

**MEOPHAM PARISH COUNCIL**  
**Minutes of a meeting of the**  
**Full Council Work Group for the Full Council**  
**held on Tuesday 19<sup>th</sup> October 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 Ogden, A Rose and B Wade

**In attendance:** Borough Councillor G. Harding, Community Warden M Cason, Mrs S Eggesden (Clerk) and 3 members of the public

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

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

**FC.81** Apologies were received and accepted from Cllr Jo McTavish (holiday). Apologies were also received from County Councillor B. Sweetland, Borough Councillors Aslam, Tiran and Wardle and PCSO Lowe.

**Item 2: Declarations of Members' Interest: To receive declarations of pecuniary and non-pecuniary interests**

**FC.82** Cllr Green declared an interest in agenda item 16.

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**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

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Cllr M Bramer proposed that the meeting moved into closed session. This was seconded by Cllr Luxford and all voted in favour.

**Item 3: Councillor Vacancy for the Meopham Green and Camer Ward, to be filled by co-option:- To ratify the recommendation from the Interview Panel.**

**FC.83** The Interview Panel recommended co-opting Daren Sims. Cllr Ogden proposed approval of this, Cllr Rose seconded this and all voted in favour. Daren Sims would join the meeting but was unable to vote until he had signed the declaration of Acceptance of Office. He has arranged to go to the Parish Office on Friday for the Clerk to witness his signature.

**Action: Clerk**

Cllr Harding, Mandy Cason and 3 members of the public then joined the meeting at 7.35pm.

Cllr Buchanan proposed moving agenda item 15 forward and coming out of standing orders to allow a member of the public to speak on this item. This was seconded by Cllr Green and all voted in favour.

A member of the public spoke to the council on issues with the BT Exchange in Green Lane.

The meeting moved back into standing orders.

**Item 15: Motion received from Cllr Green: - The Parish Council notes the poor condition and apparent lack of security of the site owned and/or operated by British Telecom PLC in Green Lane, Meopham. To consider and propose instructing the Clerk to write to British Telecom PLC asking it to urgently improve the security and it's general condition and appearance and to respond to the request within 28 days.**

**FC.83** Discussion followed about the site. M. Cason advised that she has already been in liaising with BT re an incident here. M. Cason and the member of the public will pass on their contacts to MPC.

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

**Action: Clerk**

**Item 4 : To receive minutes of previous meetings: - 13.07.21, 08.09.21 and 04.10.21**

**FC.84** Cllr Green proposed approval of receiving the minutes for 13.07.21, 08.09.21 and 04.10.21. This was seconded by Cllr Luxford and all voted in favour.

**Item 5: To consider any matters arising from the above minutes**

**FC.85** There were no matters arising.

**Item 6: To receive reports from:**

**6.1 County Councillor**

**FC.86** No report

**6.2 Borough Councillors**

**FC.87** Cllr Harding reported on the following:

- Fowlers Stone Wood Enforcement Case – Gareth Sullivan had

- received a custodial sentence at the High Court yesterday
- Meopham Speedwatch is up and running

**8.03pm – Cllr Harding left the meeting**

**6.3 Community Warden**

**FC.88** M. Cason reported on her work over the last few months involving

- Supporting residents for referral for blue badges, Silverline and KF&RS for smoke detectors
- her involvement with the food bank and West Kingsdown Community cupboard

She also reported that silver canisters had been found at Judson's recreation ground.

Cllr Wade reported on canisters found at the layby in Meadfield Road and residents being woken up at night by activities there. M.Cason suggested residents report this on 101.

Cllr Luxford asked if M.Cason has been giving out information on the community bus now running and she confirmed that she did.

**Item 7: Public Session – question from the Public**

**FC.89** Cllr Buchanan proposed coming out of standing orders and this seconded by Cllr Green. All voted in favour.

A member of the public reported that a new camera had been installed at the junction of Green Lane. M. Cason agreed to try and find out what this for.

A member of public reported on activity at the public toilets in the evening. It was confirmed that the toilets are locked at around 6pm each evening.

The meeting moved back into standing orders.

