

MEOPHAM PARISH COUNCIL
Minutes of a meeting of the
Full Council Working Group of the Full Council
held on Tuesday 7th December 2021 at 7:30pm
Virtual Meeting via Zoom

Members: Cllr D Bramer
Cllr M Bramer
Cllr S Buchanan – Chairman
Cllr C Dalby (**departed at 21:05**)
Cllr G Green
Cllr S Gofton
Cllr J McTavish (**joined at 19:34**)
Cllr J Ogden – Vice-Chairman
Cllr D Sims
Cllr B Wade

In attendance: Mr S Fishenden – Clerk and Responsible Financial Officer
Ms M Cason – KCC Community Warden

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

FC.121 Apologies were noted from Borough Councillors; Cllr E Aslam (holiday) and Cllr F Wardle, Cllr G Harding and Cllr D Tiran (Borough Council meeting). County Councillor, Cllr Sweetland also gave his apologies.

Item 2: To receive Declarations of Interest

FC.122 There were no declarations of interest.

Item 3: To receive minutes of previous meetings: - 19.10.21, 26.10.21, 29.10.21, 10.11.21

FC.123 Cllr Ogden PROPOSED the minutes are received for 19.10.21, 26.10.21, 29.10.21 and 10.11.21. SECONDED: Cllr Green and all in favour.

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

FC. 124 Domain Name – It was AGREED that as we could not have the shorter meopham.gov.uk; we would instead pursue purchasing the meopham-pc.gov.uk domain.

Item 5: To receive reports from:

5.1 County Councillor

FC. 125 There was no report provided by the County Councillor as Cllr Sweetland had sent his apologies.

5.2 Borough Councillors

FC. 126 There was no reports provided due to the Borough Councillors sending their apologies.

5.3 Community Warden

- FC. 127** M. Cason provided the following verbal report;
- She is still delivering food parcels and medication to vulnerable members of the community
 - She is continuing to report ASB and nuisance issues as and when they arise.
 - She has been liaising with KCC Highways regarding Southfield Shaw and had suggested signs are put up in the near future.

Cllr McTavish confirmed to Mandy that the updated HIP would incorporate signage into it.

Cllr Wade also raised the issue of the vegetation at the corner of Green Lane/Camer Park Road. The Clerk would write a letter to the homeowner.

Item 6: Public Session

- FC. 128** No members of the public were present.

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

7.1 Environment and Amenities Committee meeting – 02.11.21 (*)

- FC. 129** These were noted.

7.2 Administration and Resources Committee meeting – 16.11.21

- FC. 130** These were noted

7.2.1 On the recommendation of the A&R committee, to consider and approve the budget and precept for Meopham Parish Council 2022-2023 for issue to Gravesham Borough Council

- FC. 131** Cllr Buchanan PROPOSED approval of the above motion, setting the precept for 2022-23 at £138,503. SEDCONDED: Cllr Ogden. All in favour.

7.2.2 On the recommendation of A&R committee to consider and approve the introduction of corporate emails

- FC.132** The recommendation to introduce corporate emails was approved. PROPOSED: Cllr Buchanan. SECONDED: Cllr Sims. There were seven votes in favour, two against and one abstention.

7.2.3 To consider whether to use Webmail, Google Workspaces or some other service for corporate emails

- FC. 133** Cllr Green PROPOSED this item be deferred, to be discussed at the next Administration and Resources committee meeting. SECONDED: Cllr M Bramer and all in favour.

7.2.4 Parish Office Emergency Arrangements – To agree emergency arrangements for during the Christmas period when the parish office is shut

FC. 134 It was agreed in the event of an emergency occurring during the Christmas period, councillors should phone the Clerk's mobile and notify the Chairman. PROPOSED: Cllr Buchanan. SECONDED: Cllr Green. All in favour.

7.3 Planning Applications Committee Meeting – 26.10.21, 23.11.21

FC. 135 These were noted.

7.4 Meeting between MPC, GBC and GCHA about former Police Station site – 25.11.21

FC. 136 The Clerk deferred this item as he'd not had opportunity to circulate these minutes to Cllr McTavish prior to this meeting for initial review.

Item 8: Financial Matters

8.1 To note Meopham Parish Council's Income and Expenditure up to the 01.12.21

FC. 137 This was noted.

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

FC. 138 Cllr Ogden PROPOSED approval of the schedule of payments. SECONDED: Cllr D Bramer. All in favour.

8.3 To receive the bank statements as at 01.12.21

FC. 139 The bank statements were accepted. PROPOSED: Cllr Buchanan. SECONDED: Cllr Green. All in favour

8.4 To approve the payment of £580 to Andy Day for additional post work, which is £80 above the £500 delegated to the Clerk by E&A

FC. 140 The payment was approved. PROPOSED: Cllr D Bramer. SECONDED: Cllr Wade. All in favour.

