

**Meopham Parish Council**  
**Minutes of the Annual Meeting of Meopham Parish Council held on**  
**Tuesday 14<sup>th</sup> May 2019 at 7.30 pm at the Cricket Pavilion, Meopham Green,**  
**Meopham**

**Present:** Cllrs D Bramer, M Bramer, S Buchanan, (Chairman), S Gofton,  
P Luxford, J McTavish, J Ogden (Vice-Chairman) and B Wade

**In attendance** Borough Cllrs G Harding, F Wardle, E Aslam  
1 member of the public  
Sarah Eggesden, Clerk  
Nicola Jerram, Clerical Assistant

**Item 1 To elect the Chairman of Meopham Parish Council for the 2019/2020 Council year and to receive the declaration of acceptance of office from the Chairman.**

**C.1:** The following nomination was made for the office of Chairman:

- Cllr Buchanan: proposed by Cllr M Bramer and seconded by Cllr Ogden

There were no further nominations and all members voted in favour. Cllr Buchanan was therefore declared elected as Chairman of Meopham Parish Council for the 2019/2020 Council year.

Cllr Buchanan read and signed the Statutory Declaration of Office.

**Item 2 To elect the Vice-Chairman of Meopham Parish Council for the 2019/2020 Council Year and to receive the declaration of acceptance of office from the Vice-Chairman**

**C.2:** The following nomination was made for the office of Vice-Chairman:

- Cllr Ogden: proposed by Cllr Buchanan and seconded by Cllr Luxford.

There were no further nominations and all members voted in favour. Cllr Ogden was therefore declared elected as Vice-Chairman of Meopham Parish Council for the 2019/2020 Council year.

Cllr Ogden read and signed the Statutory Declaration of Office.

**Item 3 To receive apologies for absence**

**C.3:** Apologies were received from MP A Holloway, Borough Councillor D Tiran, Community Warden M Cason, PCSO R King

**Item 4 To receive Declaration of Acceptance of Office forms from councillors or to agree the deadline for signature of the Declaration of Acceptance of Office**

**C.4:** The clerk confirmed that all Acceptance of Office forms had been received.

**Item 5 To receive declarations of Members' Interests**

**C.5:** There were no declarations.

**Item 6 To approve the minutes of the previous meetings (02.04.19, 09.04.19, 25.04.19)**

**C.6:** The minutes of the meeting held on 02.04.19 were approved as a true record on a proposal by Cllr Luxford and seconded by Cllr Wade. All voted in favour.

**C.7:** The minutes of the meeting held on 09.04.19 were approved as a true record on a proposal by Cllr Luxford and seconded by Cllr Wade. There were 7 votes in favour and 1 abstention (due to non-attendance at that meeting).

**C.8:** The minutes of the meeting held on 25.04.19 were approved as a true record on a proposal by Cllr Ogden and seconded by Cllr D Bramer. There were 7 votes in favour and 1 abstention (due to non-attendance at that meeting).

**Item 7 To consider any matters arising from the above minutes**

**C.9:** There were no matters arising.

**Item 8 To agree the revised schedule of the ordinary meetings of the Full Council and Standing Committees for 2019/2020 up to and including the next Annual Meeting of Council**

**C.10:** Cllr Buchanan advised members of a change to page 16. The Full Council budget meeting will be held in December rather than January due to the Christmas holiday period. This was approved on a proposal by Cllr Wade and seconded by Cllr Gofton. All members voted in favour.

**8.1 To agree all ordinary meetings of the Council and Standing Committees to start at 7:30pm, subject to any changes in accordance with council policy**

**C.11:** Cllr Luxford proposed approval of item 8.1 and this was seconded by Cllr D Bramer. All voted in favour.

**8.2 To agree to delegate to the clerk the arrangements for the venues for the ordinary meetings of the Council within the Parish**

**C.12:** Cllr M Bramer proposed approval of item 8.2 and this was seconded by Cllr Ogden. All voted in favour.

**Item 9 To review and approve the council's**

**9.1 Standing Orders**

**9.1.1 To agree to change the quorum for all standing committees and committees to 3 members. {SO 4d (viii)}**

**C.13:** Discussions followed and on a proposal by Cllr Luxford, seconded by Cllr Wade all members agreed to change the quorum for all standing committees and committees to 3 members, subject to review if the number of council members increases to 12.

