Meopham Gravesend, Kent DA13 0DT

Demolition of existing timber day room and construction of a new brick built day room. No objection was recommended on a motion proposed by Cllr M Bramer and seconded by Cllr Buchanan. All voted in favour of no objection.

2015/1108 - 33 Huntingfield Road Meopham Gravesend, Kent DA13 0EY

Demolition of existing rear outhouse with erection of a single storey rear extension and erection of a front extension incorporating a replacement front porch. No objection was recommended on a motion proposed by Cllr Buchanan and seconded by Cllr D Bramer. All voted in favour of no objection.

2015/1117 - Pear Tree House Wrotham Road Meopham Gravesend Kent DA13 0HP

Conversion of a front single storey flat roof to a part-pitched tiled roof, replace the cladding to the front of the property and enlargement of small window at the front to mirror adjacent window.

No objection was recommended on a motion proposed by Cllr Hasler and seconded by Cllr Knott. All voted in favour of no objection.

2015/1085 - High Meadow 52 Beechwood Drive Meopham Gravesend Kent DA13 0TX

Erections of extensions to the side and rear of the property with conversion and enlargement of roof space to form a chalet bungalow with detached garage with store room over.

No objection subject to Green Belt Policy was recommended on a motion proposed by Cllr D Bramer, seconded by Cllr Buchanan and all voted in favour. The motion of no objection subject to Green Belt Policy was agreed.

2015/0939 - 41 The Russets Meopham Gravesend Kent DA13 0HH

Erection of first floor side extension to form a bedroom, study and w.c./shower room and conversion of part of the attached garage into a utility room and w.c.

No objection subject to neighbour consultation was recommended on a motion proposed by Cllr Wade, seconded by Cllr Hasler and all voted in favour. The motion of no objection subject to neighbour consultation was agreed.

2015/1095 - Purvil Wood Cottage Leywood Road Meopham Kent DA13 0UH

Erection of barn for hay storage and haymaking equipment.

No objection subject to Green Belt Policy was recommended on a motion proposed by Cllr Hasler, seconded by Cllr Wade and all voted in favour. The motion of no objection subject to Green Belt Policy was agreed.

Item 6 Emergency Plan:

6.1 To receive a report from the Clerk on the progress of updating the contacts/telephone numbers within the Meopham Parish Council Emergency Plan.

A.58 The Clerk updated members on the progress with the Emergency Plan and it was agreed to be completed for the next A & R Meeting. Discussion took place on uploading the Emergency Plan to the parish website omitting personal contact numbers. It was agreed the Clerk would contact Steve Scully at GBC with the amended plan.

Action: Clerk

Item 7 Parish Office

7.1 To note the arrangements for the proposed closure of the Parish Office during Christmas and New Year:

A.59 Members noted that the parish office will be closed from Thursday 24th December 2015 re-opening on Monday 4th January 2016.

Item 8 **Financial Matters**

8.1 **To note the satisfactory completion of the mid-year internal Audit, by David Buckett, of Meopham Parish Council Account for the 2015/2016 financial year.**

A.60 Members noted the mid-year internal audit report. The Clerk was asked to look into a savings bank account in respect of the new FSCS Protection Threshold.
Action: Clerk

8.2 **To consider and approve the following virement:**

8.2.1 £5000 from the General Reserves budget to the Clerks' Salaries budget.

A.61 Cllr Powell proposed an amendment to the above motion to approve a recommendation to Full Council to approve the virement for £5000 from the General Reserves budget to the Clerks' Salaries budget, seconded by Cllr M Bramer and all voted in favour. Cllr Powell proposed the new amended motion and it was seconded by Cllr Buchanan. All voted in favour and the amended motion was approved.

8.3 **To consider and if found satisfactory approve the Administration and Resources Committee Expenditure from 1st September 2015 to 18th November 2015.**

A.62 The above motion was proposed by Cllr Powell and seconded by Cllr Buchanan. All voted in favour.

8.4 **To note all MPC Income and Expenditure for the 2015/2016 financial year.**

A.63 It was noted by all members.

8.5 **To consider and if found satisfactory endorse the proposed Planning & Projects Committee Budget for 2016/2017.**

A.64 A motion was proposed by Cllr McTavish to approve the amendments to the P & P Budget and this was seconded by Cllr Knott. All voted in favour and the motion was agreed.

8.6 **To consider and if found satisfactory endorse the proposed Environment and Amenities Committee Budgets for 2016/2017.**

A.65 Discussion followed regarding the additions to the Budget headings for Youth and the Village Halls. Cllr M Bramer proposed a motion to approve the E & A Budget and this was seconded by Cllr Buchanan. 5 voted in favour (Cllrs Buchanan, M. Bramer, D. Bramer, Ogden, McTavish) and 4 voted against (Cllrs Hasler, Powell, Wade and Knott). Cllr Powell requested for the vote to be recorded in the Minutes.

8.7 **To consider and if found satisfactory approve the proposed Administration and Resources Committee Budget for 2016/2017.**

Meopham Parish Council

A.66 The above motion was proposed by Cllr Powell and seconded by Cllr Ogden. All voted in favour and the motion was approved.

8.9 To consider and if found satisfactory approve the Meopham Parish Council Budget for 2016/2017 for submission to Full Council for approval.

A.67 The above motion was proposed by Cllr Ogden and seconded by Cllr McTavish. 7 voted in favour and 2 voted against. The motion was agreed to submit the Budget to Full Council for approval.

8.10 To approve schedule of payments in accordance with Financial Standing Order 5.2.

A.68 The above motion was proposed by Cllr Hasler and seconded by Cllr Ogden. All voted in favour and the motion was approved.

Item 9: Correspondence:

9.1 To note the correspondence received.

A.69 It was noted by all members.

The meeting ended at 9:30pm

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