

**Minutes of a meeting of the
Administration and Resources Committee held on
Tuesday 8th March 2016 at 08:00pm
at the Windmill, Meopham Green**

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

In attendance: Mrs S Egglesden (Clerk)

Item 1: Apologies for absence:

A.70 Apologies were received from Cllrs D Bramer and M Bramer (holiday)

Item 2: Declarations of Interest:

A.71 There were no declarations of interest.

Item 3: To approve minutes of previous meetings (1.12.15):

A.72 The minutes of the meeting held on 1.12.15 were approved as a true and correct record on a proposal by Cllr Hasler and seconded by Cllr Wade. All voted in favour.

Item 4: Matters Arising:

A.73 Emergency Plan – The update has been completed apart from the community bus contact. It was agreed that the Clerk would liaise with Cllr Knott regarding this.

Action: Clerk

A.74 New savings bank account – The clerk reported that this is in progress.

Action: Clerk

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

A.75 The following applications were considered by this Committee:

2016/0107 - Greenacres Farm, Brimstone Hill, Meopham, Gravesend Kent DA13 0BN

Removal of Condition 2 attached to planning permission reference number 20020084 for use of existing ancillary outbuilding for letting out as holiday accommodation; to allow the use as ancillary to the existing dwelling. No objection was recommended on a motion proposed by Cllr Buchanan and seconded by Cllr Howard. All voted in favour of no objection.

2015/1252 - Clifton Farm, Whitehill Road, Meopham, Gravesend Kent DA13 0NY

Retention of storage building. No objection was recommended on a motion proposed by Cllr Buchanan and seconded by Cllr Hasler. There were 7 votes in favour and 1 abstention. The motion of no objection was agreed.

2016/0111 - 16 Willow Wood Road Meopham Gravesend, Kent DA13 0QT Erection of a two storey side extension to form study, utility, w.c. and store at ground floor with bedroom and bathroom over. No objection was recommended on a motion proposed by Cllr Hasler and seconded by Cllr Howard. All voted in favour of no objection.

2016/0109 - Pynt A Vale Valley Lane Culverstone Gravesend Kent DA13 0DQ

Erection of a single storey side extension, with rooms in the roof space and associated alterations with enclosure of front porch canopy. No objection subject to Green Belt Policy was recommended on a motion proposed by Cllr Howard, seconded by Cllr Buchanan and all voted in favour. The motion of no objection subject to Green Belt Policy was agreed.

2016/0075 - 11 Rowan Close Meopham Gravesend Kent DA13 0EJ

Erection of a single storey rear extension to form lounge/kitchen, bedroom with en-suite wet room. Cllr Ogden proposed to defer commenting on this application until the new drawings are received. This was seconded by Cllr Powell and all voted in favour. The motion of deferring commenting on this application was agreed.

2015/0820 - Twin Oaks Harvel Road Meopham Gravesend Kent TN15 7JT

Construction of two dormer windows in the front roof slope and erection of an orangery on the side (west) elevation. No objection subject to Green Belt Policy was recommended on a motion proposed by Cllr Howard, and seconded by Cllr Hasler. All voted in favour and the motion of no objection subject to Green Belt Policy was agreed.

2016/0057 – The Willows Foxendown Lane Meopham Gravesend Kent DA13 0BP

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

2015/1180 – Chilton Lodge, Valley Lane, Culverstone, Gravesend Kent DA13 0DG

Revised plans - demolition of existing dwelling and erection of replacement 4 no. bedroom detached dwelling including a basement and erection of a detached garage. No objection was recommended on a motion proposed by Cllr Howard and seconded by Cllr Powell. All voted in favour of no objection.

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

Revised Plan - Erection 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 Powell, seconded by Cllr Buchanan and all voted in favour. The motion of no objection subject to Green Belt Policy was agreed.

2015/0121 – Greenshaw House, Wrotham Road, Meopham, Kent DA13 0AU

Revised description - Variation of Condition 6 attached to planning permission reference number 2015/0868 (application for a minor material amendment to planning permission reference no. 2014/0592 for demolition of an existing timber barn and erection of single storey dwelling with integral double garage; to allow a reduction in the footprint of the building, reduction in the depth of the pitched roof, increase in the ridge height of the pitched roof and reconfiguration of the internal layout); to allow the north east and south east elevations to comprise Old Jacobean brickwork at lower level. No objection was recommended on a motion proposed by Cllr Wade and seconded by Cllr Howard. All voted in favour of no objection.

2016/0023 – Rosebud Beechwood Drive Meopham Gravesend Kent DA13 0TX

Retention of an existing conservatory and raised decking area at the rear. No objections subject to (1) confirmation of the conservatory having been built to appropriate building regulations and (2) that the area of decking is excluded from the curtilage of the building and cannot be used as an indication of the area of the hereditament for any future extension was recommended on a proposal by Cllr Buchanan and seconded by Cllr Knott. All voted in favour of no objections subject to the above conditions.

2016/0077 – The Warren, Rhododendron Avenue, Meopham Gravesend, Kent DA13 0TT

Demolition of existing bungalow and replacement with chalet bungalow and garage. This application had not been looked at so Cllr Powell proposed that the clerk request a time extension and if not possible, leave this to the GBC's Planning Officers discretion. This was seconded by Cllr Hasler and all voted in favour.

