

Minutes of a meeting of Full Council
held on Tuesday 25th April 2017 at 7:30 pm
at Harvel Village Hall, Harvel, Meopham

Present: Cllrs Buchanan, (Chairman), D Bramer, M Bramer, S Gofton, P Hasler,
P Howard, P Luxford, J McTavish, R Knott, J Ogden (Vice-Chairman)
and B Wade
In attendance: Borough Cllr J Burgoyne
6 Members of the Public
Mrs S Eggesden (Clerk)

The Chairman welcomed everyone to the meeting and advised that the meeting is being recorded.

Item 1: Apologies for absence

C.163 There were apologies from County Councillor B Sweetland, Community Warden M Cason and Cllr Powell

Item 2: Declarations of Interest

C.164 Cllr McTavish declared an interest in item 7, Evenden House. Cllr Knott declared an interest in item 7, 44 Strand Close.

Item 3: To approve minutes of the previous meetings (28.02.17)

C.165 The minutes of the meeting held on 28.02.17 were approved as a true and correct record on a proposal by Cllr M Bramer and seconded by Cllr Hasler. All voted in favour.

Item 4: To consider any matters arising from the above Minutes

C.166 There were not any matters arising.

Item 5: To receive reports from:-

5.1 County Councillors – no report

5.2 Borough Councillors

C.167 Cllr Burgoyne reported on:

- Information regarding the new waste and recycling coming in to force in June 2017. Cllr Burgoyne agreed to find out the cost of the paper sacks for garden waste, which are replacing the labels. Cllr McTavish reminded members that Stuart Alford from GBC would be giving a short presentation on this subject at the Annual Parish Meeting and this would

be a good opportunity to get answers to any questions that members may have.

- Informed members that Cllr J Cubit has stepped down as leader of GBC and Cllr D Turner, former deputy, is now the leader. A new deputy has yet to be announced. Cllr Cubit is still the ward member for Meopham South.

Cllr D Bramer asked if there are any more cut backs in the pipeline that will affect MPC? Cllr Burgoyne advised that cutting of vegetation and lighting will be next under review but there will be a consultation period unlike the proposed toilet closure.

Cllr Wade advised that a resident had complained that the side greens at Meopham Green have not been cut by GBC. Cllr Burgoyne agreed to investigate further on this.

5.3 Community Warden /PCSO – No report

Item 6: Public Session

C.168 There were no questions from members of the public.

Item 7 To consider and make recommendations on Planning Applications

C.169 **2017/0157 - Green View, Wrotham Road, Meopham DA13 0HX**
Erection and addition of a 2m high boundary fence fronting Pine Rise.

Cllr M Bramer proposed suspending standing order to allow a member of the public to speak. This was seconded by Cllr Ogden and all voted in favour.

Standing orders were then resumed. Following discussion, Cllr Buchanan proposed no objection to this application subject to suitable screening put up over the fence. This was seconded by Cllr M Bramer and there were 10 votes in favour and 1 abstention.

8.10pm – 4 members of public left the meeting.

2017/0291 - 44 Strand Close, Meopham, DA13 0EQ
Demolition of existing conservatory and erection of a single storey rear extension.

Cllr Gofton proposed no objection and this was seconded by Cllr Luxford. There were 9 votes in favour and 2 abstentions.

2017/0018 - Evenden House, Wrotham Road, Meopham, Kent
REVISED PLANS Erection of a two storey rear extension and erection of a detached double garage.

Cllr Gofton proposed no objection and this was seconded by Cllr Luxford. There were 10 votes in favour and 1 abstention.

2015/0787 - Pepperland, Valley Lane, Culverstone

AMENDED APPLICATION Retention of earthworks in rear garden and of outbuilding and associated works.

Cllr M Bramer proposed no objection to the proposed outbuilding provided that its size is within permitted development regulations and that a proviso is made that it may never be used as a residential dwelling. With regard to the work in the garden, no objection is proposed provided that it is in line with local and national development policies. This was seconded by Cllr Luxford and all voted favour.

2017/0280 - Bellevue, Brimstone Lane, Harvel, Kent

Erection of an outbuilding incorporating a dormer extension in the rear roof slope to form garage/workshop and store room over.

Cllr D Bramer proposed no objection subject to the condition that the outbuilding should be used as a separate hereditament. This was seconded by Knott and all voted in favour.

