

**Minutes of a meeting of Full Council
held on Tuesday 8th January 2019 at 7:30 pm
at the Cricket Pavilion, Meopham Green**

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

In attendance: Borough Councillors J Burgoyne and G Harding, Community Warden M
Cason, 3 members of Meopham Cricket Club and Mrs S Eggesden (Clerk),

Item 1: Apologies for absence

C.154 There were apologies from County Councillor B Sweetland, Borough Councillor L
Boycott and Parish Councillors P Hasler, P Howard and J McTavish.

The Chairman advised members that the meeting was being recorded.

Item 2: Declarations of Interest

C.155 There were no declarations of interest.

**Item 3: To approve minutes of the previous meetings (30.10.18, 13.11.18 and
04.12.18)**

C.156 30.10.18 – C.131, Cllr Wade advised that name was ‘White’ not ‘Wright. It was
agreed to amend this. The minutes of 30.10.18 were then approved as a true
and correct record on a proposal by Cllr M Bramer and seconded by Cllr Ogden.
All voted in favour.

C.157 The minutes of meeting on 13.11.18 were approved as a true and correct record
on a proposal by Cllr M Bramer and seconded by Cllr Ogden. There were 7
votes in favour and 2 abstentions.

C.158 The minutes of meeting on 4.12.18 were approved as a true and correct record
on a proposal by Cllr M Bramer and seconded by Cllr Ogden. There were 7
votes in favour and 2 abstentions.

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

C.159 There were no matters arising.

Item 5: To receive reports from:-

5.1 County Councillors

C.160 Cllr Sweetland had submitted a written report in his absence.

5.2 Borough Councillors

C.161

Cllr Harding reported on:-

- A message from Cllr Sweetland informing MPC that he could help towards the funding for wooden posts and railings for Meopham Green.

Cllr Burgoyne reported on:-

- The results of the local plan questionnaire have been analysed. Most had been received from the 50 plus age group and from rural areas. No decision has been made as yet and there will be plenty of time for the parish councils to respond before the council makes a final decision.
- GBC were against the Lower Thames Crossing
- Lords Street car park site – 3 developers were interested in the site

Cllr Ogden stated he was disappointed to see reported comments by the GBC leader of the council expressing that parish councils were in favour of developing green belt land. Cllr Burgoyne was not aware of this.

Cllr Wade asked if the site at the hospice is being developed? Cllr Burgoyne informed members that this site, known as Coldharbour lane site, is now being developed.

Cllr Powell asked if there was any development on the boundary changes/green belt review? Cllr Burgoyne had not heard anything on this.

Cllr Luxford asked how many responses to the local plan consultation had been received? Cllr Burgoyne agreed to come back with the figures and it was confirmed no decision would be made on this before the May 2019 elections.

Cllr Ogden asked if is it legitimate for the leader of the minority group to be leader of the council? Cllr Burgoyne advised that Medway Council's legal representative attends every meeting and there has not been an issue with this.

Cllr Gofton asked if it was part of GBC's remit to discuss on-going concerns on the increase in traffic on the A227? Cllr Burgoyne advised this would come under KCC Highways.

5.3 Community Warden /PCSO

C.162

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

- supporting local events, one of which raised £260 for Macmillan at the Meopham and Vigo Library
- reporting abandoned vehicles including one in Heron Hill bus stop
- support to residents including using care navigators.

Cllr D Bramer asked if the events at Meopham Library are run by volunteers or staff? M Cason advised that they are run by volunteers as far as she is aware.

Cllr Gofton raised concern regarding the increase in crime especially in the Hook Green and Nurstead ward. Discussion followed regarding Neighbourhood Watch presence in the parish and whether MPC should more pro-active in this area, such as addressing issues at the Annual Parish Meeting.

The Chairman thanked Mandy for her work in the parish.

Cllr Wade proposed that Item 10 is brought forward on the agenda and this was seconded by Cllr Powell. All voted in favour.

Item 10: **Meopham Green:**
10.1 Following recent vandalism to Meopham Green, to consider a request from the 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

C.163 Cllr Wade proposed that the meeting comes out of Standing Orders to allow members of the cricket club to speak on this item. This was seconded by Cllr Powell and all voted in favour.

