

**Meopham Parish Council  
Environment & Amenities Committee Meeting via Zoom  
held on Tuesday 10<sup>th</sup> November 2020 at 7.30 p.m.**

**Committee Members Present:** Cllrs D Bramer (Chairman), M Bramer, S Buchanan, S Gofton and B Wade (Vice Chairman)

**In attendance:** N. Jerram (Clerical Assistant), Cllr A Bourke

**Item 1**      **To Receive Apologies for Absence**

**E.39**      Apologies were received from Cllr Luxford, K Dare (Meopham & District Footpaths Group), I Carey (Pond Warden)

**Item 2**      **To Receive Declarations of Interest**

**E.40**      There were no declarations of interest

**Item 3**      **To approve minutes of the previous meetings (01.09.20) & (27.10.20)**

**E.41**      The minutes of the meetings held on 01.09.20 and 27.10.20 were approved as a correct record on a proposal by Cllr Buchanan, seconded by Cllr M Bramer. All voted in favour.

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

**E.42**      Minutes 01.09.20 Item E.29. Cllr D Bramer pointed out Electricity Car Charging Points is a project and has been transferred to the Planning & Projects Committee.

Item E.34 Cllr D Bramer and the Clerk had a meeting with the Service Contractor and his assistant.

Minutes 27.10.20 Item E.38. Cllr D Bramer confirmed that the post work had been completed on Meopham Green.

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

**E.43**      Cllr D Bramer read out points from a report from K Dare (M&DFG):

- Successful walks programme continued until latest Covid restrictions
- Annual path monitoring programme was completed this year
- Path clearing activity has been impacted by the Covid situation

- Brushcutters to be fitted with new blades
- Footpaths Officer Vacancy

With reference to the last point it was agreed to ask K Dare to forward a job description for the Footpaths Officer vacancy which we will advertise on our Website and Facebook pages.

**Action: Clerk**

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

**6.1 Pond**

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

**E.44**      Cllr D Bramer read out an update from I. Carey (Pond Warden):

- Pond is in good shape in terms of water level
- He is monitoring results of the overflow works carried out by KCC
- Noted vegetation clearance around the pond by MPC's contractor in progress

**6.1.2 To delegate to the Clerk to spend up to £300 on clearing vegetation**

**E.45**      Members noted a quotation for these works had been obtained. Cllr D Bramer proposed to discuss the cost in closed session, this was seconded by Cllr Buchanan and all voted in favour.

**6.2 To consider request from a resident to place a tree and memorial plaque on Harvel Green next to bench**

**E.46**      Following consideration Cllr D Bramer proposed approval subject to the resident supplying details of the type of tree and agreeing to maintain both the tree and the plaque. This was seconded by Cllr Gofton and all voted in favour.

**Action: Clerk**

**6.3 To note the results of the annual survey of the Village Greens, Harvel Pond, Judson's Recreation Ground & Car Park and Southdown Shaw & Car Park and to approve any work required**

**E.47**      Members noted the results of the survey and on a proposal by Cllr D Bramer, seconded by Cllr Gofton, all voted in favour of approval of the following:

- Melliker Green – Direction sign in bad state to be reported to KCC
- Culverstone Green, Fowlers Stone Green & Priestwood Green – Obtain quotes for 9 new posts

- Trees on various greens – Obtain quotes for additional tree work identified in greens survey which is not to be carried out as part of tree surgeons survey
- Service Contractor - Clean wetpour surface and play equipment, clear drain by pavilion and sweep mud in layby at Judson's. Maintenance of specified benches
- Allotments – Contact Allotment Secretary reference notice board in bad state of repair and offer help to advertise vacant plots
- Meopham Green – Look into installing Electricity Hazard sign
- Steeles Green is no longer a green and should be removed from the survey

Discussions followed on a name sign for Fowlers Stone Green. Cllr Wade then proposed obtaining a quote for a sign similar to the Priestwood Green sign to be placed on Fowlers Stone Green subject to funds being available at the end of the current financial year. This was seconded by Cllr M Bramer and all voted in favour.

**Action: Clerk**

#### **6.4 Trees**

##### **6.4.1 To approve a contractor to proceed with tree work following professional survey of all the trees in the parish (to be discussed in closed session)**

**E.48** Members noted the above item to be discussed in closed session.

##### **6.4.2 To consider what action should be taken in respect of the trees on Edmund Green in response to correspondence from residents**

After discussion it was agreed to respond to the residents as follows:

**E.49** The Parish Council has noted the correspondence received from residents and is awaiting a response from the Tree Preservation Officer at GBC on these concerns. The outstanding works to the trees on Edmund Green identified in the recent professional tree surgeons survey is work in progress awaiting TPO permissions from GBC.