Cllr M Bramer proposed approval of the change to standing orders, this was seconded by Cllr Luxford and all voted in favour. Cllr M Bramer then proposed approval of standing orders taking into account item 9.1.1, this was seconded by Cllr Oden and all voted in favour.

**9.2 Financial Regulations**

**C.14:** Cllr Ogden proposed approval of the Financial Regulations and this was seconded by Cllr M Bramer. All members voted in favour.

**Item 10 To review and approve the terms of reference and responsibilities delegated to the Standing Committee and Committees, taking into account item 9.1.1**

**C.15:** Cllr M Bramer proposed approval of terms of reference and responsibilities delegated to items 10.1–10.6 as a whole. This was seconded by Cllr Luxford and all voted in favour.

**10.1 Administration and Resources**

**10.2 Environment and Amenities**

**10.3 Planning and Projects**

**10.4 Planning Applications**

**10.5 Judson's Pavilion**

**10.6 Personnel**

**Item 11 To review the council's delegation policy**

**C.16:** Cllr M Bramer proposed approval of the above, this was seconded by Cllr Ogden and all voted in favour.

**Item 12 To approve the membership of the Standing Committees and Committees**

**C.17:** Cllr Ogden proposed approval of the membership of the standing committees and committees, this was seconded by Cllr McTavish and all voted in favour. Cllr Luxford offered to sit on another committee should the need arise in the future (Appendix 1)

**Item 13 To elect the Chairman and the Vice Chairman of the Standing Committees and Committees**

**13.1 Administration and Resources**

## Meopham Parish Council

**C.18:** Cllr Buchanan proposed Cllr M Bramer as Chairman and this was seconded by Cllr Ogden. All members voted in favour.

Cllr M Bramer proposed Cllr Ogden as Vice Chairman, this was seconded by Cllr McTavish and all voted in favour.

### **13.2 Environment and Amenities**

**C.19:** Cllr Luxford proposed Cllr Wade as Chairman, this was seconded by Cllr Gofton and Cllr Buchanan proposed Cllr D Bramer as Chairman, this was seconded by Cllr Ogden. There were 3 votes in favour of Cllr Wade and 5 votes in favour of Cllr D Bramer. Cllr D Bramer was therefore elected as Chairman of Environment & Amenities Committee.

Cllr Buchanan proposed Cllr Wade as Vice Chairman and this was seconded by Cllr D Bramer. There were 7 votes in favour and 1 abstention.

### **13.3 Planning and Projects**

**C.20:** Cllr M Bramer proposed Cllr McTavish as Chairman, this was seconded by Cllr Ogden and all voted in favour.

Cllr McTavish proposed Cllr D Bramer as Vice Chairman, this was seconded by Cllr Buchanan. There were 7 votes in favour with 1 abstention.

### **13.4 Planning Applications**

#### **13.4.1 To consider electing a Chairman on a rota basis as in previous years and to delegate to the Clerk to organise**

**C.21:** Cllr M Bramer proposed the above as this had worked well previously. This was seconded by Cllr Luxford and all voted in favour.

### **13.5 Judson's Pavilion**

**C.22:** Cllr M Bramer proposed Cllr Ogden as Chairman, this was seconded by Cllr Wade and all voted in favour.

Cllr Ogden proposed Cllr M Bramer as Vice Chairman, this was seconded by Cllr Buchanan and all voted in favour.

### **13.6 Personnel**

**C.23:** Cllr M Bramer proposed Cllr Buchanan as Chairman, this was seconded by Cllr Ogden and all voted in favour.

Cllr M Bramer proposed Cllr Ogden as Vice Chairman, this was seconded by Cllr McTavish and all voted in favour.