Discussion took place regarding issues with recent damage to Meopham Green, the feasibility of a post and rail fence on the A227 side of the green and the response from GBC Planning and the Conservation Officer. Once the Cricket Club have all the information, they will prepare plans to present to MPC as their landlord. Long term maintenance would be the responsibility of the cricket club as covered in the existing lease. Payment for the work has yet to be agreed, depending on the actual cost and available funding.

The meeting returned into Standing Orders.

C.164 Cllr Powell proposed voting on MPC agreeing in principle to putting up a posts and railings along the Wrotham Road side of Meopham Green and this was seconded by Cllr Luxford. There were 8 votes in favour and 1 against.

3 members of the cricket club left the meeting

Item 6: **Public Session**

C.165 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 and committees:

7.1 Environment & Amenities Committee Meeting: 13.11.18

C.166 Noted

7.2 Administration and Resources Committee: 04.12.18

C.167 Noted.

7.3 Planning Applications Committee: 20.11.18 and 18.12.18

C.168 Noted

7.4 Judson's Pavilion Committee: 19.11.18

C.169 Noted. Cllr Ogden reported on an issue with Southern Water regarding the drainage which the Architect is looking into.

7.5 Personnel Committee: 27.11.18

C.170 Noted.

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

C.171 A report was circulated and noted.

C.172 Cllr Gofton asked if the Clay Cottage Trust was still closing? Cllr Knott confirmed that this is closing as they could not find ways to distribute the money to people who need it due to data protection. A question was raised as to why this is reported at each Full Council meeting. The Clerk suggested that the constitution for the trust may state that a parish councillor should be a trustee. Cllr Knott agreed to clarify this point.

Action: Cllr Knott

C.173 Cllr Ogden reported that Meopham Welfare Committee had been involved in the discussions for the garage at Judson's Pavilion and now have a home for the mini bus during the build.

Item 9: Financial Matters:

9.1 To consider and approve the budget and precept for Meopham Parish Council 2019-2020 for issue to Gravesham Borough Council

C.174 Cllr M Bramer proposed setting the precept at £96,527.00 for the 2019-20 precept year. This was seconded by Cllr Ogden. Cllr Powell requested a

recorded vote. There were 7 votes in favour. (Cllrs D Bramer, M Bramer, Buchanan, Gofton, Knott, Luxford and Ogden), 1 against (Cllr Powell) and 1 abstention (Cllr Wade).

Action: Clerk

9.2 Judson's Pavilion and VAT:

9.2.1 Following specialist advice and recommendations from the Parish Council's internal auditor, members are asked to consider registering for Value Added Tax with HMRC and if agreed, to authorise the Clerk to take the necessary actions

- C.175** Cllr Ogden proposed approval of the above motion and this was seconded by Cllr Gofton. Cllr Powell requested a recorded vote. There were 6 votes in favour (Cllrs D Bramer, M Bramer, Buchanan, Gofton, Ogden and Wade). There was 1 vote against (Cllr Powell) and there were 2 abstentions (Cllrs Knott and Luxford)

Action: Clerk

9.2.2 Following specialist advice and recommendations from the Parish Council's internal auditor, Members are asked to consider Opting to Tax the Judson's Pavilion and associated areas of land, and if agreed, to authorise the Clerk to take the necessary actions

- C.176** Cllr Ogden proposed approval of the above motion and this was seconded by Cllr M Bramer. Cllr Powell requested a recorded vote. There were 7 votes in favour (Cllrs Cllrs D Bramer, M Bramer, Buchanan, Gofton, Knott, Ogden and Wade) and 2 abstentions. (Cllrs Luxford and Powell)

9.3 To note Meopham Parish Council's Income and expenditure up to the 31.12.18

- C.177** Noted. Cllr Wade asked if there was likely to be any overspend on the budget. The Clerk advised that the A&R budget was extremely tight.

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

- C.178** Cllr Ogden proposed approval of the schedule of payments in appendix 1. This was seconded by Cllr Luxford and all voted in favour.