2016/1244 - 18 Pitfield Drive, Meopham, DA13 0AY

Revised Plans Erection of a part two storey part single storey rear extension. Single storey side extension and a front porch canopy.

Cllr Buchanan proposed suspending Standing Orders to allow a member of the public to speak and this was seconded by Cllr Ogden. All voted in favour. Standing Orders were then reinstated.

Cllr Buchanan proposed no objection and this was seconded by Cllr M Bramer. There were 2 votes for, 8 against and 1 abstention. The motion was therefore not carried.

Cllr Knott then proposed an objection of the grounds of overdevelopment and out of character with the street scene. This was seconded by Cllr Wade and there were 8 votes in favour, 2 against and 1 abstention.

8.35pm – 2 members of public left the meeting.

2017/0335 – Firle, Longfield Road, Longfield DA3 7AP

Erection of a detached garden room adjacent to existing house.

Cllr Hasler proposed an objection on the grounds of overdevelopment in the Green Belt. This was seconded by Cllr Wade. There were 7 votes in favour and 4 abstentions.

2017/0255 – Clackmannan House, Ridge Lane, Meopham DA13 0DP

Removal of condition 4 attached to planning permission reference 20110859 retention of detached replacement dwelling with rooms in the roof space and detached double garage; to allow the continuous use as a granny annexe.

Cllr Luxford proposed an objection on the grounds of inappropriate development and contrary to the Green Belt Policy. This was seconded by Cllr Knott and there were 10 votes in favour and 1 abstention.

2017/0252 - Meopham Lodge, Wrotham Road, Meopham DA13 0QA

Boundary fence facing Wrotham Road to be raised and fence adjacent to the garden in Pitfield Drive to be extended.

Following receipt of the comments by Cllr Powell and further examination of the application by members, Cllr Buchanan proposed no objection to the above application providing the fence is lower than the existing hedge and is not visible from the road. This was seconded by Cllr Ogden and there were 8 votes in favour, 2 against and 1 abstention.

2017/0306 – 10 Hadley Close, Meopham DA13 0NX

Application for a Lawful Development Certificate in respect of the proposed construction of two dormer extensions in each side roof slope and conversion of roof space into a habitable room.

This was noted.

2017/0305 - 10 Hadley Close, Meopham DA13 0NX

Conversion of garage, erection of a single storey rear extension and raising of roof to existing side extension

Cllr Buchanan proposed no objection and this was seconded by Cllr Ogden. All voted in favour.

2017/0376 – 23 Hadley Close, Meopham DA13 0NX

Erection of single storey rear extension to form a kitchen, dining room, lounge and bedroom at lower ground floor level

Cllr Buchanan proposed no objection and this was seconded by Cllr Ogden. There were 10 votes in favour and one abstention.

2017/0384 – 18 Longfield Road, Meopham DA13 0EN

Conversion of the garage into a habitable room and installation of a window on the flank elevation

Cllr Buchanan proposed that the council did not comment on this application as it was an application for a member of the council staff. This was seconded by Cllr M Bramer and all voted in favour.

2017/0302 – The Oast House, Meopham Green, Meopham DA13 0YP

Erection of a part two storey and part single storey rear extension, removal of front entrance porch, installation of tile hanging on part of the north elevation and erection of a detached single garage to the south side with formation of associated driveway.

Cllr Hasler proposed an objection of the grounds of overdevelopment in the Conservation Area. This was seconded by Cllr D Bramer and all voted in favour..

7.2 To consider a motion from the Chairman:- To approve, if appropriate, that a separate committee be set up to consider planning applications

C.170

Cllr Buchanan advised members her reasons for this motion; planning applications were taking over an hour to deal with in the meetings and this did not leave enough time for to discuss important issues following on this. All members were then given the opportunity to express their views on this. After discussion, Cllr Buchanan proposed that a separate planning committee is set up; to deal with planning applications only, to be held monthly, all councillors are on the committee and will have voting rights, with the terms of reference/schedule of meetings to be agreed at the annual council meeting in May. This was seconded by Cllr Knott and there were 10 votes in favour and one abstention.

9.15pm – Cllr Burgoyne left the meeting.

Item 8: **To receive and note minutes of and/or to determine recommendations made by Standing Committees:**

8.1 Environment & Amenities Committee Meeting: 14.03.17

C.171

Minutes were received and noted by members

8.1.1 To report on Harvel Pond and to note the letter received from Harvel Residents' Association in respect of health and safety regarding the fence. To then consider, if appropriate, to approve funding for a replacement/repairs to the fence.