**C.24:** Cllr Gofton stated that she had no problem with Cllrs D Bramer and M being Chair or Vice Chair on all the key committees but wanted it noted for reference. Cllr M Bramer said this can be reviewed in the future when additional councillors are co-opted on to the council.

**Item 14 Council's representation on external bodies**

**14.1 To approve the removal of the Clay Cottage Trust from the list**

**C.25:** Cllr Ogden asked for an update on the above. Cllr Wade confirmed that the Clay Cottage Trust was in the process of being wound up by the trustees. Cllr Wade then proposed the removal of Clay Cottage Trust from the list, this was seconded by Cllr Luxford and all voted in favour.

**14.2 To appoint a representative to the vacancies on the list**

**C.26:** The following members volunteered:

Age UK – Cllr Gofton  
Campaign to protect Rural England (CPRE) – Cllr Luxford  
Culverstone Community Centre – Cllr D Bramer  
Gravesham Rights of Way Committee – Cllr Luxford  
Gravesham Joint Transport Board – no volunteer came forward  
Harvel Village Hall – Cllrs M Bramer and P Luxford  
KALC – Chair and Vice Chair of the Parish Council  
Lower Thames Crossing – Cllrs Luxford & McTavish  
Meopham Sports & Leisure Association – Cllr Wade

Cllr Buchanan proposed a motion to suspend standing orders to allow Borough Councillor Ejaz Aslam to speak. This was seconded by Cllr Luxford and all voted in favour.

Borough Cllr Aslam confirmed that he would be sitting on the Meopham Sports & Leisure Association Committee.

Standing orders were then reinstated

Meopham Village Hall Management Committee – Cllrs Buchanan and Gofton  
Meopham Welfare Committee – Cllr Ogden  
Meopham Windmill Trust – Cllr M Bramer  
Darent Valley Hospital – Cllr McTavish

**14.3 To then approve the proposed list of the council's representatives on other external bodies**

**C.27:** Cllr Ogden proposed approval of the proposed list (Appendix 2). This was seconded by Cllr Buchanan and all voted in favour.

**Item 15 To review and approve the inventory of land and assets including buildings and office equipment**

**Meopham Parish Council**

**C.28:** Discussions followed and Cllr M Bramer proposed delegating to the clerk in conjunction with the chair of E&A to review the playground equipment and the chair of A&R to review the parish office equipment. This motion was seconded by Cllr Wade and all voted in favour.

**Item 16** **To confirm and approve the key holders for the Parish Office, Container Site, Judson's Pavilion, Southdown Shaw Allotments, Harvel Green gate and drop down posts and Pitfield Green Toilets**

**C.29:** Cllr Wade proposed approval of the above. This was seconded by Cllr Luxford and all voted in favour. The list of key holders was approved (Appendix 3)

**Item 17** **To review and approve the Council's and/or employees' subscriptions to other bodies**

**C.30:** A list had been circulated prior to the meeting (Appendix 4). Members noted there was an error on the list relating to the DPO costs paid last year which were £550 not £750. Cllr M Bramer suggested an amendment to the list for the following subscriptions due to be paid in 2019/20:

Campaign to Protect Rural England (CPRE) - up to £60  
Invicta Law Parish Council Legal Scheme - up to £600

Cllr M Bramer then proposed approval of the above, this was seconded by Cllr Luxford and all voted in favour.

**Item 18** **To review and approve the council's complaints procedure:-**  
**18.1 Disciplinary and Grievance policy**  
**18.2 Appeal policy**  
**18.3 Complaints policy**

**C.31:** Cllr M Bramer proposed approval of all 3 policies and this was seconded by Cllr Ogden. All voted in favour and the motion was approved.