9.5 To approve the virement of payments received as follows to the appropriate committee budget:-

- C.179** £169.02 Youth Clubs fees and any future Youth Club fees – to vire to E&A, Youth Club budget:-

Cllr M Bramer proposed approval of the above and this was seconded by Cllr Ogden. There were 8 votes in favour and 1 abstention.

£210.31 donations from the raffle for funds towards a defibrillator held at Picnic on the Green – to vire to P&P to a new budget for purchase of a defibrillator for the North end of the village:-

Cllr Ogden proposed approval of the above and this was seconded by Cllr M Bramer. All voted in favour.

£100 donation from Stink Films – to agree on virement to a budget

Cllr Ogden proposed a virement of the above to the P&P defibrillator budget. This was seconded by Cllr M Bramer and all voted in favour.

Action: Clerk

Item 11: **Annual Parish Meeting: 30.04.19**
11.1 To consider suggestions for a speaker

C.180 Following discussion it was agreed to invite the Chief Inspector Gadd with one of his officers from the Rural Police Team to speak at the Annual Parish Meeting.

Action: Clerk

11.2 To agree on the arrangements

C.181 It was agreed to follow the usual format in respect of time and to book the sound system. It was also agreed to have a display from Neighbourhood Watch and Crimestoppers in the hall. Cllr Powell agreed to organise the arrangements for this. Cllr Buchanan would speak with members at a later date regarding arranging refreshments.

Action: Clerk/Cllr Powell/Cllr Buchanan

Item 12: **To note the proposed dates for Parish Council meetings from June 2019 to May 2020 (final approval at the May annual council meeting)**

C.182 Noted.

Item 13: **To consider a motion from Cllr Powell: Councillors should be able to attend any council committee meeting, including closed sessions, and given the opportunity to represent their parishioners' views but will not be able to vote unless they are a member of the Committee**

C.183 Councillors are already permitted to attend committee meetings that they are not member of but are not permitted to attend any committee closed sessions. This had been confirmed by KALC, therefore the motion was dismissed on the basis of not being legal.

Item 14: **To consider a motion from Cllr Powell: The responsibility for the award of Meopham Parish Council grants be moved from the Environment and Amenities Standing Committee to Full Council.**

C.184 Following discussion, Cllr Ogden proposed an amendment to the above motion, that responsibility for awarding the grants should remain with the Environment and Amenities Standing Committee but all awards should be ratified by Full Council. This was seconded by Cllr Buchanan and all voted in favour. The amended motion was then proposed by Cllr Powell and seconded by Cllr Buchanan. All voted in favour.

Action: Clerk

Item 15 **To note correspondence received**

C.185 Noted.

15.1 KCC Consultation on Libraries, Registration and Archives Strategy – deadline 29.01.19: To note the consultation and consider whether MPC should respond

C.186 Following discussion it was agreed to respond to the online questionnaire as follows:

- not to support the proposal to cut the hours at the library
- to state that the library is a community asset.

It was also agreed to put the details of the consultation online and on social media. Cllr Powell proposed that this is delegated to the Clerk to make the online response in consultation with the Chairman. This was seconded by Cllr Buchanan and all voted in favour.

Action: Clerk and Cllr Buchanan

Item 16 **Chairman's announcements**

C.187 Cllr Buchanan reported on the following:-

- requested any items for the next Chairmen's meeting.
- Reminded members of the GDPR training at 6.15pm on 22.1.19 at the Cricket Pavilion and to inform the clerk if they could not attend.

- Elections for parish councillors are taking place on 02.05.19. Information from KALC and GBC would follow.
- Police Crime Commissioners coffee morning on 18.01.19 from 10am to midday at the Cricket Pavilion. Posters will be displayed. Cllr Gofton and Luxford volunteered to do the refreshments.

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 17: KALC Community Awards Scheme 2019: To consider and approve a nomination to put forward for the award scheme; deadline is 31 January 2019.

C.189 Cllr D Bramer proposed approval of nominating Trixie Leyshon for the award scheme. This was seconded by Cllr M Bramer. There were 6 votes in favour, 1 against and 2 abstentions.

