

**Minutes of a meeting of the
Planning and Projects Standing Committee
held on Tuesday 19th April 2022 at 7:00pm
Held in the Cricket Pavilion, Meopham Green**

Members Present: Cllr D Bramer
Cllr M Bramer
Cllr S Buchanan
Cllr G Green
Cllr J McTavish
Cllr B Wade

In Attendance: Mr S Fishenden – Clerk and Responsible Financial Officer

Item 1: To receive and accept apologies for absence

PP.102 None received. It was noted Cllr Rose was not present but had not sent apologies.

Item 2: Declarations of Members' Interests

PP.103 There were no declarations of interest.

Item 3: To receive minutes of previous meeting: 01.03.22

PP.104 The minutes from the meeting of 01.03.22 were approved.

PROPOSED: Cllr Buchanan and SECONDED: Cllr Wade. All voted in favour.

Item 4: Matters Arising

PP.105 PP.63: Speedwatch – The purchase of a camera is not being progressed whilst further calls for volunteers are made.

PP.66: Moto Lorry Park – The planning application for the lorry park in Wrotham was rejected by Tonbridge and Malling Borough Council. The Clerk will write to the development team at Moto to ask they keep us updated on their next steps.

PP.76: Assets of Community Value – The Clerk confirmed the Kings Arms nomination had been successful. The responses to the Cricketers and George are expected on the 20.04.22

PP.79: Platinum Jubilee Beacon – The Assistant Clerk has attempted to contact the Scouts on several occasions but has not received any response. Cllr Wade advised the Council suffered the same issue when organising Diamond Jubilee celebrations in 2012.

PP.84: Local Council Award Scheme – The working group consisting of Cllr McTavish, Cllr Price and Cllr D Bramer will be meeting with the Clerk and Assistant Clerk on 3rd May to discuss the progression of the submission.

PP.86: Small Sites Working Group – Cllr Green confirmed they had met, and that had the report had been submitted to the Clerk to be considered at the next P&P meeting.

PP.87: Former Police Station site development – The open day is being held at the Cricket Pavilion on 5th July between 3:30pm-6:30pm.

PP.91: Men's Shed Movement – Cllr McTavish had received a presentation at the KALC Health and Wellbeing Conference

PP.93: Parish Guide – The Clerk confirmed that upon research, the publisher of previous Parish Guide's has ceased to exist. Cllr D Bramer suggested the Clerk enquire with KALC to see if they are aware of any publishers of guides in other parishes. The Clerk will also this as an item to the next P&P agenda.

Item 5: Jubilee Afternoon Tea

5.1 To agree a budget for the Jubilee Afternoon Tea being arranged by Cllr McTavish and Cllr Gofton

PP.106 Cllr McTavish provided a verbal update on the arrangements for the Afternoon Tea. Her and Cllr Gofton are meeting with the Women's Institute to discuss catering options.

Cllr McTavish PROPOSED a budget of £500 is allocated towards the event from the P&P Festivities budget, a contribution to the WI would be included within this. SECONDED: Cllr Buchanan. All in favour.

5.2 To consider providing a grant to the Women's Institute for providing catering at the Afternoon Tea

PP.107 This item was considered with item 5.1 together.

Item 6: Jubilee Time Capsule

6.1 To note all schools within the Parish have confirmed they wish to participate in this project

PP.108 This was noted.

6.2 To consider quotes received for time capsules

PP.109 After discussion, it was agreed that instead of a time capsule, we would instead look to having a Jubilee Display Cabinet that the schools can contribute items to. This will be accompanied by a written record which can then be deposited at County Archives.

A working group would be established to progress this matter urgently, it will consist of Cllr McTavish, Cllr Green and Cllr Buchanan along with the Clerk and Assistant Clerk.

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

6.3 To consider actions to progress this project

PP.110 This item was dealt with in item 6.2

Item 7: Council Flags – To note the Union flag will be flying on the flagpole on Thursday 2nd June 2022 and the Platinum Jubilee flag will be flown from the 3rd to 5th June 2022

PP.111 This was noted.

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Item 8: Reconnect Grant - Following the successful application for the Reconnect Grant, to consider and agree how the Council wishes to utilise this grant funding.

PP.112 It was agreed we would commission Play Place to run Family Fun Days using the grant funding received, with the provision that they encompass local organisations whom might want to tie in with their events.

The Parish Council will write to local organisations, advising them to contact Play Place if they are interested.

The Clerk will also liaise with Westerham Town Council whom have used Play Place themselves.

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

The meeting closed at 7:45pm

P&P Committee – 19.04.22

Unity Trust Bank - Standing Orders/Direct Debits											
20.11.21	N Jerram	Salary Nov 2021	£956.11	£956.11	A&R	Salaries	Approved	contract			
20.11.21	J Barker	Salary Nov 2021	£461.50	£461.50	A&R	Salaries	Approved	contract			
20.12.21	S Fishenden	Salary Dec 2021	£1,522.65	£1,522.65	A&R	Salaries	Approved	contract			
20.12.21	MI Payroll & Bookkeeping	Payroll & Bookkeeping - Dec 2021	£114.00	£114.00	A&R	MPC accounts	Approved	contract			
08.12.21	Arc Office Systems Ltd	Photocopying - up to 01.12.21	£30.00	£5.00	A&R	Printing & Copying	Approved	contract			
18.01.22	Arc Office Systems Ltd	Photocopying - up to 01.01.22	£30.00	£5.00	A&R	Printing & Copying	Approved	contract			
20.01.22	MI Payroll & Bookkeeping	Payroll & Bookkeeping - Jan 2022	£114.00	£114.00	A&R	MPC accounts	Approved	contract			
20.01.22	S Fishenden	Salary Jan 2022	£1,547.85	£1,547.85	A&R	Salaries	Approved	contract			
17.01.22	Paul Agley (Highview Trees)	Service Contract: 14.12.21-14.01.22	£475.00	£475.00	E&A	Service Contract	Approved	contract			
09.11.21	Arc Office Systems Ltd	Photocopying - 02.10.11-01.11.21	30	5	25	Printing & Copying	Approved	contract			
Unity Trust Bank - Online Payments											
09/11/21											
09/13/22	13.12.21	CTA Fire	£	180.00	£	30.00	£	150.00	E&A	Judsons Pavilion	to be approved
09/13/22	13.12.21	EDF Energy	£	31.50	£	1.50	£	30.00	A&R	Gen. Admin	Approved
09/14/22	14.12.21	Paul Agley (Highview Trees)	£	1,425.00	£	1,425.00	£	1,425.00	E&A	Service Contract	approved
09/15/22	15.12.21	Havel Village Hall	£	500.00	£	500.00	£	500.00	E&A	Small Grants	approved
09/15/22	15.12.21	Meopham Carers Support Group	£	400.00	£	400.00	£	400.00	E&A	Small Grants	Approved
09/15/22	15.12.21	W E Harris & Sons	£	228.00	£	38.00	£	190.00	P&P	Festivities	Approved
09/20/22	20.12.21	HMRC	£	763.34	£	763.34	£	763.34	A&R	Salaries	Approved
09/24/22	24.12.21	SLCC	£	202.80	£	202.80	£	202.80	A&R	Subscriptions	Approved
09/24/22	24.12.21	Audez Drainage Services	£	120.00	£	20.00	£	100.00	E&A	Pitfield T oilets	Approved
10/05/22	05.01.22	KM Media Group	£	115.20	£	115.20	£	115.20	A&R	Gen. Admin	Approved
10/11/22	11.01.22	GWT Media	£	18.72	£	3.12	£	15.60	A&R	IT & Comms	Approved
10/21/22	11.02.22	TSOHost	£	105.48	£	17.58	£	87.90	A&R	IT & Comms	Approved
10/31/22	18.01.22	David Buckett	£	479.25	£	479.25	£	479.25	A&R	MPC Accounts	to be approved
10/41/22	18.01.22	May Harris	£	747.88	£	124.65	£	623.23	E&A	Pitfield T oilets	approved
"	"	May Harris	£	68.26	£	11.38	£	56.88	A&R	Gen. Admin	Approved
105/180/22	18.01.22	Element UK Ltd	£	228.00	£	38.00	£	190.00	E&A	Bus Shelter cleansing	approved
106/200/22	20.01.22	Aniko Szocs	£	332.80	£	332.80	£	332.80	A&R	Salaries	Contract
107/31/22	31.01.22	HMRC	£	821.64	£	821.64	£	821.64	A&R	Salaries	Approved
108/31/22	31.12.21	Unity Trust Bank	£	24.75	£	24.75	£	24.75	A&R	Gen. Admin	Approved
109/14/22	14.12.21	Paul Agley (Highview Trees)	£	1,425.00	£	1,425.00	£	1,425.00	E&A	Service Contract	Approved
110/280/22	28.01.22	EDF Energy	£	26.88	£	1.28	£	25.60	A&R	Gen. Admin	Approved
111/280/22	28.01.22	N F Sims	£	100.00	£	100.00	£	100.00	E&A	Southdown Shaw Ma	to be approved
112/010/22	01.02.22	Playdale	£	3,863.92	£	684.99	£	3,219.93	E&A	Judsons Sinking Fun	Approved
113/010/22	01.02.22	SLCC	£	108.00	£	18.00	£	90.00	A&R	Training	to be approved
	08.02.22	S Fishenden	£	194.64	£	194.64	£	194.64	A&R	Clr and Clerk Expenses	to be approved