

MEOPHAM PARISH COUNCIL
Minutes of a meeting of the
Full Council Working Group for the Full Council
held on Tuesday 13th July 2021 at 7.30pm
Virtual Meeting via Zoom

Members Present: Cllrs M Bramer, D Bramer, S Buchanan (Chairman), C Dalby, G Green, P Luxford, J McTavish, J Ogden and B Wade

In attendance: County Councillor Bryan Sweetland, Borough Councillor Frank Wardle, Community Warden Mandy Cason, Mrs S Eggesden (Clerk)

All decisions made will be actioned under temporary delegated authority of the Clerk.

Item 1: Apologies for Absence: - To receive and accept apologies

FC.48 Apologies were received and accepted from Cllrs Gofton and Rose (holiday) and Borough Councillors Aslam and Tiran.

Item 2: To receive Declarations of Interest

FC.49 There were no declarations of interest.

Item 3: To receive minutes of previous meetings: 04.05.21, 06.05.21, 21.06.21 and 29.06.21

FC.50 The minutes from the 04.05.21 were received for approval on a proposal by Cllr Luxford, seconded by Cllr Wade and all voted in favour.

The minutes from the 06.05.21 were received for approval on a proposal by Cllr Wade, seconded by Cllr McTavish and there were 7 votes in favour and 1 abstention.

The minutes from the 21.06.21 were received for approval on a proposal by Cllr D Bramer, seconded by Cllr Wade and there were 5 votes in favour and 3 abstentions.

The minutes from the 29.06.21 were received for approval on a proposal by Cllr Wade, seconded by Cllr McTavish and there were 4 votes in favour and 4 abstentions.

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

FC.51 There were no matters arising.

Item 5: To receive report from: -

Cllr Sweetland arrived at 7.37pm

5.1 County Councillor

FC.52 Cllr Sweetland reported on:

- Following being re-elected, he had joined the cabinet again and he has number of new responsibilities including HR functions, partnerships, communications and the press office.
- Public Health – covid cases are rising in Kent

Cllr Green arrived at 7.41pm

- KCC have met face to face once at County Hall but under strict conditions
- KCC consultations: National Bus Strategy out now and Household Waste Recycling Centres, due out in August

Cllr Luxford asked if the previous bus consultation work carried out a couple of years ago would be included in the new consultation work? Cllr Sweetland confirmed that previous consultancy work would be included.

- Meopham School Planning Application – withdrawn. There were over 100 responses and Cllr Sweetland thought the MPC Highways report helped. He hasn't heard if the application will be submitted as yet.
- County Hall are looking to introduce flexible working
- Active travel – funding is available for connecting up villages with cycle paths

Cllr Luxford reported that MPC had already made a case for a path from Istead Rise to Meopham and asked if Cllr Sweetland could get behind this. It was agreed that MPC would send details of this to Cllr Sweetland.

Action: Clerk

- A record number of asylum seekers have landed on Kent coastal areas which causes safeguarding issues regarding the number of children arriving in Kent. KCC have been talking to central government about the dispersal scheme being mandatory around the country to other councils.
- KCC communications newsletter is useful. Cllr Sweetland will ensure this is sent to the Clerk.

5.2 Borough Councillors

FC.53 Cllr Wardle reported on

- Nick Brown (GBC) had provided extra bins on the parade but was not sure if the existing bins on Judsons are GBC or Parish owned. Members advised that it a mixture and GBC did say they would provide some extra bins at Judsons.

Cllr Wardle was asked about the progress on Speedwatch. He advised that since covid some volunteers have dropped out. Cllr McTavish advised that the office is getting dates for training and new advertising has been put out for further volunteers.

Cllr Wade asked if either Cllr Sweetland or Wardle were aware of the streetlight situation that Meopham, Vigo and Higham are in? Cllr Sweetland was aware and advised that KCC will take on the light that are of an adoptable standard. He offered to join, if available, MPC's virtual meeting with GBC and KCC to discuss the issue further.

Action: Clerk

Cllr McTavish asked Cllr Wardle if he knew anything further about the boundary commission review. He advised that nothing has been decided yet except to reduce the Borough Councillor number from 44 to 39. It was noted that MPC reps will be attending a meeting with other Gravesham parish councils about this.

Cllrs Wardle and Sweetland left at 20.04pm

5.3 Community Warden

FC.54 Mandy Cason reported on:

- Reporting parking issues outside of the school and bus stops to GBC
- Supported residents in reporting the burning of waste to GBC
- Vigo have set up a community trigger for quad bikes in area and Meopham reports have been included in this
- Reassurance visits and referrals to appropriate agencies including referrals to silverline and befriending services. M Cason had noted that although the services are very good people are not talking to local people at these services
- Morrisons shopping scheme is still being used – ordering by phone and payment at the door for people without internet access
- Providing scam information to residents
- Some food aid and medication deliveries are still taking place
- Carabiner clips – distributed to residents at Camer park to help prevent dog theft
- Reported that there are still a lot of people in the parish

- struggling with covid/loneliness and trying to get back to normal
- St Paul's Church – there is a new deacon and she had spoken with him about parents using the church car park. She has left it with the school to co-ordinate with the new deacon.

