

**Minutes of a meeting of Full Council  
held on Tuesday 24<sup>th</sup> July 2018 at 7:30 pm  
at the Cricket Pavilion, Meopham Green**

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

**In attendance:** Mrs S Eggesden (Clerk), Borough Councillor D Shelbrooke  
6 members of the public

**Item 1: Apologies for absence**

**C.57** There were apologies from Borough Councillor J Burgoyne and L Boycott, Community Warden M Cason and Cllr Powell.

The Chairman advised members that the meeting was being recorded.

**Item 2: Declarations of Interest**

**C.58** There were no declarations of interest.

**Item 3: To approve minutes of the previous meetings (22.05.18 and 12.06.18)**

**C.59** The minutes of Annual Council Meeting on 22.05.18 were approved as a true and correct record on a proposal by Cllr Ogden and seconded by Cllr M Bramer. There were 10 votes in favour and 1 abstention.

**C.60** The minutes of meeting on 12.06.18 were approved as a true and correct record on a proposal by Cllr D Bramer and seconded by Cllr Hasler. There were 8 votes in favour and 3 abstentions.

**Item 4: To consider any matters arising from the above Minutes**

**C.61** There were no matters arising.

**Item 5: To receive reports from:-**

**5.1 County Councillors**

**C.62** No report.

**5.2 Borough Councillors**

**C.63** Cllr Shelbrooke reported on:-

- Unveiling of the Queen Victoria statue in Gravesend

- Land at Coldharbour Road – planning accepted for 400 houses which will include affordable housing. Questions followed on the type of affordable housing. Cllr Shelbrooke did not have specifics at this stage.
- Heritage Quarter – redevelopment, which had been stalled for several years, will now to take place. Discussion followed on:
  - Concern with parking in Gravesend not being free with free parking and the cinema being available locally Bluewater. Cllr Shelbrooke advised that there would be free parking after 6:30pm
  - the impact this may have the on the Woodvilles Halls. Cllr Shellbrooke was asked to take back to GBC that MPC would be very unhappy to see an adverse effect on Woodville Halls due to this development.

### **5.3 Community Warden /PCSO**

**C.64** A written report was circulated from the Community Warden. The Chairman noted that M. Cason carries out an excellent job in the parish, including attending the parish litter picks.

The Rogue Traders leaflet had been circulated and it was agreed to included something on this in the next Meopham Review and to put the leaflet on the website.

**Action: Clerk**

### **Item 6: Public Session**

**C.65** A resident read out a statement regarding the cricket club being allowed to continue parking on the village green in front of Green Farm Cottages. A petition had also been obtained objecting to the Cricket Club not being able to use this area for parking.

Cllr Howard proposed moving forward item 9.1. This was seconded by Cllr McTavish and all voted in favour.

### **Item 9: Meopham Green**

**9.1** Track leading to Green Farm Cottages:- To note the parking of vehicles on the village green in front of Green Farm Cottages

**9.1.1** To note that a letter has been sent to the Cricket Club

**C.66** The Chairman informed members that a letter had been received today from the Cricket Club with a copy of a letter from MPC agreeing to temporary use of part of the village green in front of Green Farm cottages for parking during cricket matches, dated July 1992.

Discussion with members of the public took place on:

- the number of complaints about parking here
- that the council considers where the cars will park if parking is banned from parking on the village green
- that damage to the area had not occurred in the past, only last winter
- prescriptive rights/easements

Cllr Ogden proposed that in the light of the letter received from the Cricket Club that the Clerk writes back to them to request a meeting with a view to looking into formalising an agreement regarding parking on the section of the village green in front of green farm cottages and that the Cricket Club can continue to park on the green for now. This was seconded by Cllr M Bramer and all voted in favour.

***Action: Clerk***

Members returned to Item 7 on the agenda.

**Item 7: To receive and note minutes of and/or to determine recommendations made by Standing Committees and committee:**

**7.1 Environment & Amenities Committee Meeting: 05.06.18**

**C.67** Noted

**7.2 Administration and Resources Committee Meeting: 19.06.18**

**C.68** Noted

**7.2.1 On the recommendation of the Administration and Resources Committee, to approve the amendments to Standing Orders, following on from the NALC revised Standing Orders**

**C.69** Approval of the revised Standing Orders with the amendments was proposed by Cllr M Bramer and seconded by Cllr McTavish. All voted in favour.

**7.3 Planning & Projects Committee Meeting: 10.07.18**

**C.70** Noted. Cllr McTavish reported that the KCC Members Grant for Picnic on the Green had now been confirmed.

**7.4 Planning Applications Committee: 05.05.18, 27.06.18 and 17.7.18**

**C.71** Noted. Cllr Luxford asked if any decision had been made on Heron Hill and Cllr McTavish reported that she had checked today and a decision has not yet been made.

**7.5 Personnel Committee**

C.72 Noted

**Item 8: Parish Council representatives on external bodies: To receive a report**

C.73 A report was circulated and noted.

C.74 Cllr Luxford reported on a successful Harvel Fete.