**Action: Clerk**

#### **6.5 Posts**

##### **6.5.1 To note post work carried out on Meopham Green**

**E.50** Members noted the above and were pleased with the works carried out.

##### **6.5.2 To note investigation into cost of recycled plastic posts**

**E.51** The above was noted.

##### **6.6 To note dog fouling “Clean it Up!” stickers received from GBC and agree locations, if appropriate for display**

**E.52** It was noted GBC had supplied 10 A5 size stickers. Suitable locations were discussed and Cllrs Gofton and Bourke agreed to place some in appropriate locations in the village.

***Action: Cllrs Gofton, Bourke***

**Item 7** **Allotments**

**7.1 Update on damage to fencing on the boundary with farmers field**

**E.53** Cllr D Bramer advised that the contractor had carried out the repairs to the boundary fencing and the farmer's gate is kept closed. Cllr Wade suggested planting a native hedgerow to help with securing the boundary area. Discussions followed and it was agreed this was something to consider in the future.

**7.2 Update on Main gate**

**E.54** It was noted that the Allotment Secretary was in contact with MPC's contractor regarding added security measures to be added to the main gate.

**Item 8** **Recreation Ground and Playground Equipment**

**8.1 To note GBC's PR6 Quarterly Playground Inspection report and consider any work required**

**E.55** Members noted 1 flat swing seat to be monitored as it is starting to wear exposing the metal. Following consideration Cllr D Bramer proposed the clerk look into purchasing a new swing seat. This was seconded by Cllr Wade and all voted in favour.

***Action: Clerk***

**8.2 Wetpour – To note quotations received for resurfacing of the safety surface and to consider the steps forward**

**E.56** Members noted quotations received to date and agreed to discuss costs in closed session.

**8.3 To note Top Spinner repaired and reinstalled by GBC**

**E.57** Members noted the equipment had been reinstalled with thanks to GBC.

**8.4 Following sighted garden waste deposits on the Recreation Ground, to consider and approve a leaflet drop to properties backing onto Judson's**

**E.58** On a proposal by Cllr Buchanan, seconded by Cllr Wade all voted in favour of a leaflet drop to properties backing onto Judson's Recreation Ground.

***Action: Clerk***

**8.5 To consider putting up signs at the front and rear of Judson's recreation ground and if agreed to authorise the Clerk to spend up to £100**

**E.59** Following consideration Cllr D Bramer proposed obtaining quotes for 2 signs size A3 and A4, green with white lettering for the front and rear of the recreation ground. This was seconded by Cllr Buchanan and all voted in favour.

**Action: Clerk**

**Item 9** **Litter Pick**  
**9.1 To review the litter picking schedule**

**E.60** Members agreed that due to the current restrictions a council led community litter pick is not possible. After discussion members agreed to informing the Secondary School, Scouts and Guides that the Parish Council conducts quarterly litter picks in the parish but unfortunately due to Covid are currently not allowed to do so. The Parish Council has the relevant equipment and would ask if pupils are prepared to carry out litter picking as an environmental project.

**Action: Clerk**

**9.2 To consider possibility of setting up a team of volunteer litter pickers to cover specified streets/areas on a regular basis**

**E.61** Members agreed to look into this again when Parish Council led community litter picks can resume.

**Item 10** **Notice boards**  
**Neville Parade – Update on installation of new notice board**

**E.62** Members noted that the new notice board is due to be delivered this week.

**Item 11** **Youth Club - Update**

**E.63** Cllr Gofton confirmed that due to current restrictions the Youth Club cannot go ahead in the Pavilion at the present time. Every other Tuesday evening is provisionally booked ready for when we are allowed to proceed.

Members discussed the Service Level Agreement from the Grand and Cllr M Bramer asked for clarification on one point therein concerning responsibility for breakages.

**Action: Clerk**

**Item 12** **Street Lights – Update**

**E.64** A list of street lights to be converted to LED lighting and further information on this is awaited from KCC.

**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.65** The above was approved on a proposal by Cllr M Bramer seconded by Cllr Wade and all voted in favour.

**13.2 To note the Environment and Amenities Committee expenditure up to 09.11.20**

**E.66** Members noted expenditure.

**13.3 To consider and approve the proposed E&A Committee Budget for 2021/2022 Financial Year**

**E.67** Cllr Wade queried the proposed figure for the Service Contract. Following consideration Cllr Buchanan proposed amending the budget figure for the Service Contract 2021/2022 to £8,200 as any additional cost would only be for period Sept 2021-March 2022. This was seconded by Cllr M Bramer and all voted in favour.

**Action: Clerk**

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

**E.68** Members noted the Correspondence List

On a proposal from Cllr D Bramer, seconded by Cllr M Bramer, all members agreed to move into Closed Session.

9.20pm Cllr A Bourke left the meeting.

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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 tree work and approve a contractor**

**E.69** Members considered the quotations received and on a proposal from Cllr Wade, seconded by Cllr M Bramer, all voted in favour to appoint the Original Tree Surgeon to carry out the work.

**Item 16** **To consider and approve the small grant applications submitted**

**E.70** Discussions followed on the applications received and on a proposal from Cllr Buchanan, seconded by Cllr Wade, all voted in favour to honour the following grant applications:

1. St. Johns Meopham PCC - £500
2. Alzheimer's & Dementia -Meopham Carers Support Group – (2 special events when government restrictions permit) - £400
3. Meopham & District Footpaths Group - £340
4. Harvel Village Hall Management Committee - £500

**Item 17**      **Service Contract – To consider making amendments to the Service Contractors contract for renewal at September 2021, for ratification by the Administration & Resources Committee**

**E.71**            Members discussed certain works and considered separating the contract into 2 parts. This is to be ratified by the Administration & Resources Committee at a later date.

**Item 18**      **Edmund Green - to receive an update on the potential claim**

**E.72**            The Clerk contacted the insurance company for an update and was advised the Loss Adjuster is currently on holiday.

**E.73**            Members discussed 2 agenda items agreed earlier to discuss further in Closed Session:-

**Item 6.1.2** – Quote received for Pond work:

On a proposal from Cllr D Bramer, seconded by Cllr Gofton, all members voted in favour to proceed with the quotation received from Ed Glenwright for clearing of vegetation around the pond at a cost of £190.

**Action Clerk**

**Item 8.2** - Wetpour replacement quotations:

Cllr D Bramer explained 2 quotations had been received, one for total replacement and one for repair and overlay. Members considered the costs involved and agreed to obtain a 3<sup>rd</sup> quote to compare and decide the best way forward for next Spring. Cllr D Bramer mentioned that she had looked into availability of funding and confirmed National Lottery funding was closed to all but Covid-19 related applications.

**Action: Clerk**

Meeting closed at 9.45pm

**Appendix 1**

**Meopham Parish Council – Payments Approved**

<b>Our Ref</b>	<b>Payee</b>	<b>Description</b>	<b>Amount (gross)</b>
<b>MPC Cashbook 2020-2021 (Unity Trust Bank) – Standing Orders/Direct Debits</b>			
025/200920	Highview Trees	Service Contract 15.08-14.09.20	£475.00

**MPC Cashbook 2020-2021 (Unity Bank) – Online Payments**

083/110920	May Harris	Pitfield Toilets servicing & Consumables – August 2020	£743.14
086/110920	A Day	Brick Bus Shelters refurb & perch bench	£350.00
087/160920	H Antwiss	New toilet seat Pitfield	£65.00
	(Toolbox)	Toilets	
088/160920	H Antwiss	Allotment boundary fencing	£260.00
	(Toolbox)	repair	
	Signs of		
096/021020	Cheshire Ltd	50% deposit payment for noticeboard at Neville Parade	£342.96
097/021020	Bus Stream	Drinking Fountain Water Bill 04.02.20-17.09.20	£31.90
098/161020	Special Branch		
	Tree & Garden	Replace dead sorbus tree and remove dead branches from	£160.00
	Services Ltd	Judson's Rec	
099/16020	May Harris	Pitfield Toilets – Cleaning Sept 2020	£702.82
108/231020	GW Shelter		
	Solutions Ltd	Bus Shelter panel repair	£300.00

**MPC – Cashbook 2020-21, Lloyds Bank Treasurers Accountants – Direct Debit Payments**

DD	SSE	Electricity Bill toilets up to 29.10.20	£38.91
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**MPC Cashbook 2020-21, Unity Bank – online payments**

110/091120	Bus Stream	Water Bill Pitfield Toilets – 6/7 to 13/10	£161.41
113/091120	Element UK Ltd	Bus Shelter Cleansing – October 2020	£228.00
114/091120	SLSL	High Spinner – welding repair	£311.84
115/091120	May Harris	Pitfield Toilets – Cleaning October 2020	£702.82