

Meopham Parish Council

**Minutes of the Annual Meeting of Meopham Parish Council held on
Tuesday 10th May 2016 at 7.30 pm at Meopham Village Hall, Meopham**

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

In attendance Mandy Cason, Community Warden
1 members of the public
Sarah Eggesden, Clerk
Nicola Jerram, Clerical Assistant

Cllr Buchanan welcomed everyone to the meeting and reminded everyone that the meeting was being recorded.

Item 1: To receive apologies for absence

AC.1 Apologies were received from Cllr Leyshon (unwell), Cllrs Burgoyne and Shelbrooke.

Item 2: To receive declarations of Members' Interests

AC.2 Cllr Gofton declared an interest in a planning application for Mayfield House. There were no other declarations.

Item 3: Election of Chairman and Vice-Chairman

AC.3 The following nomination was made for the office of Chairman:

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

There were no further nominations. Cllr Buchanan was therefore declared elected as Chairman of Meopham Parish Council for the 2016/2017 Council year.

AC.4 The following nomination were made for the office of Vice-Chairman:

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

There were no further nominations. Cllr Ogden was therefore declared elected as Vice-Chairman of Meopham Parish Council for the 2016/2017 Council year.

AC.5 Cllrs Buchanan and Ogden read and signed the Statutory Declaration of Office.

On a proposal by Cllr Buchanan and seconded by Cllr Ogden the Chairman suspended Standing Orders and invited questions from members of the public. All voted in favour.

Community Warden, Mandy Cason gave a report to members.

Standing Orders were then reinstated.

Item 4: **To approve the minutes of the Full Council meetings held on 05.04.16 and 26.04.16**

AC.6 The minutes of the meeting held on 05.04.16 were approved as a true record on a proposal by Cllr Ogden and seconded by Cllr McTavish. All voted in favour.

AC.7 The minutes of the meeting held on 26.04.16 were approved as a true record on a proposal by Cllr M Bramer and seconded by Cllr McTavish. All voted in favour

Item 5: **Matters Arising**

AC.8 05.04.16 Minutes

- Cllr M Bramer referred to an email received from the LPA regarding a planning application for Leafy Lodge which cleared up a misunderstanding relating to the size of the extension which members noted.
- Cllr Gofton requested clarification on what stage the council is at regarding the tendering for Judson's Pavilion. Cllr Buchanan confirmed that tenders have not be sought as yet due to waiting for the Structural Engineering plans and now an issue with the plans submitted to GBC for the new planning application.

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- Cllr Hasler requested an update on the application for 14 New Road. Cllr McTavish confirmed this going to the Regulatory Board on 25.05.16.

Item 6: To determine the ordinary meetings of the Council and Standing Committees for 2016/2017 up to and including the next Annual Meeting of Council

AC.9 Cllr Buchanan explained the changes in dates from the provisional dates approved December 2015. Cllr Ogden proposed the new dates are approved and this was seconded by Cllr McTavish. All voted in favour. The motion was agreed.

Item 6.1 To agree all ordinary meetings of the Council and Standing Committees to start at 7:30pm

C.10 Cllr D Bramer proposed the above motion and this was seconded by Cllr Howard. There were 9 votes in favour and 2 against. The motion was agreed.

Item 6.2 To agree to rotate the venues for the Ordinary meetings of the Council within the Parish and delegate to the clerk to organise

AC.11 The motion was proposed by Cllr M Bramer and seconded by Cllr Gofton. There were 8 votes in favour and 3 against. The motion was agreed.

Item 7: To review and approve the responsibilities delegated to the Standing Committees, the terms of reference and endorse the delegated powers to employees

AC.12 Cllr Ogden proposed approval of the above for all 3 Standing Committees. This was seconded by Cllr M Bramer and there were 9 votes in favour and 2 abstentions. The motion was agreed.

Item 8: To appoint members to the Standing Committees

AC.13 The list of members for each committee had been circulated. Cllr Powell asked why he had not be placed on the E&A committee and it was explained that his form had been received late and there were already 2 councillors from each

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ward allocated to this committee. Cllr Powell was offered a place on the P&P Committee as there were spaces but he declined.

The list of members of the Standing Committees (Annex 1) was agreed on a proposal by Cllr Ogden and seconded by Cllr M Bramer. There were 8 votes in favour and 3 against. The motion was agreed.

