

Meopham Parish Council

All correspondence to:
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To all Members of Meopham Parish Council

You are hereby summoned to attend the meeting of **MEOPHAM PARISH COUNCIL** on **Tuesday 29 October 2019 at 7:30 pm at the Cricket Pavilion, Meopham Green.** Papers have been circulated for all items shown by (*).

Yours faithfully

Sarah Eggesden

Sarah Eggesden
Parish Clerk
Date of Issue: 23rd October 2019

A G E N D A

- 1 To receive apologies for absence**
- 2 Declarations of Members' Interests:** - To receive declarations of pecuniary and non-pecuniary interests
- 3 To approve minutes of the previous meetings:** - (23.07.19, 20.08.19 and 15.10.19) (*)
- 4 To consider any matters arising from the above Minutes**
- 5 To receive reports from:** -
 - 5.1 County Councillor**
 - 5.2 Borough Councillors**
 - 5.3 Community Warden**
 - 5.4 PCSO**
- 6 Public session:** - questions from the public
- 7 Standing Committees and Committees:** - To note the minutes and consider any recommendations
 - 7.1 Environment & Amenities Committee Meeting:** - 03.09.19 and 24.09.19 (*)
 - 7.2 Administration & Resources Committee Meeting:-** 24.09.19 (*)
 - 7.2.1 To approve the updates to the Financial Regulations on recommendation from the Administration and Resources Committee** (*)
 - 7.3 Planning & Projects Committee Meeting:** - 08.10.19 (*) (to follow)

- 7.3.1 Speedwatch Scheme
 - a) To receive a report on the Speedwatch scheme from Cllr McTavish
 - b) Following consideration on the above report, to agree to progress setting up a scheme in Meopham and to delegate to the Parking and Traffic Issues Working Group to implement the project
- 7.3.2 Picnic on the green:- On the recommendation of the P&P Committee to approve holding an event for 2020
- 7.3.3 Christmas Carols on Meopham Green:- Update on a meeting and the plans for this year's event
- 7.3.4 Local Council Award Scheme:- update from the Working Group

- 7.4 Planning Applications Committee:** - 20.08.19, 17.09.19 and 15.10.19 (*)
- 7.5 Judson's Pavilion Committee:- no meeting**
 - 7.5.1 Update from Cllr Ogden on the project
- 7.6 Personnel Committee:** - 21.10.19 and to note agenda item 15 in closed session (*)

- 8 Parish Council representatives on external bodies:** - To receive and note reports (*) (to follow)
- 9 Financial Matters: -**
 - 9.1 To note Meopham Parish Council's Income and expenditure up to the 22.10.19 (*)
 - 9.2 To approve the schedule of payments in accordance with Financial Standing Order 5.2 (*)
- 10 To consider ways in which the Parish Council could look into environmental issues in the parish (*) (to follow)**
 - 10.1 Trees:-**
 - a) to consider, and if appropriate approve planting a new tree when an old tree is removed on parish land
 - b) To look at possible areas in which further trees could be planted on parish council owned land and other land in the parish
 - c) To consider offering a sponsorship scheme for tree planting to residents
 - 10.2 Litter:**
 - a) to consider ways to promote an 'anti-litter campaign' in the parish
 - b) to approve a trial period for running Meopham Parish Council's community litter pick on a regular monthly basis
 - c) To delegate to the clerk to apply for any appropriate funding for further litter picking equipment
- 11** To note request for a memorial bench on Meopham Green and to consider approval (*)
- 12** To consider and approve revising the Terms of Reference for all the committees for the number of members present at meeting from three to four for the meeting to be quorate

- 13 Correspondence:** - To note the correspondence list (*)
- 14 Chairman's announcements**

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 items the public and press will be asked to leave the meeting

15 As a result of reviewing the existing lone working policy, to review the office hours to ensure staff members do not work alone and to improve efficiency of the office

15.1 On the recommendation of the Personnel Committee to approve for trial period for the remaining of this financial year:-

15.1.1 opening the office Monday to Thursday only

15.1.2 to approve the increase of hours for the second Clerical Assistant from 5 hours per week to 10 hours per week to work an extra morning

15.1.3 to approve an increase in hours for the clerk from 25 hours to 29 hours to cover working from home on a Friday

15.2 Subject to approval of the above, on the recommendation of the Personnel Committee to propose earmarking £3000 from reserves to trial the increase in hours

DISTRIBUTION

AGENDA AND PAPERS: -

Council Members: - Cllrs D Bramer, M Bramer, S Buchanan (Chairman), S Gofton, S Innes, M Mulheran, P Luxford, J McTavish, J Ogden (Vice Chairman), A Rose and B Wade

County Councillor:

Cllr. B Sweetland

Borough Councillors:

Cllr F Wardle

Cllr. D Tiran

Cllr. G Harding

Cllr.E Aslam

AGENDA ONLY: -

Member of Parliament: Mr A Holloway

Community Warden: M Cason

PCSO: R Meader

Press: Kent Messenger

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Bodies Regulations 2014. A copy of the Council's procedure for the recording of meetings is available by request.