Cllr Wade reported that motorbikes are still travelling through Meopham at speed on certain evenings. It was advised that members should report this to the Police when it is actually happening.

Item 6: Public session: - questions from the public

FC.55 There were no members of public present.

Item 7: Standing Committees and Committees: - To note the minutes and consider any recommendations.

7.1 Environment and Amenities Committee Meeting – 01.06.21

The minutes were noted.

7.1.1 On the recommendation of the E&A Committee to approve a memorial bench on Meopham Green

FC.56 Cllr Ogden proposed approval of the motion, seconded by Cllr Buchanan and there were 7 votes in favour, 1 against and 1 abstention. The motion was therefore agreed.

Action: Clerk

7.1.2 On the recommendation of the E&A Committee to approve the permanent removal of the noticeboard in Longfield Road due to poor state of repair and not being in a good location.

FC.57 Cllr D Bramer proposed approval of the motion, seconded by Cllr Wade. All voted in favour.

Action: Clerk

7.2 Administration and Resources Committee Meeting – 15.06.21

The minutes were noted.

7.2.1 On the recommendation of the A&R Committee to approve to extend the contract with May Harris for a further 3 years for cleaning the Parish Office, if this is acceptable to them.

FC.58 Cllr Wade proposed approval of the motion, seconded by Cllr Bramer and all voted in favour.

Action: Clerk

7.2.2 On the recommendation of the A&R Committee, following approval that Steeles Village Green is registered to MPC with Land Registry, that Full Council approve the cost of the work, to be paid for from reserves. Work to be carried out by Invicta Law.

FC.59 The price for the work is an estimate for £1000. Following discussion on the merits of registering Steeles Green, Cllr Green proposed asking Invicta Law if anything is to be gained from registering this land, and if there is, then we proceed with registering the land. This was seconded by Cllr McTavish and all voted in favour.

Action: Clerk

7.3 Planning and Projects Committee Meeting

The minutes were noted.

7.3.1 Local Plan Working Group – Update

FC.60 It was agreed to circulate the confidential paper presented to the P&P Committee to all members of the council

Action: Clerk

7.3.2 Parking and Traffic Working Group – notes from last meeting

FC.61 The notes from the last meeting were noted.

7.4 Planning Applications Committee Meeting – 25.05.21 and 22.06.21

FC.62 The minutes were noted.

As there has not been a decision on the Meopham Vineyard application it was agreed that the Clerk would write to GBC to ask what the current position is with this application.

Action: Clerk

Mandy Cason left at 8.30pm

7.5 Judsons Pavilion Committee – to receive the minutes from the final meeting on 21.12.20

FC.63 Cllr Buchanan proposed approval of the minutes and this was seconded by Cllr Wade. All voted in favour.

It was noted that Cllrs M Bramer and Ogden had not yet been invited to a Judsons Pavilion Management Committee by Meopham Colts.

Cllr D Bramer asked if the costs for the legionella and fire safety testing should be passed onto the Colts? It was agreed to check the lease in order to then establish any additional charges with the Colt.

Action: Clerk

Item 8: Financial Matters

8.1 To note Meopham Parish Council's Income and Expenditure up to the 30.06.21

FC.64 This was noted.

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

FC.65 The final payment to Capstan for Judsons Pavilion was received for approval on a proposal by Cllr Ogden and seconded by Cllr Buchanan. All voted in favour.

The schedule of payments (appendix 1) was received for approval on a proposal by Cllr Wade and seconded by Cllr D Bramer. All voted in favour.

8.3 To receive the bank statements balance as at 30.06.21

FC.66	Lloyds Bank	£85,231.91
	Unity Bank	£108,274.94

Total **£193,506.85 as at 30.06.2021**

Bank statements and scribe reconciliation report was circulated prior to the meeting. These were received for approval on a proposal by Cllr Buchanan, seconded by Cllr Ogden and all voted in favour.

Item 9: Parish Council representatives on external bodies: - to receive and note reports.

FC.67 The report had been circulated prior to the meeting. Additional reports were provided at the meeting:

- Cllr Buchanan advised that Meopham Village Hall is slowly reopening with regular hirers coming back
- Cllr Wade reported that Meopham Sports and Leisure are still in discussions with Meopham Academy
- It was noted that Ian Kerr had resigned from Meopham Windmill Trust and that MPC would help advertise for a new trustee member.

Item 10: Parish Council Emails

- 10.1** Motion received from Cllrs McTavish and Ogden: To consider the use of councillor emails for all Parish Councillors for council security and in order to prevent external access to councillors' private email accounts in the event of a FOI request or Subject Access Request under GDPR

FC.68 Following discussion, Cllr Green proposed an amendment to the motion: - to set up a working party including the Clerk to investigate into the merits of moving to a parish council email system and how it can be achieved and to report back to A&R. This was seconded by Cllr M Bramer and there were 7 votes in favour and 2 abstentions.

Members then voted on the substantive motion: To set up a working party including the Clerk to investigate into the merits of moving to a parish council email system and how it can be achieved and to report back to A&R. This was proposed by Cllr Green and seconded by Cllr M Bramer. There were 7 votes in favour and 2 abstentions.

It was agreed that the working party would consist of Cllrs Buchanan, Ogden, Dalby and M Bramer and that this could be brought back to FC for approval for speed.

Action: Clerk

- 10.2** Subject to agreement of item 10.1 to agree to revise the Parish Council "Policy for Use of Email for Parish Council Business" to reflect the change

FC.69 Following the above amended motion approval, it was agreed to leave 10.2 for now.

Item 11: Streetlights

- 11.1** Members to receive a paper on the latest information and to note that MPC is looking to set up a meeting with Nick May, GBC and Sue Kinsella, KCC

FC.70 Members had received a paper on streetlights prior to the meeting. It was noted that Nick May has requested dates from MPC for a meeting which Cllrs Buchanan, D Bramer and Wade would attend. It was agreed that information regarding streetlights could not be made public yet until the parish council is clear on the situation.

Item 12: Correspondence: to note the correspondence list

FC.71 The correspondence list was noted.

Item 13: Chairman's announcements

FC.72 The Chairman reported that the current councillor vacancy has been advertised and the closing date for applications is 6th August 2021.

The meeting closed at 21.19pm

SignedDate.....

Meopham Parish Council – Payments approved Appendix 1

Payee	Description	Amount (gross)
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Lloyds Bank Treasurers Account – debit card

Zoom	Zoom facilities – April 21	£14.39
Zoom	Zoom facilities – May 21	£14.39
Tesco	Stationery for Parish Office	£5.50
Post Office Ltd	Stamps for Parish Office	£19.68
Zoom	Zoom facilities – June 21	£14.39

Lloyds Bank Treasurers Account – Direct Debit/Standing Orders

SSE	Pitfield Toilets - Electricity Bill May 21	£38.91
BT	BT Internet & Phone at Parish Office	£18.47
ICO	Office Data Renewal Fee for 2021/22	£35.00

Unity Trust – Direct Debits/Standing Orders

Arc Office Systems	Photocopier lease 2.3.21 – 1.4.21	£30.00
Arc Office Systems	Photocopying – 20.1.21 to 24.04.21	£16.25
Staff Salaries	Salary May 21 & OT	£3033.17
Arc Office Systems	Photocopier lease – April 21	£30.00
MI Bookkeeping	Bookkeeping & Payroll – June 21	£114.00
MI Bookkeeping	Bookkeeping & Payroll – May 21	£114.00
Staff Salaries	Salary June 21 & OT	£3366.24
Arc Office Systems	Photocopying lease – May 21	£30.00

Unity Bank – Online Payments

Hooper & Sons	Judsons car park resurfacing work	£7764.00
May Harris	Pitfield toilets cleaning – Apr 21	£716.35
May Harris	Parish Office cleaning – Apr 21	£68.26

Meopham Parish Council: Full Council 13.07.21

GWT Media	Email hosting – May 21	£18.72
Highview Tree Services	Service contract – 14.3.21 – 14.4.21	£475.00
Les Henry Ass Ltd	Traffic Consultant Report	£1600.00
KCPFA	Subscription Renewal – 2021	£20.00
Highview Tree Services	Service contract 14.4.21 – 14.05.21	£475.00
Hooper & Sons	Lining works at Judsons car park	£540.00
KALC	Training N Jerram (FOI)	£16.80
HMRC	Tax & NIC May 21 (2202)	£653.98
Kent Pension	Staff pensions – May 21	£861.33
Zurich	Insurance ml	£1645.63
Meopham Roofers	Replacement roof tiles at Judsons Pav	£300.00
Element UK Ltd	Bus Shelter cleansing – April 21	£228.00
GB Sports & Leisure	Parts for springer seat	£79.20
GWT Media	Email Hosting – June 21	£18.72
May Harris	Parish Office cleaning May 21	£68.26
May Harris	Pitfield toilets – cleaning & consumables - May 21	£788.20
Highview Tree Services	Service contract – 14.5.21 - 14.6.21	£475.00
HMRC	Tax & NIC June 21 (2203)	£765.94
Kent Pension	Staff pensions – June 21	£861.33
Business Stream	Water Bill Toilets – 9.2 to 18.6.21	£316.17
Business Stream	Water Bill Drinking Fountain	£17.10
EDF Energy	Electricity Bill – office 27.4 – 21.6	£44.61
Highview Tree Services	Service contract 15.6 to 14.7.21	£475.00
Element UK Ltd	Bus shelter cleansing – 23.06.21	£228.00
Parish Notice Board Co	New Noticeboard Camer Parade 50% deposit	£546.96
GWT Media	Email hosting – July 21	£18.72
Capstan Group Services	Final Judsons Pavilion Payment	£7845.00
May Harris	Parish Office cleaning June 21	£68.26
May Harris	Pitfield Toilets cleaning – June 21	£645.50