Item 9: To elect the Chairman and the Vice Chairman to the Standing Committees

AC.14: The following nominations were made:-

A&R – Cllr Buchanan proposed Cllr M Bramer as Chairman and this was seconded by Cllr Ogden. There were 7 votes in favour, 3 abstentions and 1 against. Cllr M Bramer proposed Cllr Leyshon as Vice Chairman. This did not receive a seconder. Cllr Buchanan proposed Cllr Ogden as Vice Chairman and this was seconded by Cllr Howard. There were 7 votes in favour, 3 abstentions and 1 against. Cllr M Bramer was elected as Chairman and Cllr Ogden as Vice Chairman.

E&A – Cllr M Bramer proposed Cllr Gofton as Chairman and this was seconded by Cllr McTavish. There were 9 votes in favour, 1 against and 1 abstention. Cllr Hasler proposed Cllr Knott as Vice Chairman and this was seconded by Cllr D Bramer. All voted in favour. Cllr Gofton was elected as Chairman and Cllr Knott as Vice Chairman.

P&P – Cllr Buchanan proposed Cllr McTavish as Chairman and this was seconded by Cllr D Bramer. There were 10 votes in favour and 1 abstention. Cllr M Bramer proposed Cllr D Bramer as Vice Chairman and this was seconded by Cllr McTavish. There were 8 votes in favour and 3 abstentions. Cllr McTavish was elected as Chairman and Cllr D Bramer as Vice Chairman.

Item 10: To review and approve the delegated responsibilities, terms of reference and members to committees

10.1 Personnel Committee

AC.15: Cllr M Bramer proposed to agree the delegated responsibilities and terms of reference. This was seconded by Cllr McTavish. All voted in favour and the

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motion was agreed. Cllr Gofton nominated Cllr Ogden as Chairman and this was seconded by Cllr Howard. There were 8 votes in favour and 3 abstentions. Cllr Ogden was therefore elected as Chairman. Cllr Ogden nominated Cllr Buchanan as Vice Chairman, seconded by Cllr Howard. Cllr D Bramer nominated Cllr McTavish as Vice Chairman, seconded by Cllr Gofton. Cllr Buchanan received 3 votes and Cllr Mctavish received 7 votes. There was 1 abstention. Cllr McTavish was therefore elected as Vice Chairman.

10.2 **Disciplinary and Grievance**

10.3 **Appeals**

AC.16: The above items were looked at together. The documents are based on the NALC model documents. Cllr McTavish proposed approval and this was seconded by Cllr Ogden. All voted in favour and the motion was agreed.

10.4 **Complaints**

AC.17: Cllr Buchanan advised that the only change was increasing the committee membership from 3 to 5, as advised as best practice by KALC. Cllr Wade proposed approval and this was seconded by Cllr Hasler. All voted in favour and the motion was agreed.

Item 11: To appoint any new committees in accordance with Standing Order 4

11.1 **To appoint Judson's Pavilion Committee**

11.1.1 **To approve the responsibilities delegated to the Judson's Pavilion Committee, the terms of reference and endorse the delegated powers to employees**

AC.18: Cllr McTavish proposed in the TOR, item 5.2 to take out 'Sub Committee' and just have 'Working Group'. This was seconded by Cllr Wade. All voted in favour and the motion was agreed. Cllr Gofton stated that she would have preferred the Full Council to meet to discuss Judson's Pavilion. Cllr McTavish proposed to approve the TOR and this was seconded by Cllr Howard. All voted in favour and the motion was agreed.

11.1.2 **To appoint members to the Judson's Pavilion Committee**

AC.19: Cllr Buchanan proposed committee members as Cllrs M Bramer, Gofton, Hasler, Howard, McTavish and Ogden along with herself. Cllr Wade advised members that she would like to join the committee. As membership in the TOR stated 7 members, Cllr McTavish agreed to stand down. Cllr Powell proposed that Cllr M Bramer was not included. This was not seconded. Cllr Buchanan therefore proposed the committee included Cllrs M Bramer, Buchanan, Gofton, Hasler, Howard, Ogden and Wade. This was seconded by Cllr Ogden. There were 10 votes in favour and 1 abstention. The motion was agreed.