Action: Clerk

Item 18: On the recommendation of the Environment and Amenities Committee, to approve a grant of £750.00 from the Small Grants Fund to Nurstead Church for remedial work to the ceiling at the base of the Church tower due to woodworm.

C.190 Cllr D Bramer proposed approval of the grant for £750.00 and this was seconded by Cllr M Bramer. All voted in favour.

Action: Clerk

Item 19: Judson's Recreation Ground: to authorise the Clerk in consultation with the Chairman of the Environment and Amenities Committee to spend up to £1,000 from that Committee's budget for the replacement of posts on the adventure trail and to consider any available quotations.

C.191 Cllr D Bramer proposed accepting the quotation from Playdale and this was seconded by Cllr Buchanan. All voted in favour.

Action: Clerk

The meeting closed at 9.40pm

Appendix 1

CHQ	DATE	PAYEE	DETAILS	GROSS	VAT	NET
2235	05.11.18	BUSINESS STREAM	WATER BILL - TOILETS	£195.78		£195.78
2236	05.11.18	ELEMENT UK LIMITED	BUS SHELTER CLEANSING - OCT 18	£210.00	£35.00	£175.00
2237	18.11.18	EDF ENERGY LTD	ELECTRICITY BILL PARISH OFFICE	£46.15	£2.20	£43.95
2238	05.11.18	HOIST & CO. FENCING LTD	DISMANTLE SPURS & REPLACE NEW NOTICEBOARD	£225.00	£37.50	£187.50
2239	05.11.18	BURSLEM MEMORIAL LTD	RE-ENGRAVE WWI MEMORIAL STONE	£901.80	£150.30	£751.50
2240	05.11.18	KPA OFFICE SUPPLIES LTD	OFFICE SUPPLIES	£77.85	£12.98	£64.87
2241	05.11.18	GWT MEDIA LTD	IT SUPPORT AND EMAIL HOSTING	£80.60	£16.12	£80.60
2242	05.11.18	KENT ASSOCIATION OF LOCAL COUNCILS	2 X TRAINING FOR CLLRS	£120.00	£24.00	£120.00
2243		cancelled chq				
SO	20.11.18	MI PAYROLL & BOOKKEEPING SERVICES LTD	BOOK KEEPING SERVICES	£94.00		£94.00
DIRECT DEBIT	16.11.18	SAGE UK	SAGE PACKAGE	£20.00	£4.00	£20.00
DIRECT DEBIT	18.11.18	SOUTHERN ELECTRIC	ELECTRIC BILL	£34.37	£1.63	£32.74
SO	20.11.18	MALCOLM GOFTON ASSOCIATES	PAYROLL NOV 18	£36.00	£6.00	£30.00
DEBIT CARD	29.10.18	TESCO	STATIONERY/OFFICE SUPPLIES	£17.80		£17.80
DEBIT CARD	29.10.18	B&Q	SCREWDRIVER FOR HEARING LOOP	£2.30		£2.30
2244		cancelled chq				
2245	09.11.18	THE FRIENDS OF MEOPHAM PARISH CHURCH	CHRISTMAS FAYRE STALL FEE	£15.00		£15.00
2246	09.11.18	SCOUT COUNCIL	SOUND SYSTEM - REMEMBRANCE	£25.00		£25.00
2247	09.11.18	MEOPHAM BRASS	MUSIC AT REMEMBRANCE	£40.00		£40.00
2248	20.11.18	VR SANI-CO	HAND DRYER	£162.00	£27.00	£135.00
2249	20.11.18	GREENBARNES LTD	NOTICEBOARD - WINDMILL SITE	£1,725.68	£287.62	£1,438.06
2250-2	20.11.18	STAFF SALARIES	SALARY & O/T	£2,424.08		£2,424.08
2253	20.11.18	EDF ENERGY LTD	ELECTRICITY BILL PARISH OFFICE - UP TO 20.11.18	£78.22	£3.91	£74.31
2254	20.11.18	DAVID BUCKETT	INTERNAL AUDIT - 2017-18	£479.25		£479.25
2255	20.11.18	ROYAL BRITISH LEGION	POPPY WREATH DONATION	£20.00		£20.00
DEBIT CARD	20.11.18	POST OFFICE LTD	STAMPS FOR PARISH OFFICE	£29.48		£29.48
2256	21.11.18	MEOPHAM COUNTRY CLUB	MPC GRANT	£500.00		£500.00
2257	21.11.18	NURSTEAD PAROCHIAL CHURCH COUNCIL	MPC GRANT	£750.00		£750.00
2258	21.11.18	M&DFG	MPC GRANT	£340.00		£340.00
2259	21.11.18	MEOPHAM SECONDARY SCHOOL	MPC GRANT	£450.00		£450.00
2260	21.11.18	MEOPHAM PLAYERS	MPC GRANT	£300.00		£300.00
2261	21.11.18	N JERRAM	SALARY ADJUSTMENT - NOV 18	£30.60		£30.60
2262	21.11.18	KENT PENSIONS	STAFF PENSIONS - NOV 18	£674.04		£674.04
2263	27.11.18	OTS	TREE SURVEY	£360.00	£60.00	£300.00
2264	27.11.18	PLAYDALE	PLAY AREA REPAIRS	£472.56	£78.76	£393.80