2015/1152 - Ivy Cottage, Leafy Lane, Meopham, Gravesend, Kent, DA13 0DR (Deferred from E&A 9.2.16)

Erection of a single storey side extension and new external staircase. Cllr Powell proposed that this is left to the discretion of the GBC Planning Officer and this was seconded by Cllr Knott. All voted in favour.

2015/1244 - Highview, Longfield Road, Longfield, Gravesend, Darford DA3 7AP (Deferred from E&A 9.2.16)

Retrospective planning consent for the storage of vehicles, trucks and heavy goods vehicles, their maintenance and repair and distribution to the UK and global markets (sui generis) retention of maintenance and repair building, ancillary portacabin office, staff restroom and toilet together with two storage containers for small tools, plant and spare vehicle parts, boundary landscaping, and hardstandings. Cllr Buchanan advised that we are waiting for a contamination report. Cllr Powell therefore proposed that we ask for a time extension and if not possible, leave this to the GBC's Planning Officers discretion. This was seconded by Cllr Buchanan and all voted in favour.

Item 6 Financial Regulations

6.1 To consider the proposed amendments to Meopham Parish Council's Financial Regulations as advised by NALC, and if agreed, recommend to Full Council that these be implemented

A.76 Cllr Powell advised that the amendments received are from NALC. Cllr Hasler proposed that members recommend the amendments to Full Council. This was seconded by Cllr Ogden and all voted in favour.

Action: Clerk

Item 7 Contractual Matters

7.1 To consider and, if appropriate, approve a subscription to the KCC Parish Council Legal Scheme and approve funds for the same

A.77 Cllr Hasler proposed that this subscription is renewed at £420 plus VAT. This was seconded by Cllr Buchanan and all voted in favour.

7.2 To consider and if appropriate, delegate to the clerk to review the BT telecommunications contract for the Parish Office

A.78 Cllr Powell proposed delegating authority to the Clerk to review the telecommunications contract. This was seconded by Cllr Wade and all voted in favour.

Action: Clerk

7.3 **To consider and if appropriate, delegate to the clerk to review the electricity supplier for the Parish Office and Judson's Pavilion**

A.79 Cllr McTavish proposed delegating authority to the Clerk to review the electricity contract. This was seconded by Cllr Buchanan and all voted in favour.

Action: Clerk

7.4 **To consider and if appropriate, approve the continuation of the contract for Sebias Cleaning Services to carry out the office cleaning**

A.80 Cllr Howard proposed to continue with the Sebias Cleaning Services contract. This was seconded by Cllr Wade and all voted in favour.

7.5 **To consider and, if appropriate, approve the continuation of the contract for M. Goffon to carry out payroll services**

A.81 Cllr Ogden proposed to continue with Malcolm Goffon Associates contract. This was seconded by Cllr McTavish and all voted in favour.

7.6 **To note the arrangements for the Internal Auditor for 2015/16 Annual Audit**

A.82 David Buckett is due to carry out the Internal Audit on Tuesday 3rd May 2016.

7.7 **To consider the External Auditor options for 2017-18 onwards**

A.83 Cllr Powell proposed that the Council continues to use the external auditor provided by the Smaller Authorities Audit Appointments Ltd (SAAA). This was seconded by Cllr Howard and all voted in favour.

Item 8 **Administration Matters**

8.1 **To note report from the Clerk on Archiving & Storage**

A.84 Kent Libraries has confirmed it will take any documents of historical interest provided they are documented and labelled. Cllr Powell suggested that he contacts **Dr Ann Kneif** at Meopham Historical Society and we ask for her help in looking at documents to be archived. Members agreed with this. The clerk mentioned the amount of planning files in the container. It was confirmed that we do not need to keep the majority of the older planning files as Gravesham have all the documents on file. As the documents are all in the public domain, they do not have to be shredded. It was agreed to leave it to the clerk's discretion on clearing out the planning files.

Action: Clerk

8.2 **To consider and approve, if appropriate, purchasing Dropbox Pro annually at a cost of £79.00 for computer storage and file sharing**

A.85 Following discussion, Cllr Powell proposed that clerk goes ahead and purchases Dropbox Pro. This was seconded by Cllr Hasler and all voted in favour.

Action: Clerk

Item 9: Financial Matters

9.1 To consider and if found satisfactory approve the Administration and Resources Committee Expenditure from 18th November 2015 to 2nd March 2016.

A.86 The above motion was proposed by Cllr Howard and seconded by Cllr Wade. All voted in favour and the motion was approved.

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

A.87 It was noted by all members. It was agreed to remove the 'Cleaning' heading from the budget spreadsheet as this was allocated under 'General Administration'.
Action: Clerk

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

A.88 The above motion was proposed by Cllr Hasler and seconded by Cllr Wade. All voted in favour and the motion was approved.

Item 10: Correspondence:

10.1 To note the correspondence received.

A.89 It was noted by all members.

A. 90 Cllr Powell noted the correspondence regarding the loss of the Sunday bus service from Vigo to Bluewater. The Clerk confirmed that she is writing to Arriva regarding the Council's concern over the loss of this service.

The meeting ended at 9:05pm

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