

Minutes of a meeting of Full Council
held on Tuesday 10th October 2017 at 7:30 pm
at the Cricket Pavilion, Meopham Green, Meopham

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

Item 1: Apologies for absence

C.76 There were apologies from County Councillor B Sweetland, Borough Councillors J Burgoyne and D Shelbrooke, Community Warden M Cason and Cllr Ogden.

Item 2: Declarations of Interest

C.77 There were no declarations of interest.

Item 3: To approve minutes of the previous meetings (11.07.17 and 05.09.17)

C.78 The minutes of the meeting held on 11.07.17 were approved as a true and correct record on a proposal by Cllr Knott and seconded by Cllr Hasler. There were 10 votes in favour and 1 abstention.

The minutes of the meeting held on 05.09.17 were approved as a true and correct record on a proposal by Cllr Luxford and seconded by Cllr Knott. All voted in favour.

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

C.79 There were not any matters arising.

Item 5: To receive reports from:-

5.1 County Councillors – no report

5.2 Borough Councillors – no report

5.3 Community Warden /PCSO

C.80 The Chairman read out a report from the Community Warden which would be circulated to members. The Chairman asked for it to be noted in the minutes that the council appreciates the work that M Cason carries out. It was agreed to include the Neighbourhood Watch contact details on the parish website.

Action: Clerk

Item 6: Public Session

C.81 There were no members of the public present.

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

7.1 Environment & Amenities Committee Meeting: 05.09.17

C.82 Minutes were received and noted by members

7.2 Planning & Projects Committee Meeting: 25.07.17 and 19.09.17

C.83 Minutes were received and noted by members.

7.2.1 Update on the CAT Meeting

C.84 Cllr McTavish reported that there is a meeting tomorrow evening and they are finalising the survey. They have been working on a website with the assistance of Cllrs M and D Bramer. It was agreed that Cllr McTavish would email members after the meeting.

Action: Cllr McTavish

1 member of public arrived at 7.45pm.

7.2.2 Update on the Affordable Housing Meeting at GBC

C.85 Cllrs M Bramer, D Bramer and McTavish attended a meeting at Gravesham Borough Council with Sharon Donaldson and Wendy Lane.

7.2.3 To note the minutes from the Parking Issues Working Group Meeting

C.86 The minutes were noted. A new Parking Services Manager has been appointed at Gravesham Borough Council and Cllrs McTavish and Ogden will meet with him at Camer Parade and he will attend the next working group meeting.

7.3 Administration and Resources Committee Meeting: 26.09.17

C.87 Minutes were received and noted by members.

7.3.1 To note that internet banking is to be set up for the parish council bank account and a staff debit card to be applied for with Lloyds Bank

C.88 This was noted by members. Cllr M Bramer reported that he would be reviewing the Internal Controls along with Cllr Ogden and the Clerk/RFO.

7.4 Judson's Pavilion Committee Meeting: 29.09.17

C.89 Minutes were received and noted by members.

7.5 Planning Committee Meetings: 25.07.17, 12.09.17 and 03.10.17

C.90 Minutes were received and noted by members.

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

C.91 A report was circulated.

C.92 Darent Valley Trust – Cllr Hasler reported on the main points from the report circulated. It was agreed to ask Cllr Sweetland if any provision has been made for the Ebbsfleet development

Action: Clerk

C.93 Clay Cottage Trust – Cllr Gofton asked for an update on the latest position. Cllr Knott advised that there is approximately £14000 in bonds and £7000 in the bank account and currently there are only 2 members instead of 3 as per the constitution. Members offered help to Cllr Knott in looking at the constitution.

Item 9: Pitfield Green Toilets – update

C.94 Cllr Buchanan read out a card received today at the Parish Office from a resident thanking the Parish Council for agreeing to take on the running of the toilets. Cllr Luxford also reported that Harvel Village Hall Committee applauded the Parish Councils' decision.