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2265	cancelled					
2266	27.11.18	IAN UPTON	ARCHITECT FEES - PART PAYMENT	£2,798.00		£2,798.00
2267	28.11.18	J BARKER	MILEAGE EXPENSES - 5.9.18 TO 28.11.18	£36.71		£36.71
2268	03.12.18	HIGHVIEW TREE SERVICES	SERVICE CONTRACT - UP TO 14.11.18	£475.00		£475.00
2269	04.12.18	MAY HARRIS	TOILETS & CONSUMABLES - UP TO 30.11.18	£694.84	£115.81	£5,973.03
"	"	"	PARISH OFFICE - UP TO 30.11.18	£60.98	£10.16	£50.82
2270	05.12.18	MAY HARRIS	TOILETS & CONSUMABLES - UP TO 31.10.18	£567.74	£94.63	£473.11
"	"	"	PARISH OFFICE - UP TO 31.10.18	£41.96	£6.99	£34.97
DEBIT CARD	04.12.18	BUSINESS STREAM	WATER BILL - JUDSONS 1.4.17 TO 15.1.18	£123.30		£123.30
DIRECT DEBIT	16.12.18	SAGE ACCOUNTING	SAGE PACKAGE - DEC 18	£24.00	£4.00	£20.00
STANDING ORDER	20.12.18	M GOFTON ASSOCIATES LTD	PAYROLL - DEC 18	£36.00	£6.00	£30.00
STANDING ORDER	20.12.18	MI PAYROLL & BOOKKEEPING SERVICES LTD	BOOKKEEPING - DEC 18	£94.00		£94.00
2271	10.12.18	GWT MEDIA LTD	IT SUPPORT - DEC 18	£96.72	£16.12	£80.60
2272	11.12.18	CRAZY BARN	CHRISTMAS TREE	£280.00		
2273	14.12.18	H ANTWISS	EMERGENCY REPAIR - PITFIELD GREEN TOILETS	£295.00		£295.00
2274-76	20.12.18	Staff salaries	SALARY - DEC 18	£2,410.18		£2,410.18
DIRECT DEBIT	30.12.18	BT BUSINESS	OFFICE PHONE & INTERNET	£219.18	£36.53	£183.65
2277	02.01.19	ELYSIAN ASSOCIATES	VAT CONSULTANTS REPORT	£900.00	£150.00	£750.00
2278	03.01.19	GWT MEDIA LTD	IT SUPPORT & EMAIL HOSTING - JAN 19	£96.72	£16.12	£80.60
DIRECT DEBIT	01.01.19	GRENKE LEASING LTD	PHOTOCOPIER LEASE - 1.1.19 TO 31.3.19	£181.62	£30.27	£151.35
2279	04.01.19	KCC PENSION FUND	STAFF PENSION - DEC 18	£674.04		£674.04