11.1.3 To elect a Chairman and Vice Chairman to the Judson's Pavilion Committee

AC.20: Cllr Gofton proposed Cllr Hasler as Chairman but he declined to accept. Cllr Buchanan proposed Cllr Ogden and this was seconded by Cllr M Bramer. There were 10 votes in favour and 1 abstention. Cllr Buchanan proposed Cllr Howard as Vice Chairman and this was seconded by Cllr McTavish. All voted in favour. Cllr Ogden was elected as Chairman and Cllr Howard as Vice Chairman.

11.1.4 To approve the transfer of the Judson's Pavilion and Grounds budget and the Judson's Improvements budget from the E&A budget to the Judson's Pavilion Committee

AC.21: Cllr Hasler proposed approval of the above motion and this was seconded by Cllr McTavish. All voted in favour. The motion was agreed.

Item 12: To review representation on or work with external bodies and arrangements for reporting back

AC.22: The list of representatives on outside bodies, Annex 2, was read out and proposed approval, except for KALC membership, by Cllr Knott and seconded by Cllr Howard. All voted in favour and the motion was agreed.

AC.23: 6 members had come forward to represent MPC at KALC for 2 places. Cllr Gofton asked for a summary of what is required by members. Cllr Hasler reported that whoever is nominated attends the area committee and reports back to the Parish Council. Currently Cllr Rosemary Diamond of Cobham PC is the Chairman and Cllr Pat Banks of Vigo PC is the Vice Chairman.

Voting via elimination took place with any member gaining over 6 votes automatically being elected. Cllr Hasler received 7 votes in the first round. Cllr Hasler was therefore elected as the first representative. Cllr Powell received 6 votes in the second round and was therefore elected as the second representative.

Item 13: To review and approve the inventory of land and assets including buildings and office equipment

AC.25: The changes to the inventory of land and assets, including buildings and office equipment were noted. Cllr M Bramer proposed approval and Cllr Howard seconded this. All voted in favour. The motion was agreed.

Item 14: To review and approve the arrangements for insurance cover in respect of all insured risks

AC.26: A three year contract for insurance cover was taken out with Zurich Insurance last year. The renewal had not been received as yet. Cllr Ogden proposed to agree to defer this to the next council meeting and this was seconded by Cllr M Bramer. All voted in favour and the motion was agreed.

Item 15: To review and approve the Council's and/or employees' subscriptions to other bodies

AC.27: A list had been circulated. Meopham Review needed to be added to the list at a cost of £6 per annum. Cllr Buchanan proposed this is added to the list and Cllr M Bramer seconded this. All voted in favour and this motion was agreed. Cllr Buchanan then proposed that the list is agreed and this was seconded by Cllr D Bramer. All voted in favour and the motion was agreed.

Item 16: To review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998

AC.28: The Council had previously approved the procedures as laid down in the NALC Legal Topics Notes 37 (July 2009) and 38 (January 2013). Cllr M Bramer

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proposed that the council produces its own procedure and pass this task onto A&R to draw up a policy. This was seconded by Cllr Buchanan and all voted in favour. The motion was agreed.

Action: A&R Committee

Item 17: To confirm and approve the key holders for the Parish Office, Judson's Pavilion, Southdown Shaw Allotments and Harvel Green

AC.29: It was noted that there are only 1 set of office cabinet keys. Cllrs Powell and Hasler confirmed they only have the front door key to Judson's Pavilion. Cllr Powell confirmed that does not have the key to the Judson's youth room or Judson's gate. Cllrs M Bramer and Knott agreed to find out who has the key to Harvel gate in Harvel. Cllr Buchanan proposed the list of key holders shown at Annex 3 was accepted and was seconded by Cllr Gofton. There were 10 votes in favour and 1 abstention. The motion was agreed.

Item 18: To consider and comment on planning applications:

AC.30: NARNIA LEAFY LANE, MEOPHAM, GRAVESEND, KENT DA13 0DR

Application for removal of condition 1 attached to planning permission reference no. 2014/0158 for erection of front extension to form a split porch/open area and alterations to roof above from sloping roof to gable end type roof. No objection recommended on a motion proposed by Cllr M Bramer and seconded by Cllr Gofton. All voted in favour of no objection.

THE IVY HOUSE, WROTHAM ROAD, SOUTH STREET, MEOPHAM DA13 0QJ

Application for Listed Building Consent for the conversion of existing outbuildings to provide 2 no. one bedroom self-contained residential annexe's for use ancillary to the main dwelling. It was agreed by all members to defer commenting on the above until GBC had carried out their site visit.