**Item 9: Meopham Green**

**9.1.2 to consider the suggestion for installing posts on either side of the track**

C.75 Cllr Ogden proposed deferring any decision on this for now in respect of 9.1.1. This was seconded by Cllr Buchanan and all voted in favour.

Cllr Wade mentioned that access for gang mowers would have to be considered if posts were to be considered.

**9.1.3 To agree to the Clerk contacting the Parish Council's solicitor to investigate into costs for putting an easement in place for the three property owners of Green Farm Cottages for the track and for all other properties around the Meopham Green who require vehicular access over it**

C.76 Cllr Ogden proposed deferring any decision on this for now in respect of 9.1.1.

Clerks Note: this item was not voted on.

C.77 Cllr Wade proposed coming out of Standing Orders to allow members of public to speak and this was seconded by Cllr Knott. All voted in favour.

Standing Orders were resumed.

A member of the public handed a petition to the Clerk.

4 members of the public left the meeting at 8.38pm

**9.2 Greenways, Meopham Green:- to note the proposal for new surfacing in front of the garage area**

**9.2.1 to consider and if appropriate, approve the request to place the new surfacing beyond the property boundary by 0.5 metres**

C.78 Following discussion, Cllr Buchanan proposed that the council accepts the request subject to approval from the Conservation Officer. This was seconded by Cllr Ogden. There were 5 votes in favour and 6 abstentions. The motion was therefore agreed.

**Action: Clerk**

**9.2.2 to consider the request to infill part of the driveway area that crosses the Meopham Green to the garage at Greenways.**

- C.79** Further correspondence had been received from the resident to inform to council that they were in discussion with their neighbour regarding the proposed work so it was agreed to withdraw this item.

**9.2.3 Upon agreement for agenda item 9.2.2 to consider the parish council making a financial contribution to this work**

- C.80** Cllr M Bramer proposed that the council did not contribute towards this work and this was seconded by Cllr Ogden. All voted in favour.

1 member of public left at 8.50pm.

**Item 10: Pitfield Green Toilets**

**10.1 Rose Bush Garden: Update on the maintenance of the rose garden and to consider delegating to the Clerk to appoint a contractor to carry out weed clearance of the area**

- C.81** Cllr Buchanan reported that Meopham Gardeners have offered to maintain the rose garden if the parish council would fund materials needed. They would not start work until autumn. Cllr McTavish proposed that up to £100 is allocated for any material (membrane, treatments and top dressing) for initial expenses for the first year. This was seconded by Cllr Wade and all voted in favour.

***Action: Clerk***

**Item 11: Financial Matters**

**11.1 To note Meopham Parish Council's Income and expenditure up to the 30.06.2018**

- C.82** This was noted by members.

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

- C.83** The schedule of payments (appendix 1) was approved on a proposal by Cllr M Bramer and seconded by Cllr Ogden. All voted in favour.

**11.3 To approve a virement from reserves to the Planning and Projects Committee's Festivities Budget for £119.00 underspend from the KCC Members Grant received last year for Picnic on the Green, to use for this year's event**

- C.84** Cllr M Bramer proposed approval and this was seconded by Cllr Ogden. There

were 9 votes in favour and 2 abstentions.

**Item 12**      **To note correspondence received**

**C.85**            Members noted correspondence list.

**12.1 To note the following KCC Consultation: Big Conversation on Rural Transport in Kent**

**C.86**            Cllr Luxford had attended one of the recent meetings and informed members about the consultation which runs to the 8<sup>th</sup> August. The Clerk would highlight this again on the website and social media. The Community Warden had been distributing paper copies of the questionnaire to residents at groups she attends and there are paper copies available in the Library.

***Action: Clerk***

**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 item the public and press will be asked to leave the meeting**

**Item 14: Service Contract**

**14.1 To approve the appointment of the Service Contractor for a 3 year contract, effective from 15 September 2018**

**C.87** Cllr Ogden proposed accepting the quotation from Highview Tree Services. This was seconded by Cllr M Bramer and all voted in favour.

***Action: Clerk***

**Item 15: Judson's Pavilion Refurbishment Project - Professional Fees**

**15.1 To approve the professional fees and delegate to the Clerk to appoint contractors in conjunction with Project Manager, subject to a successful outcome of the Football Foundation grant**

**C.88** Cllr Ogden proposed approval of the above motion and this was seconded by Cllr Howard. All voted in favour.

***Action: Clerk***

**Item 16: Temporary Clerical Assistant:**

**16.1 To note the resignation of the temporary Clerical Assistant and that the Personnel Committee are taking steps to refill the position**

