

**Minutes of a meeting of Full Council
held on Tuesday 2nd April 2019 at 7:30 pm
at the Cricket Pavilion, Meopham Green**

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

In attendance: Borough Councillors J Burgoyne and D Shelbrooke, PSCO R King, Community Warden M Cason, 4 members of Meopham Cricket Club and Mrs S Eggesden (Clerk),

Item 1: Apologies for absence

C.206 There were apologies from Cllrs Howard and Ogden

The Chairman advised members that the meeting was being recorded.

Item 2: Declarations of Interest

C.207 There were no declarations of interest.

Item 3: To approve minutes of the previous meetings (29.01.19 and 26.02.19)

C.208 The minutes of 29.01.19 were approved as a true and correct record on a proposal by Cllr Wade and seconded by Cllr McTavish. There were 6 votes in favour and 4 abstention (due to non-attendance).

C.209 The minutes of meeting on 26.02.19 were approved as a true and correct record on a proposal by Cllr Knott and seconded by Cllr Wade. There were 8 votes in favour and 2 abstentions. (due to non-attendance)

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

C.210 Item C205 – Telephone kiosk was raised. Cllr McTavish confirmed that a letter had been sent asking BT to reconsider its decision.

Item 5: To receive reports from:-

5.1 County Councillors

C.211 No report.

5.2 Borough Councillors

C.212 Cllr Burgoyne reported on:-

- Housing delivery test measurement figures, which is a government document released at the end of February. A paper copy will be sent to the office office for circulation.

Cllr Shelbrooke reported on:-

- GBC's Performance and Administration Committee:- there should be a 97% council tax collection and 99% business rates collection.

The Chairman thanked the Borough Councillors for their support over the last 4 years.

5.3 Community Warden /PCSO

C.213

PCSO Rebecca King, who started just before Christmas, was welcomed to the meeting. She covers Meopham, Istead Rise and Vigo and is the only PCSO for this area but is full time. PCSO King reported on the work she carries out in the area.

Members reported on a noticeable increase in silver gas canisters found at Judson's Recreation Ground, behind the Cricket Pavilion and at the School Close car park. PCSO King advised that this is a difficult problem to police as it is not illegal to be in possession of the canisters or to inhale them but it is illegal to supply. Advice is to continue to report on 101.

It was agreed that the PCSO's mobile number could be circulated to councillors.

It was asked how often the PCSO visits Judson's and PCSO King confirmed it was every day when in.

The Community Warden reported on her work in the parish which included:-

- Care navigation referrals
- Attendance at the various groups coffee mornings including the Pop Café in Harvel and now in Vigo and Hodsell Street.
- She will attend the next litter pick and had helped secure funding for the litter picking hoops and supplied more high viz vests and litter picker to the council.
- reporting abandoned vehicles and non taxed vehicles
- attended a working lunch with Age UK
- involved with the Lego Club which restarts on 26th April
- attended the Gravesham KALC area meeting

The Chairman thanked Mandy for her work in the parish.

Item 6: Public Session

C.214

The members of the public present did not wish to speak.

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

7.1 Environment & Amenities Committee Meeting: 29.01.19

C.215 Noted

7.1.1 Wooden play equipment: To authorise the clerk to dispose of two sections of the wooden trim trail at Judson's (spinning log and swinging steps)

C.216 Cllr D Bramer reported on the inspection by GBC and how part of the equipment had been removed due to safety issues. Following discussion, it was agreed that a replacement piece of equipment would be discussed at the next E&A meeting. Cllr M Bramer proposed authorising the Clerk to dispose of the two sections of the wooden trim trail at Judson's and this was seconded by Cllr McTavish. There were 8 votes in favour and 2 abstentions.

Action: Clerk

8.10pm – B. Cllrs Burgoyne and Shelbrooke and PCSO King left the meeting.

7.1.2 To authorise the clerk to dispose of the existing cradle swing seat and purchase and install a replacement at a cost of up to £2000 to be funded partially by E&A budget, supplemented by a grant if available or monies from the Judson's play equipment sinking fund

C.217 Cllr M Bramer proposed authorising the clerk to dispose of the existing cradle swing seat and to install a replacement – to be discussed in closed session under item 17. This was seconded by Cllr Gofton and all voted in favour.

Action: Clerk

7.1.3 To report on progress of the application for a grant to cover some of the cost of replacement of the cradle swing seat

C.218 The Clerk had submitted a members grant, supported by Cllr Sweetland. Due to the elections, the grant could not be considered until after 2nd May 2019. Cllr Luxford advised that Tesco still have grants.

7.2 Administration and Resources Committee: 26.02.19

C.219 Noted.