THE IVY HOUSE, WROTHAM ROAD, SOUTH STREET, MEOPHAM DA13 0QJ

Conversion of existing outbuildings to provide 2 no. one bedroom self-contained residential annexe's for use ancillary to the main dwelling. It was agreed by all members to defer commenting on the above until GBC had carried out their site visit. It was noted that no separate hereditament should be created.

BASQUE COTTAGE, WROTHAM ROAD, MEOPHAM, KENT DA13 0QA

Demolition of existing single storey side extension and erection of a two storey side and rear extension with balcony; new fencing to the front entrance driveway and garage. No objection recommended subject to neighbour consultation and Conservation Office approval, on a motion proposed by Cllr Wade and seconded by Cllr Hasler. All voted in favour of the motion.

MEOPHAM LODGE, WROTHAM ROAD, MEOPHAM, GRAVESEND, KENT

DA13 0QA Erection of a detached garage and car port at the side.

Objection was recommended on a motion proposed by Cllr Hasler and seconded by Cllr Powell on the grounds of overdevelopment. 9 voted in favour of the motion with 2 abstentions

ALFRENE, 3 SCHOOL LANE, MEOPHAM, GRAVESEND KENT DA13 0DN

Erection of a single storey rear conservatory. Recommend no objection, subject only to the usual constraints regarding any future development to convert to anything other than a conservatory, on a motion proposed by Cllr Powell and seconded by Cllr Hasler. All voted in favour of the motion.

Cllr Gofton left the room.

MAYFIELD, WROTHAM ROAD, MEOPHAM, GRAVESEND, KENT DA13 0HP

Erection of part two storey side extension/part first floor side extension over an existing ground floor extension. Erection of first floor rear extension to provide an en-suite bathroom to the rear bedroom and a single storey conservatory extension to the rear. Cllr Gofton declared an interest and left the room. All members agreed not to comment on Councillors planning applications.

Cllr Gofton returned to the room.

THE BUNGALOW, LONGFIELD ROAD, LONGFIELD, DARTFORD KENT DA3 7AP

Installation of 5 no. Velux windows to the rear roof slope to serve existing loft space. No objection recommended on a motion proposed by Cllr Powell and seconded by Cllr Knott. All voted in favour of no objection.

11 NEW ROAD, MEOPHAM, KENT DA13 0LS

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Erection of a rear conservatory. No objection subject to neighbour consultation was recommended on a motion proposed by Cllr Knott and seconded by Cllr Powell. All voted in favour of the motion.

8 HUNTINGFIELD ROAD, MEOPHAM, GRAVESEND, KENT DA13 0EZ

Erection of a two storey rear and side extensions to form kitchen/dining room, utility room and study at ground floor, master bedroom with en-suite shower room, bathroom and bedroom. No objection subject to neighbour consultation was recommended on a motion proposed by Cllr Buchanan and seconded by Cllr Wade. All voted in favour of the motion.

13 WILLOW WOOD, MEOPHAM, GRAVESEND, KENT DA13 0QT

Demolition of garage, workshop and lobby and erection of part two storey and part single storey side extension and creation of a rear terrace. No objection recommended provided the gap between properties is maintained to stop the terracing effect. Motion proposed by Cllr Howard and seconded by Cllr Knott. All voted in favour of the motion.

BRINDLESHAW BARN, DAVID STREET, MEOPHAM, KENT

Siting of a mobile caravan for accommodation for the duration of Brindleshaw Barn conversion. Recommend no objection subject to two conditions: approval is given for a maximum of one year only and occupation of the caravan will cease prior to the permanent occupation of the new dwelling. Motion proposed by Cllr M Bramer and seconded by Cllr Howard. All voted in favour of the motion.

17 BIRTRICK DRIVE, MEOPHAM, GRAVESEND KENT DA13 0LR

Erection of dormer extension at the rear with alterations to roof from hip to gable end. No objection recommended, subject to neighbour consultation on a motion proposed by Cllr McTavish and seconded by Cllr Hasler. All voted in favour of the motion.

19 THE PIPPINS, MEOPHAM, GRAVESEND, KENT DA13 0HB

Erection of a single storey side extension to the existing garage and conversion of the garage into a habitable room. No objection recommended on a motion proposed by Cllr Buchanan and seconded by Cllr Knott. All voted in favour of no objection.