**Item 8: Standing Committees and Committees: - To note the minutes and consider any recommendations.**

**8.1 Environment and Amenities Committee Meeting – 07.09.21**

**FC.90** The minutes were noted.

- 8.1.1 On the recommendation of the E&A Committee, to consider approval for a request for a memorial tree on Pitfield Green. Suggested a flowering cherry tree**

**to replace the ash tree previously removed. Watering and maintenance to be carried out by the applicant.**

**FC.91** Cllr D Bramer proposed approval of the above motion and this was seconded by Cllr Wade. All voted in favour.

**Action: Clerk**

**8.1.2 On the recommendation of the E&A Committee to consider approval for a memorial bench on Priestwood Green and to delegate approval of the design and exact location to the next E&A Committee Meeting.**

**FC.92** Cllr Green asked when were the Parish Council going to review putting more benches on the village greens

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

**Action: Clerk**

**8.2 Administration and Resources Committee Meeting – 21.09.21**

**FC.93** The minutes were noted.

**8.2.1 On a recommendation from the A& R Committee to propose to change the Parish Councils web domain name to meophamparishcouncil.gov.uk and to retain meopham.org indefinitely.**

**FC.94** Following discussion, Cllr M Bramer proposed changing the web domain name to meopham.gov.uk. This was seconded by Cllr Green and all voted in favour.

Cllrs M Bramer and Dalby offered to help the new clerk with setting this up.

**Action: Clerk**

**8.2.2 On a recommendation from the A&R Committee to consider a new system of 'corporate' emails be adopted based on Google Workspaces at an estimated cost of around £850 a year – to note this is to be deferred to the next FC meeting.**

**FC.95** Cllr M Bramer advised that he hadn't yet got together all the necessary information for this item so it was agreed to defer the item.

**Action: For the next FC meeting**

**8.3 Planning and Projects Committee Meeting – 05.0.21**

**FC.96** The minutes were noted.

Re item 5.4 in the minutes, it was noted that Moto has now offered to hold a meeting with members of the parish council. It was agreed that Cllrs Green, Luxford, Ogden and Wade would be available to meet Moto and the Clerk would set up a meeting.

**Action: Clerk**

**8.3.1 On the recommendation of the P&P Committee, to consider approval for 2 policies for the defibrillator, recommended by the Community Heartbeat Trust, for recommissioning of the defibrillator and use of defibrillators by those with disabilities and special needs.**

**FC.97** Cllr D Bramer proposed approval and this was seconded by Cllr Green. All voted in favour.

**Action: Clerk**

**8.4 Planning Applications Committee Meeting – 20.07.21, 24.08.21 and 28.09.21.**

**FC.98** The minutes were noted.

**Item 9: Financial Matter**

**9.1 To note Meopham Parish Council's Income and expenditure up to the 13.10.21**

**FC.99** The income and expenditure summary report from Scribe was noted.

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

**FC.100** The schedule of payments were received for approval on a proposal from Cllr Green and seconded by Cllr M Bramer. All voted in favour.

Cllr Dalby asked if the office photocopier was used much? The Clerk advised that it was used a lot for various copying and scanning. It was agreed to review this at a future A&R meeting.

**Action: For a future A&R Committee meeting.**

**9.3 To receive the bank statements balance as at 13.10.21**

|               |              |                                     |
|---------------|--------------|-------------------------------------|
| <b>FC.101</b> | Lloyds Bank  | £85,417.79                          |
|               | Unity Bank   | £76448.84                           |
|               | <b>Total</b> | <b>£161,866.63 as at 18.10.2021</b> |

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 Luxford and all voted in favour.

**8.33pm – Member of public left the meeting**

**Item 10: Parish Council representatives on external bodies: - To receive and note reports**

**FC.102** The report circulated prior to the meeting was noted.

Members discussed the community mini bus, the issues that the committee had and various options. It was noted that as charity, Meopham Welfare Committee have certain guidelines to follow and MPC only have a watching brief on this. Cllr Luxford advised that Harvel residents had not realised the service had resumed so it was agreed it was worth advertising the service there whilst the service was still running.

Cllr Buchanan advised members that Meopham Windmill Trust's constitution stated that MPC is responsible for appointing Trustees.

**Item 11: Kent County Council Reconnect Locality Grant**

**11.1 Motion received from Cllr Green – To consider that the Council makes a bid to benefit the young people of the Parish in the form of a project centred on a special event held to publicise the local youth club with a view to attracting new members and volunteers for it to be held in conjunction with other appropriate organisations.**

**FC.103** Unfortunately, the Clerk has not been able to get the information required from The Grand necessary for the grant application due to staff shortages from covid. It was noted that this was not a one-off grant and there would be future opportunities to apply for this. Cllr Green therefore proposed approval of above motion, either for current grant round or for a future grant round. This was seconded by Cllr Ogden and all voted in favour.