7.3 Planning & Projects Committee: 12.03.19

C220 Noted

7.3.1 Picnic on the Green: To consider a request from Wards Estate Agents to hold a fundraising event for Ellenor Hospice on Meopham Green, subject to agreement from the Cricket Club or to consider combining the Parish Council's Picnic on the Green event on 11.08.19 with Wards Estate Agent

C221 Cllr Powell proposed combining the event with Wards Estate Agent. There was no seconder so the motion was withdrawn.

C222 Cllr M Bramer proposed allowing Wards Estates Agent to use Meopham Green for their own event, subject to agreement from the Cricket Club and not clashing with the Picnic on the Green date. This was seconded by Cllr McTavish and there were 9 votes in favour and 1 abstention.

Action: Clerk

7.3.2 To approve allocating up to £1000 from the Planning & Projects Committee Festivities 2019-20 budget for expenditure for the Picnic on the Green event for 2019 or other event organised in partnership with Wards Estate Agents

C223 Cllr D Bramer proposed approving allocating up to £1000 from the Planning & Projects Committee Festivities 2019-20 budget for expenditure for the Picnic on the Green event for 2019. This was seconded by Cllr McTavish. There were 7 votes in favour and 3 against. The motion was therefore agreed.

Action: Clerk

7.4 Planning Applications Committee: 22.01.19, 19.02.19 and 19.03.19

C224 Noted. Cllr D Bramer reported on Camer Farm Barn (20190157) and that we had been asked if we wished to call in this application. As both issues had been addressed in an email by R.Hart and he would support this as being only ancillary accommodation and he would remove the misleading plan from the application, members agreed not to call this in to the Regulatory Board.

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

C225 A report was circulated and noted. Cllr Knott had submitted a report for Meopham Village Hall for the Annual Report that had not been included in this. They have now added LED lighting.

Item 9: Judson's Pavilion Project:

9.1 To receive an update on the proposed work

C226 Cllr Ogden's report was noted. 8 councillors present confirmed their attendance at the Extraordinary Full Council on 9th April at 10am.

9.2 To note the letter from Southern Water dated 19.03.19 concerning the proposed public sewer diversion at the Judson's Recreation Ground

C227 Noted

9.3 To authorise the requested payment of £5852.40, noting the refundable deposit of £5250.00, to Southern Water. The refundable deposit is to be paid from the general reserve and when refunded is to be returned to the general reserve. The non- refundable £602.40 is to be paid from the Judson's Pavilion Project Professional fees budget.

C228 Cllr Powell proposed approval and this was seconded by Cllr Wade. All voted in favour.

Action: Clerk

9pm - The Community Warden and a member of the public left

9.4 To authorise the creation of an earmarked contingency fund of £10,000 from the Council's reserves to be used only to meet otherwise unbudgeted legal and other professional expenses in connection with the Judson's Pavilion project. Any amount unspent from this fund at the end of March 2020 is to be returned to the Council's reserves.

C229 Cllr Powell proposed approval and this was seconded by Cllr M Bramer. All voted in favour.

Item 10: Meopham Green:

10.1 On the recommendation of the Administration and Resources Committee, to approve the proposed agreement between Meopham Parish Council and Meopham Cricket Club to allow the parking of vehicles (cars only) on cricket match days, junior practice evenings and other events on part of Meopham Green on the land in front of Green Farm Cottages

C230 The Cricket Club Treasurer had advised the Clerk that the Cricket Club were in agreement with the draft agreement. Cllr Powell therefore proposed approval and this was seconded by Cllr Hasler. There were 9 votes in favour and 1 abstention (Cllr Wade).

Action: Clerk

10.2 To consider the plans received from Meopham Cricket Club to place posts and railings along the Wrotham Road side of Meopham Green, from the War Memorial to the Kings Arms PH, subject to any required permission from Gravesham Borough Council's Planning Department and KCC Highways

C231 As the plans and costs had not been received from the Cricket Club it was agreed to carry this item forward to the next Full Council agenda.

Action: Clerk

Item 11: Pitfield Green Toilets:

11.1 To report on the issue with the water leak and action to be taken

C232 The Chairman reported that following the leak identified at the toilets and repair had been made to pipes between the cavity wall. However the plumber had identified a further leak between the meter and the building. We were currently trying to arrange for Southern Water/Business Stream to visit the site to repair this invisible leak. A plumbers report, as requested, had been sent to Business Stream.

Item 12 Financial Matters:

12.1 To note Meopham Parish Council's Income and expenditure up to the 31.03.19

C233 Noted. The clerk confirmed that this was within budget.

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

C234 Cllr Luxford proposed approval of the schedule of payments in appendix 1 and 2. This was seconded by Cllr D Bramer and all voted in favour.

12.3 To note the completion of staff appraisals

C235 Noted

Item 13: To note the correspondence received

C236 Noted.

Item 14 Chairman’s announcements

C.237 The Chairman reported on the following:-

- Annual Parish Meeting – Chief Inspector Loudon is attending with a member of the Rural Policing Team.

The Chairman thanked member of the council for their work over the past 4 years. Cllr McTavish thanked the Chairman for her work.

3 members of the public left the meeting.

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

Cllr M Bramer proposed moving into closed session. This was seconded by Cllr Wade and all voted in favour.

Item 15: Flagpole at the Windmill site: To consider action to remove the flag currently stuck on the flagpole and to review the quotations

C.238 Cllr McTavish proposed authorising the clerk up to £750.00 to spend on the flagpole including health and safety maintenance. This was seconded by Cllr Wade and all voted in favour.

Action: Clerk

Item 16: Priestwood Green – To note the vehicular right of access claim by Priestwood Farm across the track on the village green to the rear of this property and to consider the professional advice received on this matter.

C239 Members noted the letter received today from the residents of Priestwood Farm. Discussion took place on whether this is sufficient evidence after viewing the legal advice. It was agreed that the Clerk would write to the resident requesting further evidence eg witness statements as claimed in the letter.

Action: Clerk

Item 17: Cradle Nest Swing – to approve a contractor for replacement of the nest swing and to consider the installation date, in view of the members grant application

C240 It was agreed to withdraw the members grant application for the nest swing and then consider applying for another grant for other equipment.

Cllr Buchanan proposed:-

- the nest swing is funded from the sinking fund and installed as soon as possible
- approving GB Sports and Leisure quotation subject to the dimensions and photograph of the nest swing are obtained to compare with the Playdale nest swing
- the clerk contacts GB Sports and Leisure to see if an installed nest swing is available locally to view.

This was seconded by Cllr D Bramer and all voted in favour.

Action: Clerk

Item 18: To approve the list of earmarked reserves for 2019-20

C241 Cllr M Bramer proposed approval and this was seconded by Cllr Knott. All voted in favour.

The meeting closed at 10.03pm

Appendix 1

Lloyds Bank Treasurers Account:-

2295	31.01.19	CLEARWATER TECHNOLOGY LIMITED	LEGIONELLA TESTING - TOILETS	£187.50	£37.50	£187.50
"	"	"	LEGIONELLA TESTING - DRINKING FOUNTAIN	£62.50	£12.50	£62.50
2297	04.02.19	MI BOOKKEEPING	ADDITIONAL WORK - JUDSONS VAT REG & OPT TO TAX	£75.00		£75.00
2298	05.02.19	INVICTA LAW LTD	PARISH COUNCIL LEGAL SCHEME MEMBERSHIP FEE	£480.00	£80.00	£400.00
2299	05.02.19	GWT MEDIA LTD	IT SUPPORT & EMAIL HOSTING - FEB 19	£96.72	£15.60	£80.60
2300	05.02.19	MAY HARRIS	PITFIELD GREEN TOILETS	£677.42	£112.91	£564.51
	"	"	PARISH OFFICE CLEANING	£60.98	£10.16	£50.82
2301	07.02.19	MEOPHAM PCC	MEOPHAM REVIEW SUBS	£6.00		£6.00
2302	08.02.19	BUSINESS STREAM	WATER BILL - DRINKING FOUNTAIN	£18.75		£18.75
2303	12.02.19	HIGH STREET EPC LIMITED	EPC REPORT FOR THE LEASE AT JUDSONS	£295.00		£295.00
2304	15.02.19	BWP	STRUCTURAL ENGINEERS REVISED DRAWINGS	£714.00	£119.00	£595.00
DIRECT DEBIT	16.02.19	SAGE	SAGE ACCOUNTING PACKAGE - FEB 2019	£24.00	£4.00	£24.00
2305	18.02.19	P. HASLER	EXPENSES - MILEAGE, PARKING & PLANTS	£21.14		£21.14
SO	20.02.19	MI PAYROLL	BOOKKEEPING - FEB 2019	£94.00		£94.00
SO	20.02.19	M GOFTON	PAYROLL - FEB 2019	£36.00	£6.00	£30.00
BT	20.02.19	J BARKER	EXPENSES - MILEAGE 12.12.18 TO 20.02.19	£33.11		£33.11
BT	20.02.19	S EGGLESDEN	EXPENSES - MILEAGE & EXPENSES - SEPT 18 TO FEB 19	£73.46		£73.46
2305	18.02.19	P HASLER	EXPENSES	£21.14		£21.14
2306	18.02.19	ELEMENT UK LIMITED	BUS SHELTER CLEANING - FEB 2019	£210.00	£35.00	£175.00
2307-2309	22.02.19	STAFF SALARIES X 3	SALARIES - FEB 2019	£2,623.72		£2,623.72
2310	22.02.19	LOGIC PM	PROJECT MANAGEMENT FEES - PART PAYMENT	£6,600.00		
2311	26.02.19	EDF	PARISH OFFICE - ELECTRICITY BILL	£92.11		
2312	27.02.19	UNITY BANK	T/F FROM LLOYDS BANK	£20,000.00		£20,000.00
2313	27.02.19	INVICTA LAW	LEGAL FEES FOR THE FOOTBALL FOUNDATION	£1,200.00	£200.00	£1,000.00
DEBIT CARD	04.03.19	TESCO	STAMPS	£10.98		£10.70
DEBIT CARD	09.03.19	COUNTY COBBLER	KEYS FOR NEW OFFICE DOOR	£80.00	£14.00	£66.00
DIRECT DEBIT	16.03.19	SAGE	SAGE - MAR 19	£24.00	£4.00	£20.00
SO	20.03.19	MI BOOKKEEPING	BOOKKEEPING - MAR 19	£94.00		£94.00
SO	20.03.19	M GOFTON	PAYROLL MAR	£36.00	£6.00	£30.00
DEBIT CARD	22.03.19	RUMWOOD NURSERIES	WHITEBEAM MEMORIAL TREE	£130.00		
2314	26.03.19	MEOPHAM CRICKET CLUB	HALL HIRE FEE - FC 02.04.19	£25.00		£25.00

