

**Meopham Parish Council**  
**Minutes of the Annual Meeting of Meopham Parish Council held on**  
**Tuesday 23rd May 2017 at 7.30 pm at the Cricket Pavilion, Meopham Green,**  
**Meopham**

**Present:** Cllrs D Bramer, M Bramer, S Buchanan, (Chairman), S Gofton, P Howard, R Knott, J Ogden (Vice-Chairman) D Powell and B Wade

**In attendance** Sarah Eggesden, Clerk  
Nicola Jerram, Clerical Assistant

Cllr Buchanan welcomed everyone to the meeting. A minutes silence was held to reflect on the events in Manchester yesterday.

**Item 1:** **To elect the Chairman of Meopham Parish Council for the 2017/2018 Council year and to receive the declaration of acceptance of office from the Chairman.**

**C.1** The following nomination were made for the office of Chairman prior to the meeting:

- Cllr Buchanan: proposed by Cllr Gofton and seconded by Cllr D Bramer.

There were no further nominations. Cllr Powell requested a recorded vote. Cllrs M Bramer, D Bramer, Gofton, Howard, Ogden and Buchanan voted in favour. Cllr Powell voted against and Cllrs Knott and Wade abstained from voting. Cllr Buchanan was therefore declared elected as Chairman of Meopham Parish Council for the 2017/2018 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 2017/2018 Council Year and to receive the declaration of acceptance of office from the Vice-Chairman**

**C.2** The following nomination were made for the office of Vice-Chairman prior to the meeting:

- Cllr Ogden: proposed by Cllr M Bramer and seconded by Cllr J McTavish. As Cllr McTavish was not present, Cllr Buchanan seconded the motion.

There were no further nominations. Cllr Powell requested a recorded vote. Cllrs M Bramer, D Bramer, Gofton, Howard, Ogden and Buchanan voted in favour. Cllr Powell voted against and Cllrs Knott and Wade abstained from voting. Cllr Ogden was therefore declared elected as Vice-Chairman of Meopham Parish Council for the 2017/2018 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 County Councillor B Sweetland, Borough Councillors J Burgoyne and J Cubitt, Councillors P Hasler, P Luxford and J McTavish.

**Item 4: To receive declarations of Members' Interests**

**C.4** Cllr M Bramer declared an interest in item 22. There were no further declarations.

**Item 5: To approve the minutes of the previous meetings (25.04.17)**

**C.5** The minutes of the meeting held on 27.04.17 were approved as a true record on a proposal by Cllr Gofton and seconded by Cllr Howard. There were 8 votes in favour and 1 abstention.

**Item 6: To consider any matters arising from the above minutes**

**C.6** Cllr Powell objected to item C.178, part a – for the A&R Committee to approve contracts up to £5000 and up to 3 years duration. The Clerk informed members that she had checked this with the Internal Auditor and he did not have any issue with this change to the terms of reference for the A&R Committee. Cllr Powell informed members that he intended to raise this with the external auditor.

**Item 7: To receive any updates from:-**

- C.7** 7.1 County Councillor – no report
- 7.2 Borough Councillors – no report
- 7.3 Community Warden – no report

**Item 8: Public session – questions from the public**

**C. 8:** As there were not any members of the public present, the Chairman moved on to item 9.

**Item 9: To determine the ordinary meetings of the Council and Standing Committees for 2017/2018 up to and including the next Annual Meeting of Council**

**C.9** Cllr Powell asked if the list of dates were approved, if these could not then be changed. Cllr Buchanan explained that the dates could be change if it became necessary and members of the relevant committee agreed to the change. Cllr Powell informed members that he objected to this. Members were asked to note the inclusion of the Planning Committee dates. Cllr Ogden proposed the new list of dates are approved and this was seconded by Cllr M Bramer. There were 8 votes in favour and 1 against. The list of dates were therefore approved as per appendix 1.

**Item 9.1**     **To agree all ordinary meetings of the Council and Standing Committees to start at 7:30pm**

**C.10**            Cllr Ogden proposed the above motion and this was seconded by Cllr Howard. There were 9 votes in favour and the motion was agreed.

**Item 9.2**     **To agree to rotate the venues for the Ordinary meetings of the Council within the Parish and delegate to the clerk to organise**

**C.11**            Discussion took place on ways to engage with the community regarding attendance at the meetings and suitable venues. It was agreed that the Clerk should include the rotation of venue details in the Meopham Review. The motion was then proposed to rotate the meetings and review in a year's time by Cllr M Bramer and seconded by Cllr Knott. All voted in favour and the motion was agreed.

***Action: Clerk to organise FC meeting venues***

**Item 10:**     **To review and approve the responsibilities delegated to the Standing Committees, the terms of reference and endorse the delegated powers to employees**

**10.1 Administration and Resources**

**C.12**            Cllr Powell raised an objection to 6.2, approval of contracts up to £5000 and up to 3 years duration. Cllr M Bramer proposed approval of the terms of reference and delegated powers to employees and this was seconded by Cllr Ogden. There were 8 votes in favour and 1 objection. The motion was agreed.

**10.2 Planning and Projects**

**C.13**            The Chairman informed members that parking issues had been added this committee responsibilities to act on under item 6.2. Cllr Powell raised an objection to this as the parish council had no power to deal with parking issues. Cllr Buchanan explained that it had the power to educate parishioners on parking, which is what the Working Group on Parking Issues has been set up to do. Cllr Wade asked why planning applications were still included on the terms of reference. Cllr Buchanan advised that this had been left on all the committees' terms of reference to enable them to deal with an emergency planning application.

Cllr D Bramer proposed approval of the terms of reference and delegated powers to employees and this was seconded by Cllr Howard. There were 8 votes in favour and 1 objection. The motion was agreed.

**10.3 Environment and Amenities**

**C.14**            Cllr Gofton proposed approval of the terms of reference and delegated powers to employees and this was seconded by Cllr Ogden. There were 8 votes in favour and 1 objection. The motion was agreed.

#### **10.4 Planning**

- C.15** Cllr Howard proposed approval of the terms of reference and delegated powers to employees and this was seconded by Cllr M Bramer. All voted in favour and the motion was agreed.

#### **10.5 Judson's Pavilion**

- C.16** Cllr Ogden proposed approval of the terms of reference and delegated powers to employees and this was seconded by Cllr M Bramer. All voted in favour and the motion was agreed.

#### **10.6 Personnel**

- C.17** Cllr Ogden proposed approval of the terms of reference and delegated powers to employees and this was seconded by Cllr D Bramer. All voted in favour and the motion was agreed.

#### **Item 11: To appoint members to the Standing Committees and Committees**

- C.18** Members had been asked to select their committee choices prior to the meeting. Cllr Buchanan noted that Cllr Knott has stood down from committees for this coming year and thanked her for support over the last year. It was agreed to vote on items 11.1 to 11.4 together. Cllr Ogden proposed agreement for the committee membership as per the circulated list. This was seconded by Cllr Howard and all voted in favour. The motion was agreed as per appendix 2.

#### **Item 12: To elect the Chairman and the Vice Chairman to the Standing Committees**

##### **12.1 Administration and Resources**

- C.19** Cllr Buchanan proposed Cllr M Bramer as Chairman and this was seconded by Cllr Ogden. There were 8 votes in favour and 1 against. Cllr M Bramer proposed Cllr Ogden as Vice Chairman and this was seconded by Cllr Gofton. There were 7 votes in favour, 1 abstention and 1 against. Cllr M Bramer was elected as Chairman and Cllr Ogden as Vice Chairman.

##### **12.2 Planning and Projects**

- C.20** Cllr Buchanan had spoken with Cllr McTavish and she was willing to stand as Chairman, therefore Cllr Buchanan then proposed Cllr McTavish as Chairman and this was seconded by Cllr M Bramer. All voted in favour. Cllr Gofton proposed Cllr D Bramer as Vice Chairman and this was seconded by Cllr Ogden. There were 8 votes in favour and 1 against. Cllr McTavish was elected as Chairman and Cllr D Bramer as Vice Chairman.

### 12.3 Environment and Amenities

#### C.21

Cllr Howard proposed Cllr Gofton as Chairman and this was seconded by Cllr D Bramer. There were 7 votes in favour, 1 against and 1 abstention. Cllr Gofton proposed Cllr Wade as Vice Chairman but Cllr Wade declined. Cllr D Bramer proposed that the election of the Vice Chairman is voted on at the first E&A meeting, as 2 members of the committee were absent tonight and they may wish to stand. This was seconded by Cllr Knott and all voted in favour. Cllr Gofton was elected as Chairman.

***Action: To elect the Vice Chairman at the first E&A meeting.***

### 12.4 Planning

**12.4.1 To approve a motion from Cllr M Bramer, the Chairman of the Planning Committee should rotate on a monthly basis, according to a rota drawn up by the Parish Clerk**

#### C.22

Discussion took place regarding the above motion and various other options. Cllr M Bramer proposed the above motion and this was seconded by Cllr Knott. There were 7 votes in favour and 2 abstentions. Cllr Powell informed members that he did not wish to go on a rota for the Chairman of the Planning Committee.

***Action: Clerk to set up a rota***

#### C.23

Cllr M Bramer proposed that Cllr Buchanan is Chairman for first Planning Committee meeting on 30<sup>th</sup> May. This was seconded by Cllr Ogden and there were 8 votes in favour and 1 abstention. The motion was agreed.

### 12.5 Judson's Pavilion

#### C.24

Cllr Buchanan proposed Cllr Ogden as Chairman and this was seconded by Cllr M Bramer. There were 7 votes in favour and 2 abstentions. Cllr M Bramer proposed Cllr Howard as Vice Chairman and this was seconded by Cllr Gofton. All voted in favour. Cllr Ogden was elected as Chairman and Cllr Howard as Vice Chairman.

### 12.6 Personnel Committee

#### C.25

Cllr M Bramer proposed Cllr Ogden as Chairman and this was seconded by Cllr Buchanan. There were 8 votes in favour and 1 abstention. It was agreed to elect the Vice Chairman at the first Personnel Committee meeting. It was also agreed to leave the Planning Committee Chairman off the Personnel Committee membership list. Cllr Ogden was elected as Chairman.

***Action: To elect the Vice Chairman at the first Personnel Committee meeting***

#### Item 13: To review and approve the council's

### 13.1 Standing Orders

**C.26** Cllr Wade proposed approval and this was seconded by Cllr Knott. All voted in favour and the motion was approved.

**13.2 Financial Regulations**

**C.27** Cllr Ogden proposed approval and this was seconded by Cllr M Bramer. All voted in favour and the motion was approved.

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

**14.1 To approve a motion from Cllr M Bramer that the Council's representatives at the KALC AGM and on the KALC Gravesham Area Committee henceforth should be the Chairman and Vice-Chairman of Council**

**C.28** Cllr M Bramer proposed the above motion and this was seconded by Cllr Knott. There were 6 votes in favour, 2 against and 1 abstention. The motion was agreed.

**14.2 To approve the inclusion of a Pond Warden to the list of representatives on external bodies and to appoint Ian Carey as Pond Warden**

**C.29** Cllr D Bramer informed members that Harvel resident Ian Carey had come forward to be the pond warden for Harvel Pond and he had attended a recent Pond Warden Meeting. Cllr D Bramer proposed that Ian Carey is appointed the Harvel Pond Warden and this was seconded by Cllr Howard. All voted in favour and the motion was agreed.

It was agreed to write to Ian to welcome him and to invite him to the next E&A meeting to report back. Cllr Powell asked the clerk to check if he is required to complete a declaration of office as the Pond Warden. It was also agreed to delegate to the clerk to check on insurance cover in respect of the Pond Warden.

**Action: Clerk**

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

**C.30** Cllr Ogden proposed that the list (appendix 3) is approved and this was seconded by Cllr Howard. All voted in favour and the motion was approved.

Cllr Powell asked for it to be recorded that it is sad loss that Cllr Hasler is not included as the KALC representative.

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

**C.31** The inventory of land and assets Cllr Knott proposed approval and Cllr Howard seconded this. All voted in favour. The motion was agreed.

**Item 16: To confirm and approve the key holders for the Parish Office, Judson's Pavilion, Southdown Shaw Allotments and Harvel Green**

**C.32** Cllr Powell proposed that any members who wishes to have a key to the office to collect their papers should be allowed to have a front door key if they wished. This was seconded by Cllr Howard and all voted in favour. The list of key holders was approved – Appendix 4

**Item 17: To review and approve the arrangements for insurance cover in respect of all insured risks**

**C.33** The renewal details had been circulated to members. This is the last year in a three year long term contract Zurich Insurance. The clerk informed members that the new metal litter bin had been added as no additional cost. The metal railings and gate around the play equipment area are not included on the insurance or the tarmac surface in the MUGA. Cllr Powell and Wade informed members that the railings were not included on the insurance as they were recycled railings and the tarmac at the MUGA not included as it was too expensive to include.

Cllr Buchanan proposed that the above matters are delegated to the clerk to check on the costs of adding the items on to the insurance. This was seconded by Cllr Howard and all voted in favour.

**Action: Clerk**

Cllr D Bramer requested that the clerk also checks on what is exactly covered under the motor vehicles part of the policy; to check if councillors are covered for driving for council business and if they require business use under their own policy.

**Action: Clerk**

**C.34** Cllr Wade reported that the bus shelter at the George needs looking at as there is an issue with the roof.

**Action: Clerk to investigate**

**Item 18: To review and approve the Council's and/or employees' subscriptions to other bodies**

**C.35** A list had been circulated prior to the meeting – appendix 5. The Chairman advised members to note that SLCC membership for the Clerk had been added at a cost of £169.00. Cllr Ogden then proposed that the list is agreed and this was seconded by Cllr Howard. All voted in favour and the motion was agreed.

**Action: Clerk to arrange membership to SLCC**

**Item 19: To review and approve the council's complaints procedure:-**

**19.1 Disciplinary and Grievance policy**

**19.2 Appeal policy**

**19.3 Complaints policy**

**C.36** Cllr Powell proposed approval of all 3 policies and this was seconded by Cllr Howard. All voted in favour and the motion was approved.

**Item 20: To review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998**

**C.37** Cllr M Bramer proposed that the above are approved and this was seconded by Cllr Ogden. All voted in favour and the motion was approved.

**Item 21: To review and approve the council's statement of internal control**

**C.38** The Clerk advised that this document had been recommended for the council to adopt by the Internal Auditor. Cllr Powell informed members that he had not had enough time to read the document, as not being on email, he had only received it at the meeting. The Chairman therefore suggested 3 minutes was taken for members to read the document. The council considered the document and Cllr Ogden proposed approval, seconded by Cllr D Bramer and there were 8 votes in favour and 1 abstention. The motion was therefore approved and the Chairman and Clerk signed the Statement of Internal Control.

**Item 22: To approve the schedule of payments in accordance with Financial Standing Order 5.2**

**C.39** Cllr Ogden proposed that following payments were approved and this was seconded by Cllr Howard. All voted in favour.

Chq 1860	KPS	Stationary	£100.96
Chq 1871	M Bramer	Expenses	£7.98
Chq 1873	S Egglesden	Expenses	£66.45
Chq 1874	N Jerram	Expenses	£33.36

**Item 23:** To receive any correspondence

**C.40** The correspondence was noted.

**Item 24: Chairman's Announcements**

**C.41** The Chairman reminded members that the Pitfield Green Toilet Survey closes at midday on Friday 26<sup>th</sup> May. The responses will be collated and circulated and an extraordinary Full Council meeting will be held on 6<sup>th</sup> June at 6.30pm prior to the A&R meeting to agree on a way forward. This meeting will also include approval of the Annual Return.

Meeting closed 9.25 pm.

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



**SCHEDULE OF FULL COUNCIL AND STANDING COMMITTEE MEETINGS FOR 2017/2018**

May 2017	30	Planning Committee
June 2017	6	A&R Committee
	13	Planning and Projects Committee
	20	Planning Committee
	27	E&A Committee
July 2017	<b>11</b>	<b>FULL COUNCIL *</b>
	25	Planning Committee
August 2017		<b>RECESS</b>
September 2017	5	Environment and Amenities Committee
	12	Planning Committee
	19	Planning and Projects Committee
	26	Administration and Resources Committee
October 2017	3	Planning Committee
	<b>10</b>	<b>FULL COUNCIL *</b>
	31	Environment and Amenities Committee (Budget)
November 2017	7	Planning Committee
	14	Planning and Projects Committee (Budget)
	28	Administration and Resources Committee (Budget)
December 2017	5	Planning Committee
	<b>12</b>	<b>FULL COUNCIL *</b>
January 2018	<b>9</b>	<b>FULL COUNCIL – (final budget approval only) *</b>
	16	Environment and Amenities Committee
	23	Planning Committee
	30	Planning and Projects Committee
February 2018	13	Administration and Resources Committee
	20	Planning Committee
	<b>27</b>	<b>FULL COUNCIL *</b>
March 2018	13	Environment and Amenities Committee
	20	Planning Committee
	27	Planning and Projects Committee
April 2018	10	Administration and Resources Committee
	17	Planning Committee
	<b>24</b>	<b>FULL COUNCIL *</b>
May 2018	8	Planning Committee
	<b>15</b>	<b>ANNUAL PARISH MEETING *</b>
	<b>22</b>	<b>ANNUAL COUNCIL MEETING *</b>

**All meetings will start at 7:30PM. All committee meetings will take place at the Windmill Chamber. \*Full Council meeting venues to be confirmed. All public meetings may be recorded.**

**(Standing Committee meetings may be subject to change in accordance with council policy)**



**PARISH REPRESENTATIVES ON OTHER BODIES  
2017/2018**

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

**KEYHOLDERS**

**The Parish Office**

<b>2016/17</b>	<b>2017/18</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)

**Judson's Recreation Ground**

Pavilion	Parish Office, Cllr Powell, Cllr Hasler (front door only), Mr Phil King (garage only) Meopham Colts
Youth Club	Parish Office and Cllr Hasler
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	Parish Office, GBC Horticulture and Mr I Carey
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**MEOPHAM PARISH COUNCIL**  
**SUBSCRIPTIONS AND MEMBERSHIP FEES**

	<b>Subscription Paid in 2016/17</b>	<b>Subscription for 2017/18</b>
Action with Communities in Rural Kent (ACRK)	£50.00	£50.00
Campaign to Protect Rural England (CPRE)	£36.00	£36.00
Kent Association of Local Councils (KALC)	£1,235.00 + VAT	£1250.00+VAT
Kent County Council Parish Council Legal Scheme	£420.00 + VAT	£420.00 + vat (TBC)
Meopham Review	£6.00	£6.00
SLCC Membership for the Clerk		£169.00