Item 9: Contain Outbreak Management Fund

9.1 To delegate the completion of the application form for the Contain Outbreak Management Fund to the Clerk, working in conjunction with the Chairman of Planning and Projects committee

FC. 141 This motion was agreed. PROPOSED: Cllr Buchanan. SECONDED: Cllr D Bramer. All in favour.

Item 10: Judsons Recreation Ground

10.1 To approve the quote received from Highview Tree Services for the installation of new surfacing to the entrance of the play area, MUGA

entrances and entrance of the recreation ground at a cost of £332, to be funded with a virement from the allocated noticeboard budget.

FC. 142 This motion was approved. PROPOSED: Cllr D Bramer. SECONDED: Cllr Wade. All in favour.

Item 11: Meopham Windmill Trust

11.1 To note the constitution of the Windmill Trust states that the Parish Council can nominate two people to serve as trustees

FC. 143 This was noted.

11.2 To nominate Cllr M Bramer and Cllr Green as the representatives for the Parish Council whom will serve as the trustees.

FC. 144 This was approved. PROPOSED: Cllr Ogden. SECONDED: Cllr McTavish. 8 votes in favour with Cllr M Bramer and Cllr Green abstaining.

Item 12: Parish Office and Meeting Arrangements

12.1 To note that the recruitment for an Assistant Clerk was unsuccessful and the role is being re-advertised with interviews planned for 27th January 2022

FC. 145 This was noted.

12.2 To note that to comply with the Local Government Act 1972, a face-to-face meeting will be schedule for mid-December to officially set the precept and budget.

FC. 146 This was noted. The meeting has been set for 14.12.21

12.3 To review the photocopier contract and review the quote received from Citi Business Systems

FC. 147 It was agreed to defer this item for further consideration at the next Administration and Resources committee meeting. PROPOSED: Cllr M Bramer. SECONDED: Cllr Green. All in favour.

Item 13: Parish Events

13.1 To consider arrangements for the ‘Carols on the Green’ event, in the absence of the vicar presiding over the event as has occurred in the past.

FC. 148 Cllr Wade reported on the preparations she had made for the event to continue; the Parish Council would publicise the event on social media.

13.2 To consider any arrangements for the Queens Platinum Jubilee in June 2022

FC. 149 It was agreed Cllr Wade and Cllr Buchanan would liaise with the Cricket Club and other local organisations to progress this idea and avoid any event clashes. PROPOSED: Cllr Buchanan. SECONDED: Cllr Gofton. All in favour.

Item 14: Parish Council representatives of external bodies: To receive and note reports

F.C. 150 These reports were received and noted.

Item 15: Correspondence: To note the correspondence list

F.C. 151 The correspondence was noted.

Item 16: Chairman's Announcements

F.C. 152 Cllr Luxford has resigned, we have displayed the notice of vacancy and await confirmation from GBC that we do not need an election. We will advertise the space for co-option in the January issue of the Meopham Review

The Chairman thanked councillors who offered to help with noticeboards

The Chairman informed the Council that the Clerk has submitted a formal complaint to Unity Trust Bank for their failure to process the addition of the Clerk (to process payments), Cllr McTavish and Cllr Rose (to authorise) to the account. They must respond within three working days.

Cllr Buchanan PROPOSED we enter closed session. SECONDED: Cllr Ogden. All in favour.

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 were asked to leave the meeting

Item 17: MPC Grants Policy

17.1 On the recommendation of E&A (02.11.21), to consider the legality of a grant application received from South Street Baptist Church

F.C. 153 After discussion, it was agreed given the legal topic note from NALC verified the council was unable to provide financial assistance to the Church, we would sadly have to decline the grant request. The Clerk would send a letter informing them of this decision.

PROPOSED: Cllr Green. SECONDED: Cllr Buchanan. All in favour.

17.2 If the Council's decision is positive to Item 17.1, to approve the request for the grant

F.C. 154 This item was dismissed given the motion passed for item 17.1

Item 18: Judsons Pavilion

18.1 To note the complaint received and the actions taken by the Clerk

F.C. 155 The complaint was noted.

18.2 To approve the deployment of a temporary camera by Gravesham Borough Council’s Community Safety Unit for the purposes of detecting and preventing anti-social behaviour

F.C. 156 Cllr Green PROPOSED we approve this request. SECONDED: Cllr Gofton. All in favour.

18.3 To consider and agree the future of the garage following the cessation of the community bus service on 31 December 2021

F.C. 157 It was agreed this item would be deferred to be discussed at the next Environment and Amenities Committee. PROPOSED: Cllr Green. SECONDED: Cllr M Bramer. All in favour.

The meeting closed at 21:20pm.

Signed:

Date:

