

**Meopham Parish Council  
Environment & Amenities Committee Meeting  
held on Tuesday 28<sup>th</sup> January 2020 at 7.30 p.m.  
at the Windmill, Meopham Green**

**In attendance:** N. Jerram (Clerical Assistant), K.Dare & G.Willsher (Meopham & District Footpath Group)

**Item 1**      **To receive Apologies for Absence**

**E.84**      Apologies were received from Cllrs Gofton, Luxford and Mulheran,

**Item 2**      **To receive Declarations of Interest**

**E.85**      There were no declarations of interest

**Item 3**      **To approve minutes of the previous meeting**

**E.86**      The minutes of the meeting held on 12.11.19 were approved as a correct record on a proposal by Cllr Buchanan, seconded by Cllr M Bramer and all voted in favour.

**Item 4**      **To consider matters arising from the above Minutes**

**E.87**      **Item 6 – 6.4.4 To consider advertising for a volunteer tree warden.**  
The Woodland Trust advised that they were unable to approach their members due to GDPR concerns. Members agreed to further consider on how to take this forward.

**Item 10 – E.77 To agree dates for litter pick 2020.** Cllr D Bramer explained that 2 councillors had agreed to co-ordinate bi-monthly litter picks for 2020 as per original decision approved at Full Council (29.10.19).

**Item 5**      **Rights of Way, including Footpaths Groups**  
**5.1 Update from Meopham & Districts Footpath Group**

**E.88**      Cllr D Bramer proposed a motion to suspend standing orders to allow Ken Dare (KD) of Meopham & District Footpath Group to speak. This was seconded by Cllr Buchanan and all voted in favour.

KD reported as follows:

- (1) Path clearance is ongoing
- (2) There are issues with insurance coverage for members over the age of 75 with reference to personal accident

(3) The group are organising a VE anniversary day and picnic. Two walks will start at the War Memorial on the Green at 10am on Thursday 7<sup>th</sup> May. Further details will be published in The Meopham Mercury, Meopham Review and GBC's What's On in your Borough.

Cllr Buchanan thanked the Footpaths Group for all the work they do.

Standing orders were then reinstated.

**Item 6**      **Village Greens/Harvel Pond**

**6.1 Update on the pond (Pond Warden)**

**E.89**      A report had not been received from the Pond Warden to date. Cllr Wade confirmed that the water level is 6 feet deep.

**6.2 To consider request from a resident to place a memorial bench on Meopham Green**

**E.90**      Members agreed there are limited locations for an additional bench on Meopham Green due to the cricket lines, site screens and access for machinery. Cllr D Bramer then proposed approval of the installation of an additional bench if located on a side green at Meopham Green. This was seconded by Cllr Buchanan and all members voted in favour. The clerk was asked to inform the relative accordingly.

Cllr M Bramer suggested reviewing the Memorial Bench Policy for future requests.

Action: Clerk

**6.3 Trees**

**6.3.1 Following advice from Arboricultural Officer, to agree to survey the trees next to the allotments**

**E.91**      Following discussions, Cllr D Bramer proposed a motion to agree to survey the trees next to the allotments and to add this area to the Tree Survey Schedule for future reference. This was seconded by Cllr M Bramer and all voted in favour.

Action: Clerk

**6.4 Posts**

**6.4.1 Meopham Green – to note the post work required here and to approve the Service Contractor to carry out the work over the next few months and to agree a budget for the work**

- E.92** Members noted the post work required. Cllr D Bramer proposed a motion to delegate to the clerk to spend up to £500 for this work. This was seconded by Cllr Buchanan and all voted in favour.

Action: Clerk

**6.4.2 To note installation of new posts on Meopham Green and that GBC are not strimming the area but the Cricket Club have agreed to strim here**

- E.93** Members noted the above and gave thanks to the Cricket Club.

**6.4.3 Hook Green – To note that post and board work required. (Quotes to be considered in closed session)**

- E.94** Members noted the above.

**Item 7** **Allotments**

**7.1 To agree to recommend to Administration & Resources Committee that we write off £144.00 cheque for allotment grass cutting that was never cashed**

- E.95** Cllr Wade proposed the above motion. This was seconded by Cllr Buchanan and all voted in favour.

Action: A&R Committee

**7.2 Allotment site security:- to consider any suggestions received from the Allotment Association**

- E.96** It was noted that the Allotment Secretary has contacted Crime Prevention for advice. The PCSO has reported a theft of fruit and vegetables from the site and suggested installing added security. The clerk was asked to contact the PCSO for his recommendations.

Action: Clerk

**Item 8** **Bus Shelters**

**8.1 To consider and approve, if appropriate, the installation of a bench seat in the shelter adjacent to Meopham Primary School (quotes to be considered in closed session)**

- E.97** The above item to be considered in closed session.

**Item 9** **Recreation Ground and Playground Equipment**

**9.1 To note GBC's annual playground report and consider any works to be carried out and budget for the work**

**E.98** Members noted all items on the annual inspection are reported as low risk. The cleaning of the wetpour surface is in hand with the service contractor. As agreed previously some aspects of the play site require reviewing when the rebuild of the Pavilion is completed. Cllr Wade suggested investigating if there is any funding available.

**Item 10** **Litter Pick**

**10.1 Update on litter pick 18<sup>th</sup> January 2020**

**E.99** Cllr D Bramer reported a very successful litter pick with a total of 18 volunteers attending. Members gave thanks to Cllr Madgwick for co-ordinating the event and also to The Cricketers PH for providing complimentary tea and coffee afterwards.

**10.2 To note the clause in Meopham PC insurance policy concerning volunteers over 75 years and this information has been added to the form for volunteers to sign**

**E.100** The above was noted.

**Item 11** **Toilets**

**11.1 To note that there were already flush sensors in the men's toilets, installed by Dart Valley Systems and to agree to carry out an annual service of the sensors by DVS in future**

**E.101** Members noted that there are already flush sensors in the urinals. Cllr D Bramer proposed a motion to agree to carry out an annual maintenance service of the sensors at a cost of £197.00 + VAT. This was seconded by Cllr Buchanan and all voted in favour.

**11.2 To consider and approve, if appropriate, for the cleaning contractor to carry out an annual deep clean**

**E.102** Cllr D Bramer explained that the cleaning contractor had provided 2 quotations for a deep clean of the interior and exterior of the toilet block. Members queried the work specification for the interior clean which did not appear to include a high level clean as previously requested. Cllr D Bramer proposed a motion not to pursue an exterior clean of the toilet building and to delegate to the clerk to obtain a quotation from the contractor to include a high-level interior clean up to a cost of £200. This was seconded by Cllr M Bramer and all voted in favour.

Action: Clerk

**11.3 To note the area of damp/moss on one outside corner of the toilet building, probably due to blocked guttering, and to approve an amount to carry out work here to rectify the issue**

**E.103** Members noted the above. Cllr D Bramer proposed a motion to delegate to the clerk to investigate the cause of the damp area and appoint a

contractor to rectify the issue up to a cost of £100. This was seconded by Cllr Buchanan and all voted in favour.

Action: Clerk

**Item 12**      **Noticeboards**

**12.1 Culverstone Noticeboard: - to note that the notice board has fallen over in recent strong winds as the posts are rotten. To consider a replacement type of notice board at this location and to delegate an amount to the clerk for this**

**E.104**      Members noted the above. Discussions followed on a replacement notice board. Cllr D Bramer proposed a motion to delegate to the clerk to ascertain if the ex-windmill site notice board can be refurbished and reused and if not then investigate installing a metal notice board featuring one open and one closed side up to a cost of £1500. This was seconded by Cllr Buchanan and all voted in favour.

**12.2 Neville Parade noticeboard: - to consider the options here for a new noticeboard**

**E.105**      Moving forward it was agreed to pursue the options and costs of a metal notice board at Neville Parade of a similar size and style.

Action: Clerk

**12.3 To consider small noticeboards (A3 size) for the bylaws on all the village greens**

**E.106**      Discussions followed on the legalities of displaying bylaws. Cllr Buchanan proposed that the clerk contact KALC for advice on the status of bylaws. This was seconded by Cllr M Bramer and all voted in favour.

Action: Clerk

8.40pm K Dare and G Willsher (M&DFG) left the meeting.

**Item 13**      **Financial Matters**

**13.1 To approve the Environment and Amenities Committee Schedule of Payments in accordance with the Financial Regulations, 5.2 (Appendix 1)**

**E.107**      All payments had been previously approved.

**13.2 To note the Environment and Amenities Committee expenditure up to 22.01.20**

**E.108**      Members noted above.

**Item 14**      **Correspondence**  
**13.1 To note correspondence received**

**E.109**      Members noted the correspondence list. Discussions followed regarding an email received from GBC on updating their list of litter picking groups. D Bramer proposed the Parish Council remains on the GBC list and that the clerk respond as appropriate. This was seconded by Cllr Buchanan and all voted in favour.

Action: Clerk

**E.110**      Cllr D Bramer advised members of an issue with the pole supporting the Meopham Sign located on Hook Green. It was agreed that the clerk take emergency action under delegated powers and authorise the contractor to carry out the repair work at a cost of £600.

Action: Clerk

Cllr D Bramer proposed a motion to move into closed session. This was seconded by Cllr M Bramer and all voted in favour.

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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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**Item 15**      **To consider and approve the following quotations:**

**15.1 To consider the quotations submitted for fence work on Hook Green and approve, if appropriate, a contractor**

**E.111**      Members discussed the quotations provided and on a proposal from Cllr M Bramer, seconded by Cllr Buchanan, all members voted in favour of appointing Andrew Day to carry out the fence work on Hook Green.

Action: Clerk

**15.2 To consider the quotations submitted for a new three year bus shelter cleaning contract to start from 01.05.20 and approve, if appropriate, a contractor. To then recommend that the Administration and Resources Committee review the contract**

**E.112**      Members discussed the quotations provided and on a proposal from Cllr M Bramer, seconded by Cllr Wade, all members voted in favour of appointing Element for a new 3 year bus shelter cleaning contract. Contract to be reviewed by the Administration and Resources Committee.

Action: Clerk/A&R Committee

**15.3 To consider the quotations submitted for name sign on Priestwood Green and approve, if appropriate, a contractor**

**E.113**

Members discussed the quotations and on a proposal by Cllr Buchanan, seconded by Cllr Wade all members voted in favour of delegating to the clerk to spend up to £320 on a Plaswood sign to include installation.

Action: Clerk

**15.4 To consider the quotations submitted for a bus shelter perch seat to be installed in the bus shelter opposite Meopham Primary School and approve, if appropriate, a contractor**

**E.114**

Members felt the quotation prices obtained were expensive. Cllr M Bramer then proposed a motion to delegate to the clerk to investigate appointing a local contractor to carry out the installation of a wooden bench with dividers up to a cost of £250. This was seconded by Cllr Wade and all voted in favour.

Action: Clerk

**Item 16**

**Edmund Green: -**

**16.1 To receive an update on the potential claim**

**E.115**

It was noted there was no further update to report.

Meeting closed at 9.16pm

**E&A Committee Meeting 28.01.20 - Payments up to 22.01.2020****MPC CASHBOOK 2019-2020 (Unity Trust Bank)**

Ref	DATE	PAYEE	DETAILS	GROSS	VAT	NET
105/141119	14.11.19	Element UK Limited	Bus shelter cleansing - Oct 19	£214.20	£ 35.70	£ 178.50
	14.11.19	Element UK Limited	Bus shelter repairs - graffiti	£84.00	£ 14.00	£ 70.00
110/021219	02.12.19	Highview Tree Services	Vegetation work - Judsons, Pitfield & Culverstone	£1,655.00		£1,655.00
111/021219	02.12.19	Highview Tree Services	Ad Hoc work - MG notice board and HG name board - rub down and stain	£ 75.00		£ 75.00
112/021219	02.12.19	Business stream	Water Bill - toilets up to 25.11.19	£ 55.36		£ 55.36
125/191219	19.12.19	May Harris	Cleaning - toilets plus consumables	£ 747.89	£ 124.65	£ 623.24
126/191219	18.12.19	Element	Bus shelter cleansing - 6.12.19	£ 214.20	£ 35.70	£ 178.50
131/080120	08.01.20	May Harris	Cleaning - toilets plus consumables	£665.38	£ 110.90	£ 554.48
132/170120	17.01.20	Dart Valley Systems	Maintenance - Flush sensors in mens toilets	£197.00	£ 39.40	£ 236.40
133/170120	17.01.20	Dart Valley Systems	Flush sensors - new circuit board	£110.53	£ 22.11	£ 132.64

**MPC CASHBOOK 2019-2020 (Unity Trust Bank) - Standing Orders/Direct Debits**

Ref	DATE	PAYEE	DETAILS	GROSS	VAT	NET
009/141119	15.11.19	Highview Trees	Service Contract - 15.10.19 to 14.11.19	£ 475.00		£ 475.00
011/151219	15.12.19	Highview Trees	Service Contract - 15.11.19 to 14.12.19	£ 475.00		£ 475.00
012/150120	15.01.19	Highview Trees	Service Contract - 15.12.19 to 14.01.20	£ 475.00		£ 475.00

**MPC CASHBOOK 2019-2020 (Lloyds Bank Treasurers accounts - Cheques)**

REF	DATE	PAYEE	DETAILS	GROSS	VAT	NET
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Meopham Parish Council

2340	19.11.19	Meopham & District Footpath Group	Grant 2019	£340.00	£340.00
2341	19.11.19	Harvel Cricket Club	Grant 2019	£350.00	£350.00
2342	19.11.19	St John's Community Café (Meopham PCC)	Grant 2019	£100.00	£100.00
2343	19.11.19	Meopham Ladies Hockey Club	Grant 2019	£500.00	£500.00
2344	19.11.19	Harvel Village Hall	Grant 2019	£500.00	£500.00
2345	19.11.19	Neighbourhood Watch	Grant 2019	£300.00	£300.00