**Action: Clerk**

**Item 12: Streetlights**

**12.1 Following the termination of the Agreement between Meopham Parish Council and Gravesham Borough Council relating to Parish Council owned streetlighting in Meopham, to be passed to MPC with effect from 01.04.22, to consider the options presented to the council, in consideration for setting the budget for 2022-2023.**

**(a) To consider that Meopham Parish Council takes over the full maintenance and the unmetered electricity supply for all 63 streetlights from 01.04.22 based on the estimated costs received to date.**

**(b) To consider that Meopham Parish Council pays KCC an amount to pass on 34 adoptable streetlights 01.04.22 and then take on the maintenance and unmetered electricity supply for the remaining 29 unadoptable streetlights from Gravesham Borough Council from 01.04.22.**

**FC.104** Cllr D Bramer addressed members on the streetlights and the options open to the council. It was noted that the streetlights revert to MPC's ownership on 1.4.22 no matter what and therefore MPC needs to be prepared for this.

Cllr Luxford raised a concern about councillors being personally liable for any issues concerning the electricity supply. It was confirmed that individual councillors would not be liable.

Cllr D Bramer proposed that the council approves option (a) as the preferred option for further investigations. This was seconded by Cllr Green and all voted in favour.

Cllr Green proposed that the MPC publicise to the parishioners the precept implication for the streetlight situation that MPC finds itself in as a matter of urgency. This was seconded by Cllr M Bramer and all voted in favour.

***Action: Clerk***

**Item 13: FCC Communities Foundation Funding Grant for Judson's Recreation Ground – Replacement Trim Trail Equipment**

**13.1 To note the successful grant application awarding £6439.86 for new trim trail equipment.**

**FC.105** The successful grant was noted. Cllr D Bramer thanked the Clerk for her work on this application.

**13.2 To approve Cllr Sheila Buchanan as the signatory for the Agreement between Meopham Parish Council and FCC Communities Foundation Funding Grant**

**FC.106** Cllr Ogden proposed approval of the above motion and this was seconded by Cllr Wade. All voted in favour.

**Item 14. Motion received from Cllr M Bramer: To consider a request from Cllr Max Bramer to join the Environment and Amenities Committee – currently 1 space available.**

**FC.106** Cllr M Bramer proposed approval of the above motion and this was seconded by Cllr D Bramer. All voted in favour.

**Action: Clerk**

**Item 16: To consider and approve a request from The Rotary Club of Gravesend and Meopham to plant crocus bulbs on Pitfield Village Green, adjacent to the Public Toilets, in support of eradicating Polio.**

**FC.107** Cllr Buchanan proposed approval of the above motion and this was seconded by Cllr D Bramer. There were 8 votes in favour. (Cllr Green had already declared an interest)

It was agreed that a discreet plaque would be permitted.

**Action: Clerk**

**Item 17: Parish Council Meetings – To review and considering renewing the decision made at the Annual Meeting of the Council on 4.5.21, to extend the delegation of council decisions to the Clerk in consultation with ‘Working Groups’ of the council or committee and wherever possible, consultation with member will be undertaken during a virtual scheduled meeting. Such delegation is to enable the council to fulfil its responsibilities to its residents. Current decision due to end on 1.11.21.**

**FC. 108** Following discussion it was agreed to extend the current system so the council has the option to carry on with virtual meetings until 1.3.22 on a proposal by Cllr Green and this was seconded by Cllr M Bramer. There were 8 votes in favour and one abstention.

**Action: Clerk**

It was noted that a face to face extraordinary Full Council meeting is to be held on 29.11.21 for members to attend that are close to the 6 months attendance rule. The meeting would be held to formally approve the past minutes only.



**Item 18: Correspondence: To note the correspondence list**

**FC.109** This was noted.

**Item 19: Chairman’s announcements**

**FC.110** Cllr Buchanan reported on the Judson’s Pavilion official opening at 11am on 26.10.21. All council members were invited.

Cllr Buchanan reported on the Remembrance Service at the War Memorial at 3pm on 14.11.21. Volunteers were required for the road closure and to get the road signs and cones from the container site. Cllr Dalby volunteered for this. Parking at the school was discussed but the arrangements for this were not known at this stage.

Cllr Wade asked if there would be a service at 11am on 11.11.21? Cllr Buchanan advised that the Vicar had not confirmed.

The meeting closed at 9.30 pm

Signed ..... Date.....