Unity Trust Bank Account

001/010319	20.02.19	S EGGLEDEN	EXPENSES - MILEAGE & EXPENSES - SEPT 18 TO FEB 19	£73.46		£73.46
002/010319	20.02.19	J BARKER	EXPENSES - MILEAGE 12.12.18 TO 20.02.19	£33.11		£33.11
003/010319	01.03.19	H ANTWISS	ALLOTMENT GATE REPAIR	£120.00		£120.00
004/140319	14.03.19	KCC PENSIONS	PENSION PAYMENT FOR FEB 19	£674.04		£674.04
005/140319	14.03.19	BUSINESS STREAM	WATER BILL PARISH OFFICE	£204.40		£204.40
006/140319	14.03.19	GWT MEDIA LIMITED	IT SUPPORT & EMAILS	£96.72	£16.12	£80.60
007/140319	14.03.19	HIGHVIEW TREES	SERVICE CONTRACT - DEC 18	£475.00		£475.00
008/140319	14.03.19	HIGHVIEW TREES	SERVICE CONTRACT - jan 19	£475.00		£475.00
009/140319	14.03.19	HIGHVIEW TREES	SERVICE CONTRACT - FEB 19	£475.00		£475.00
010/140319	14.03.19	H ANTWISS	ALLOTMENT FENCE & GATE REPAIR	£340.00		£340.00
011/140319	14.03.19	MAY HARRIS	PITFIELD TOILETS & OFFICE CLEANING - FEB 19	£699.80	£116.63	£583.17
012/190319	19.03.19	STAFF SALARIES X 3	SALARY MARCH 19 & OVERTIME	£2,468.95		£2,468.95
013/190319						
014/190319						
015/270319	27.03.19	HIGHVIEW TREES	SERVICE CONTRACT - MAR 19	£475.00		£475.00
016/270319	27.03.19	KCC PENSIONS	PENSION PAYMENT FOR MAR 19	£674.04		£674.04
017/270319	27.03.19	KCC PENSIONS	PENSION PAYMENT FOR JAN 19 - TO REPLACE CHQ 2288	£674.04		£674.04
018/290319	29.03.19	OTS LIMITED	TREE WORK FROM SURVEY - MARCH 2019	£2,276.40	£379.00	£1,897.00
019/290319	29.03.19	MAY HARRIS	PITFIELD TOILETS & OFFICE CLEANING - JAN 19	£738.54	£123.09	£615.45
020/290319	29.03.19	HMRC	4TH QTR PAYE	£1,108.52		£1,108.52
021/290319	29.03.19	HIGHVIEW TREES	BUS SHELTER WORK - EARMARKED 2018-19	£605.00		£605.00
022/290319	29.03.19	HIGHVIEW TREES	ERECT PARKING BANNERS	£18.00		£18.00
023/290319	29.03.19	HIGHVIEW TREES	COLLECT & PLANT WHITEBEAM MEMORIAL TREE	£72.00		£72.00
024/290319	29.03.19	MAY HARRIS	PITFIELD TOILETS & OFFICE CLEANING - MARCH 19	£699.80	£16.63	£583.17