**C.89** Noted.

The meeting closed at 9.13 pm

**Appendix 1**

**CONTRACT PAYMENTS/ PRE APPROVED PAYMENTS**

DEBIT CARD	24.05.18	SLCC	SUBS 2018-19	£185.00		£185.00
2081	24.05.18	ZURICH	PARISH COUNCIL INSURANCE	£1,376.35	£147.46	£1,228.89
2082	24.05.18	MEOPHAM CRICKET CLUB	HALL HIRE - ACM 22.05.18	£25.00		£25.00
2083	24.05.18	MEOPHAM FENCING	2 X DROP DOWN POSTS - HARVEL GREEN	£480.00	£80.00	£400.00
2084	24.05.18	SEBIAS CLEANING SERVICES	PARISH OFFICE CLEANING	£57.60	£9.60	£48.00
2085	24.05.18	SEBIAS CLEANING SERVICES	PITFIELD GREEN TOILETS - SERVICING	£616.20	£102.70	£513.50
DEBIT CARD	03.06.18	LAND REGISTRY	LAND REGISTRY SEARCH	£6.00		£6.00
2086	08.06.18	ELEMENT UK LIMITED	BUS SHELTER CLEANSING - 30.04.18	£205.80	£34.30	£171.50
2087	08.06.18	GWT MEDIA LTD	IT SUPPORT & EMAIL HOSTING - JUNE 2018	£96.72	£16.12	£65.00
2088	08.06.18	DESIGN SHACK	MPC LOGO RE- DESIGN	£30.00	£5.00	£25.00
2089	08.06.18	KENT PENSIONS	STAFF PENSIONS - MAY 2018	£674.04		£674.04
2090	18.06.18	KPS OFFICE SUPPLIES LIMITED	STATIONERY ORDER FOR OFFICE SUPPLIES	£76.65	£12.78	£63.87
2091	18.06.18	N JERRAM	EXPENSES (MILEAGE)	£36.10		£36.10
2092	18.06.18	S EGGLEDEN	EXPENSES (MILEAGE & PARKING FEES)	£42.81		£42.81
SO	20.06.18	MI BOOKKEEPING SERVICES LTD	BOOKKEEPING - JUNE 2018	£100.00		£100.00
SO	20.06.18	M GOFTON ASSOCIATES LTD	PAYROLL - JUNE 2018	£36.00	£6.00	£30.00
2093 + 2094	20.06.18	STAFF SALARIES	SALARIES JUNE 2018	£2,053.58		£2,053.58
2096	02.07.18	INVICTA LAW LTD	PITFIELD GREEN TOILETS - LEGAL FEES	£208.12	£28.02	£180.10
2097	02.07.18	ABACUS PLAYGROUNDS LTD	WETPOUR REPAIRS AT JUDSON'S REC.	£780.00	£130.00	£650.00
2099	02.07.18	EDF ENERGY LTD	PARISH OFFICE - ELECTRICITY BILL 24.4.18 TO 8.6.18	£65.38		
2100	03.07.18	ELEMENT UK LIMITED	BUS SHELTER CLEANSING - 20.06.18	£210.00	£35.00	£175.00
2161	03.07.18	SEBIAS CLEANING SERVICES	PITFIELD TOILETS CONTRACT - 19.6.18 TO 18.7.18	£598.20	£99.70	£498.50
2162	03.07.18	SEBIAS CLEANING SERVICES	PARISH OFFICE CLEANING - JUNE 2018	£57.60	£9.60	£48.00
2163	03.07.18	GDRP-INFO	DPO SERVICE - 1 YEAR CONTRACT	£662.64	£110.44	£552.20
2164	03.07.18	HMRC	PAYE - 1ST QTR 2018	£2,113.83		£2,113.83
2165	03.07.18	KCC RE: KENT PENSION FUND	STAFF PENSIONS - JUNE 2018	£674.04		£674.04
DIRECT DEBIT	03.07.18	GRENKE LEASING LTD	PHOTOCOPIER LEASE - 1.07.18 TO 30.09.18	£181.62	£30.27	£151.35
2166	03.07.18	GWT MEDIA LTD	IT SUPPORT - JULY 2018	£96.72	£16.12	£80.60
2167	03.07.18	GBC	TEN FOR PICNIC ON THE GREEN	£21.00		£21.00
SO	20.07.18	MI BOOKKEEPING SERVICES LTD	BOOKKEEPING - JULY 2018	£100.00		£100.00
SO	20.07.18	M GOFTON ASSOCIATES LTD	PAYROLL - JULY 2018	£36.00	£6.00	£30.00

**PAYMENTS APPROVED**

2095	02.07.18	KPS OFFICE SUPPLIES LIMITED	OFFICE CHAIR	£79.20	£13.20	£66.00
2098	02.07.18	KALC	TRAINING/CLERK - EMPLOYMENT LAW	£72.00	£12.00	£60.00
2168	10.07.18	OTS	EMERGENCY TREE WORK - PRIESTWOOD GREEN	£170.00	£34.00	£170.00
2169	10.07.18	CS DRAINAGE	SURVEY OF THE DRAINS AT JUDSON'S PAVILION RE BLOCKAGE ISSUE	£160.00		£160.00



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2170	12.07.18	A RALPH	MILEAGE EXPENSES	£4.73	£4.73
DEBIT CARD	10.07.18	TESCO	TOILET ROLLS / OFFICE	£1.80	£1.80
DEBIT CARD	10.07.18	POST OFFICE LTD	STAMPS X 30 2ND CLASS & 10 X 1ST CLASS	£24.10	£24.10
DEBIT CARD	10.07.18	WEST MALLING POST OFFICE	STATIONERY FOR OFFICE	£5.85	£5.85