**Item 19** **To agree to delegate the review of the Council's policies, procedures and practices in respect of its obligations under freedom of information, data protection, GDPR and media to the Administration and Resources Standing Committee.**

**C.32:** The above was agreed on a proposal by Cllr Luxford, seconded by Cllr McTavish and all voted in favour

**Item 20** **General Power of Competence**  
**20.1 to reaffirm the eligibility criteria required to hold the General Power of Competence**

**C.33:** The Clerk confirmed that the parish council is eligible as there are 8 elected councillors out of 12 (the required two thirds) and the Clerk holds a required sector specific qualification - CiLCA

**20.2 to adopt the General Power of Competence for the coming term of office of the council**

**C.34:** Cllr D Bramer proposed approval of the above. This was seconded by Cllr Luxford and all voted in favour.

**Item 21 To note the arrangements for insurance cover in respect of all insurable risks for 2019-20**

**C.35:** This was noted.

**Item 22 Councillor arrangements for receiving correspondence**

**22.1 To confirm that all councillors will receive summons, agendas and minutes plus other correspondence via email**

**C.36:** Cllrs Luxford and Wade said they would like paper copies run off if required but would accept summons, agendas, minutes and correspondence via email. All other members also agreed to accept summons, agendas, minutes and correspondence via email.

**22.2 To note the setting up of a Working Group of Administration and Resources Committee to discuss the issuing of corporate email accounts to councillors, as recommended by our Data Protection Officer.**

**C.37:** This was noted

**Item 23 Co-option**

**23.1 To note that the council has 4 vacancies that can filled via co-option**

**C.38:** This was noted.

**23.2 To note the councils co-option policy and to approve the proposed timetable for filling the vacancies by co-option in order the meet the Gravesham Borough Council's deadline of 24<sup>th</sup> June 2019**

**C.39:** The co-option policy was noted and following discussion, the co-option timetable was approved.

**Item 24 Financial Matters**

**24.1 To approve the schedule of payments in accordance with Financial Standing Order 5. (Appendix 5)**

**C.40:** Cllr Ogden proposed approval of the above. This was seconded by Cllr D Bramer and all voted in favour.

**24.2 To approve the closure of the Lloyds Bank Instant Business account and the transfer of the balance (£34, 604.79) to Lloyds Bank Treasurer's Account**

**C.41:** Cllr Wade proposed approval of the above. This was seconded by Cllr Ogden and all voted in favour.

**24.3 To note the payments for the Judson's Pavilion project are to be paid from the Unity Trust Bank Account where possible**

**C.42:** This was noted.

**24.3 To approve the transfer of £78,000 from Natwest Bank account to Unity Trust account for the Judson's Pavilion project to cover payments for the project**

**C.43:** Cllr M Bramer proposed an amendment to the above and explained to members that the amount to transfer should be £75,000. This was seconded by Cllr Wade and all voted in favour. Cllr M Bramer then proposed approval of £75,000 to be transferred from Natwest Bank to Unity Trust Account for the Judson's Pavilion Project to cover payments for the project. This was seconded by Cllr Luxford and all members voted in favour.

**24.4 To approve the clerk to make any necessary transfers from Lloyd's Bank Treasurers account to Unity Trust Bank and to allow expenditure from the council's reserves to cover payments for the Judson's Pavilion project until the grant money has been reclaimed from the Football Foundation and VAT refunded from HMRC**

**C.44:** The above was approved on a proposal by Cllr Ogden, seconded by Cllr M Bramer and all voted in favour.

**24.5 To delegate to the clerk the authority to make payments from the council's accounts, including the reserves, as necessary to meet the obligations of the Judson's Pavilion project to an unlimited amount subject to prior scrutiny by the Project Manager, in consultation with the Chairman of the Council and the Chairman of the Judson's Pavilion Committee. All amounts spent under this delegation will be reported to the Full Council at the earliest opportunity.**

**C.45:** The above was approved on a proposal by Cllr McTavish, seconded by Cllr Luxford and all voted in favour.

**24.6 To review the current signatories on the bank accounts and to approve any additional signatories.**

**C.46:** Cllr Buchanan proposed Cllrs McTavish and Luxford as additional signatories. This was seconded by Cllr Wade and all members voted in favour.