9.1 To agree to set up a Working Group, elect members and agree terms of reference

C.95 The terms of reference were approved on a proposal from Cllr Luxford and seconded by Cllr Howard. There were 10 votes in favour and 1 abstention.

Cllr Wade suggested members already working on this project continue – Cllrs Buchanan, M Bramer and Ogden. Cllr Luxford offered help with sponsorship and Cllr Howard offered help with health and safety aspects. Cllr Luxford therefore proposed the above membership and this was seconded by Cllr McTavish and all voted in favour.

9.2 Legal Matters – to agree the Deed of Surrender for Pitfield Green Toilets as drafted by the Parish Council's solicitor, subject to agreement by Gravesham Borough Council's solicitor and to the note the estimated fee.

C.96 Discussion took place on the information circulated from Invicta Law. Cllr Hasler proposed that this is referred to the Working Group to deal with then circulate to members and this was seconded by Cllr Luxford. All voted in favour.

Action : Pitfield Green Toilets Working Group

Item 10: General Power of Competence – to consider adoption of this power

C.97 Members noted the paper circulated. Cllr M Bramer proposed adoption of the General Power of Competence and this was seconded by Cllr Buchanan. There were 7 votes in favour, 3 against and 1 abstention.

Item 11: To consider a request from Meopham & District Footpath Group to place a storage facility at the container site at the Windmill site, subject to any necessary permission

C.98 Cllr Wade suggested that the M&DFG look at the area behind the container as there is a flat area. Cllr Luxford proposed agreement to the request subject to the permission from Meopham Windmill Trust and the Conservation Officer. This was seconded by Cllr Powell and all voted in favour.

8.50pm - member of public left.

Item 12. Remembrance Sunday

12.1 Marshalls required for this event

C.99 Cllrs Buchanan, Gofton, Hasler, Howard, Knott, Luxford, McTavish and Wade all offered to help. Cllrs D Bramer and M Bramer would possibly be able to help. Cllr Buchanan confirmed that volunteers would need to be available from 2pm for the service at 3pm.

C.100 The Clerk reported on the War Memorial cleaning. The writing on the flat stone needs looking at. Cllr D Bramer proposed looking at getting the work done and looking into funding for this. This was seconded by Cllr Luxford and all voted in favour.

Action: Clerk

Item 13. Volunteer Support Community Warden

13.1 To consider if the council wishes KCC to re-advertise for this position for Meopham

C.101 Cllr Luxford proposed that the position is re-advertised and this was seconded by Cllr McTavish. All voted in favour.

Action: Clerk

Item 14: Financial Matters

14.1 To note Meopham Parish Council's Income and expenditure up to the 31.09.2017

C.102 This was noted by members

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

C.103 The schedule of payments (appendix 1) was approved on a proposal by Cllr M Bramer and seconded by Cllr Howard. All voted in favour.

14.3 To note the conclusion of the Annual Return for 2016-17

C.104 This was noted. The Clerk confirmed that the audit is displayed on the notice board and on the parish website.

Item 15 To note correspondence received

C.105 Members noted correspondence list.

Item 16 Chairman's Announcements

C.106 Cllr Buchanan reminded members to submit their planning comments to the parish office in time for the meetings.

C.107 Cllr Buchanan reported on attendance at the Rest Centre Training Day at Culverstone Community Centre. Cllr Wade advised that the emergency box in the container needs to be checked.

Action: Cllr Buchanan and Wade

The meeting closed at 9.08pm

Appendix 1

CHQ	DATE	PAYEE	DETAILS	GROSS	VAT	NET
1941	22/09/2017	The Friends Of Meopham Parish Church	Christmas Fayre Stall - Parking issues/MPC info	£15.00		£15.00
1943	25/09/2017	H. Antwiss	Emergency repair to allotment fence	£190.00		£190.00
1952	10/10/2017	N. Jerram	Expenses - mileage & Postage 07/17 to 4/10/17	£35.75		£35.75
1953	10/10/2017	S Eggesden	Expenses - mileage & Postage 08/17 to 4/10/17	£38.73		£38.73