CHILTON LODGE, VALLEY LANE, CULVERSTONE, KENT DA13 ODG

Revised Plans, Revised Description Demolition of existing dwelling and erection of replacement 4 no. bedroom detached dwelling and erection of a detached garage. Recommend no objection on a motion proposed by Cllr Howard and seconded by Cllr McTavish. All voted in favour of no objection.

AMBLEDOWN, RIDGE LANE, MEOPHAM, KENT DA13 ODP

Erection of a timber agricultural machinery store with storage above. Application for erection of a timber agricultural machinery store with storage above. Objection recommended on the grounds of inappropriate development in the Green Belt was proposed on a motion by Cllr D Bramer and seconded by Cllr Powell. All voted in favour of the motion.

23 CONIFER DRIVE, MEOPHAM, GRAVESEND, KENT DA13 OTL

Erection of a single storey side extension to form a garage and study and erection of a single storey rear extension to form a lounge. Alterations to the existing front porch and garage roof. Recommend no objection, subject to neighbour consultation on a motion proposed by Cllr M Bramer and seconded by Cllr Howard. All voted in favour of no objections.

Item 19 **On a motion from Cllr Leyshon, to develop, agree and publish an Anti-Fraud and Corruption Policy for Meopham Parish Council in accordance with current legislation and practice and to review all other council policies to ensure adherence to law**

AC.31 Cllr Buchanan proposed that the above motion is agreed, subject to the provision that the origin of the Anti-Fraud and Corruption policy document is checked. Cllr Howard seconded this and all voted in favour.
Action: Clerk

Item 20 To approve schedule of payments in accordance with Financial Standing Order 5.2

AC.32 Cllr Ogden proposed the schedule of payments were approved and this was seconded by Cllr M Bramer. All voted in favour.

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AC.33 It was noted that the KCC grant for the Judson’s Pavilion project now had to be returned to KCC as the money had not been spent to date or that the project is likely to go ahead within the next 2 months.

Item 21 To receive any correspondence

AC.34 The correspondence was noted.

Meeting closed 9.45pm.

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

STANDING COMMITTEE MEMBERS 2016/2017

ADMIN AND RESOURCES (A&R)

Cllr M Bramer (Chairman)
Cllr Buchanan
Cllr Leyshon
Cllr McTavish
Cllr Ogden (Vice Chairman)
Cllr Wade

ENVIRONMENT AND AMENITIES (E&A)

Cllr D Bramer
Cllr Buchanan
Cllr Gofton (Chairman)
Cllr Hasler
Cllr Howard
Cllr Knott (Vice Chairman)
Cllr Wade

PLANNING AND PROJECTS (P&P)

Cllr D Bramer (Vice Chairman)
Cllr M Bramer
Cllr Buchanan
Cllr Gofton
Cllr Knott
Cllr McTavish (Chairman)

**PARISH REPRESENTATIVES ON OTHER BODIES
2016/2017**

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 D Bramer
Gravesham Joint Transportation Board	vacant
Harvel Village Hall Management Committee	Cllrs M Bramer and Knott
Kent Association of Local Councils – Voting members at AGM and Gravesham Area Committee	Cllrs Hasler and Powell
Meopham Sports & Leisure Association	Cllrs Powell and Wade
Meopham Village Hall Management Committee	Cllr Knott

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Meopham Welfare Committee	Mr P King and Cllr Ogden
Meopham Windmill Trust	Mr I Kerr
NHS Darent Valley Hospital Briefings	Cllrs Hasler, Leyshon and McTavish

Annex 3

KEYHOLDERS

The Parish Office

2015/2016	2016/2017
Clerk (all) Chairman and Vice-Chairman (all) Chairmen and Vice-Chairmen of Standing Committees (front and back) Cleaner (all) Windmill Trust (front and back)	Clerk (all) Clerical Assistant (All) Chairman and Vice-Chairman (all) Chairmen and Vice-Chairmen of Standing Committees (front and middle) Cleaner (all) Windmill Trust (front and back) Office cabinet (clerk)

Judsons Recreation Ground

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

Southdown Shaw Allotments

ACM 10/05/2016

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Signed.....

Meopham Parish Council

Main	Parish Office and allotment holders
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Harvel Green

Gate	Parish Office, GBC Horticulture – Harvel key holder TBC
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