Meopham Parish Council

**Item 25** To consider a request from the Harvel Fete Committee for the Parish Council to fund Kent Wildlife Trust to participate with a stall at the Harvel Fete on the 29<sup>th</sup> June

**C.47:** Following consideration Cllr Ogden proposed approval of the above as money had been earmarked for Harvel pond activities, and this was seconded by Cllr D Bramer. There were 5 votes in favour and 3 abstentions. The motion was therefore agreed.

**Item 26** To note correspondence received

**C.48:** Members noted correspondence list.

The clerk was asked to find out from KCC Highways when the road surface repair works would be carried out around Meopham Green.

**Item 27** Chairman's Announcements

**C.49:** Cllr Buchanan advised members of the chairmen's meeting next week and asked for any suggestions for the agenda to be submitted by the end of the week.

Members were informed that the Pitfield Green toilets would be re-opening this week.

Meeting closed at 9.17pm.

Signed.....Dated.....

**STANDING COMMITTEES AND COMMITTEE MEMBERSHIP 2019-2020**

**Administration & Resources x 7**

Cllr M Bramer                      Chairman  
Cllr S Buchanan  
Cllr J McTavish  
Cllr J Ogden                      Vice Chairman  
Cllr B Wade  
2 x vacancies

**Environment & Amenities x 7**

Cllr D Bramer                      Chairman  
Cllr M Bramer  
Cllr S Buchanan  
Cllr S Gofton  
Cllr P Luxford  
Cllr B Wade                      Vice Chairman  
1 x vacancy

**Planning & Projects x 7**

Cllr D Bramer                      Vice Chairman  
Cllr M Bramer  
Cllr S Buchanan  
Cllr S Gofton  
Cllr J McTavish                      Chairman  
Cllr B Wade

**Judson's Pavilion Committee x 7**

Cllr M Bramer                      Vice Chairman  
Cllr S Buchanan  
Cllr S Gofton  
Cllr J Ogden                      Chairman  
Cllr B Wade  
2 x vacancies

**Planning Committee**

Members - All Councillors

**Personnel Committee**

Chairman and Vice Chairman of Full Council  
Chairmen of the Standing Committees

**PARISH REPRESENTATIVES ON OTHER BODIES  
2019/2020**

Action with Communities in Rural Kent (Kent Rural Community Council)	Cllr Wade
Age UK	Cllr Gofton
Campaign to Protect Rural England (CPRE)	Cllr Luxford
Culverstone Community Association	Cllr D Bramer
Flagmaster	Keith Savage
Gravesham Rights of Way Committee	Mr K Dare and Mrs G Willsher and Cllr Luxford
Gravesham Joint Transportation Board	Vacant
Harvel Village Hall Management Committee	Cllrs M Bramer and Luxford
Kent Association of Local Councils – Voting members at AGM and Gravesham Area Committee	Chairman and Vice Chairman
Lower Thames Crossing Association	Cllrs McTavish & Luxford
Meopham Sports & Leisure Association	Cllr Wade Borough Councillor Aslam
Meopham Village Hall Management Committee	Cllrs Buchanan & Gofton
Meopham Welfare Committee	Mr P King and Cllr Ogden
Meopham Windmill Trust	Mr I Kerr and Cllr M Bramer
NHS Darent Valley Hospital Briefings	Cllr McTavish
Pond Warden (Harvel Pond)	Ian Carey

**Meopham Parish Council**

<b>2018/19</b>	<b>2019/20</b>
Clerk (all) Clerical Assistant (all) Chairman and Vice-Chairman (front and middle) Chairmen of Standing Committees (front and middle) Cleaner (all) Windmill Trust (front and back) Office cabinet (Clerk)	Clerk (all) Clerical Assistant (All) Chairman and Vice-Chairman (front and middle) Chairmen of Standing Committees (front and middle) Cleaner (all) Windmill Trust (front and back) Office cabinet (Clerk)

\*agreed at ACM in 2018 – any councillor can request an office front door key if they wish

**Container Site, The Windmill**

Gate	Parish Office
container	Parish Office

**The Windmill Chamber**

Chamber	Parish Office and the Windmill Trust
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**Judson's Recreation Ground**

Pavilion	Parish Office, Mr Phil King (garage only) Meopham Colts
Gate	Parish Office, Meopham Colts and GBC Horticulture
Play Area	Parish Office and GBC Horticulture

**Southdown Shaw Allotments**

Main	Parish Office and allotment holders
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**Harvel Green**

Gate on the Green	Parish Office, GBC Horticulture and Mr I Carey
Dropdown post X 2 with padlocks	Parish office x 2, L Martin x 1, I Carey x 1 (HRA), Chairman, Harvel Village Hall Committee x 1
Harvel Pond Gates X 2	Parish Office and I Carey

**Pitfield Green Toilet**

Full set of keys :- Ladies, mens, disabled and meter/storage cupboard	Servicing Contractor x 2 full sets, Parish office x 1 full set
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**MEOPHAM PARISH COUNCIL**  
**SUBSCRIPTIONS AND MEMBERSHIP FEES**

	<b>Subscriptions Paid in 2018/19</b>	<b>Subscriptions due in 2019/2020</b>
Action with Communities in Rural Kent (ACRK)	£50.00	£100.00
Campaign to Protect Rural England (CPRE)	£36.00	Up to £60
Kent Association of Local Councils (KALC)	£1,275.00 + VAT	£1300 + VAT
Invicta Law Parish Council Legal Scheme	£400.00 + VAT	Up to £600
Meopham Review	£6.00	£6.00
SLCC Membership for the Clerk	£185.00	£196.00
Data Protection Officer	£550.00	£350.00

# Meopham Parish Council

## MPC CHEQUE CASHBOOK 2019-2020 (Lloyds Bank Treasurers accounts - Debit Card payments)

CHQ	DATE	PAYEE	DETAILS	GROSS	VAT	NET
001/110419	11.04.19	Tesco	36 x 2nd class stamps (for APM postal invites)	£21.96		£21.96
002/230419	23.04.19	Lanes Group PLC	Insurance excess re work on the toilets	£250.00		£250.00
003//080519	08.05.19	HFL Signs td	Picnic on the Green Banners	£114.37	£19.06	£95.31

## MPC CHEQUE CASHBOOK 2019-2020 (Lloyds Bank Treasurer's Account)

CHQ	DATE	PAYEE	DETAILS	GROSS	VAT	NET
2315	04.04.19	Southern Water Services Limited	Southern Water - diversion of sewage at Judson's	£5,852.40		£5,852.40
2316		cancelled chq				
2317	25.04.19	Meopham Parish Council	t/f to MPC's Unity Trust account	£81,000.00		£81,000.00
2318	26.04.19	Meopham Windmill Trust	Parish Office - Rent 2019-20	£1,250.00		£1,250.00

## MPC CASHBOOK 2019-2020 (Unity Trust Bank)

Ref	DATE	PAYEE	DETAILS	GROSS	VAT	NET
001/120419	12.04.19	VR-Sani-Co Ltd	Feminine Hygiene Disposal - 2019-20	£ 234.00	£ 39.00	£ 195.00
002/120419	12.04.19	MI Bookkeeping Services Ltd	Bookkeeping & Payroll - April 2019	£ 114.00		£ 114.00
003/120419	12.04.19	GWT Media Limited	IT Support & Emails - April 2019	£ 96.72	£ 16.12	£ 80.60
004 to 006/120419	20.04.19	Staff salaries	Salary April 2019 & O/T - March 19	£ 2,685.88		£ 2,685.88
007/260419	26.04.19	KPS Office supplies	Stationery - parish office	£ 80.25	£ 13.88	£ 66.87
008/260419	26.04.19	Arc	Photocopying - 22.1.19 to 18.04.19	£ 89.09	£ 14.85	£ 74.24
009/2604.19	26.04.19	EDF	electricity parish office	£ 132.94	£ 6.33	£ 126.61
010/010519	01.05.19	The Flag Consultancy Ltd	Flagpole repairs and maintenance	£ 900.00	£ 150.00	£ 750.00
011/010519	01.05.19	Kent Pension Fund	Staff pension - April 2019	£ 709.03		£ 709.03