C.172

The Clerk reported to members that the Service Contractor had viewed the fence and reported that approximately one third of the fence needs replacing as the rest of it is in good condition. Discussion took place regarding the location of the gate. It was noted that access could potentially be an issue in the future regarding gaining access to the pond. Currently you have to cross land

belonging to the neighbour. The position of the viewing platform was discussed. Cllr D Bramer reported that this would be more of a maintenance platform and fixed into the side of bank, lower down on the bank. A grant has been submitted to Tesco's Bags for All and it is hoped that funding would cover the cost of the platform.

Cllr Buchanan proposed that up to £900 is allocated to renew parts of the fence that need replacing and this should include the new gate in the new location and the fence panels should be stained and 3 quotations are obtained. Cllr Ogden seconded this and all voted in favour.

Agreed: Clerk to obtain 3 quotations for the work.

8.2 Planning & Projects Committee Meeting: 31.01.17

C.173

Minutes were received and noted by members.

8.2.1 To receive an update on the Parish Action Team on their meeting on 18.4.17

C.174

Cllr McTavish reported that

- The name has changed to 'Meopham Community Action Team' and they are meeting on a monthly basis
- Currently there are 18 people in the group
- A constitution, terms of reference and officers have been agreed

The Team would like the parish council to consider giving them a sum of money (£250) to allow them to go ahead and organise a public meeting, book hall hire themselves. The team are looking to be self-funding through grants eventually and grants will be looked at. They intend to look at producing a questionnaire to go out to every household via Royal Mail and are looking at the issues raised at the last public meeting eg. traffic issues

Cllr Knott asked if the current three MPC members will step back from this group now? Cllr McTavish advised that looking at other parish plan groups, there is usually a PC presence although they look to group to mainly carry out the work.

8.2.2 To receive an update on the Parking Issues Working Group following their meeting on 19.4.17

C.175

Cllr McTavish reported that 3 meeting had now been held and funding successfully received from a grant for £1501.00 from KCC. It is planned to involve the schools in the parish to design a poster and launch a campaign for September 2017. It would also involve consulting shop keepers and residents at Camer Parade via a survey and to keep up with the meetings with KCC Highways and GBC Enforcements. A meeting has been organized for 3 May with the School Head Teachers and PTA representatives.

8.3 Administration and Resources Committee Meeting: 14.02.17

C.176 Minutes were received and noted by members

8.3.1 On a recommendation by the Administration and Resources Committee, to approve the renewal of the Service Contract for the cleansing of the Bus Shelters owned by Meopham Parish Council, subject to the proposed amendments

C.177 Cllr M Bramer proposed approval of the contract and this was seconded by Cllr Buchanan. All voted in favour.

Agreed: Clerk for forward contract to contractor.

8.3.2 On a recommendation by the Administration and Resources Committee, to approve following change to the responsibilities of the A&R Committee in its Terms of Reference, in respect of contracts, as follows:- (*)

a) add 'Approval of contracts for up to £5000 and up to 3 years duration, provided that the proposal has been approved by the relevant committee'

b) add 'Contracts over £5000 or greater than 3 year's duration'

C.178 Cllr M Bramer explained the reasons for this change to the terms of reference. And for members to note that item a referred to 6.2 and item b referred to 6.3 in the terms of reference, also circulated. Cllr M Bramer proposed approval to the changes as outline above and Cllr Knott asked for the vote to be recorded. The proposal was seconded by Cllr Buchanan and 9 members voted in favour (Cllrs M Bramer, D Bramer, Buchanan, Hasler, Howard, Knott, Luxford, McTavish and Ogden) and there were 2 abstentions (Cllrs Gofton and Wade).

Agreed: Clerk to add to the A&R Terms of Reference.

8.4 Personnel Committee Meeting: 03.04.17

C.179 Cllr Ogden reported that the meeting was held to note the pension amendments, successful staff appraisals and to note the Clerk had achieved the CiLCA qualification. Members congratulated the Clerk.

8.5 Judson's Pavilion Committee Meeting: 11.04.17

C.180 Cllr Howard reported that this was short meeting to approve the revised planning application fee.

Item 9: Parish Council representatives on external bodies:

To receive a report

C.181 The circulated reported was noted – appendix A

9.2 To approve the following changes:-

- a) Cllr Luxford to replace Cllr Knott on the Harvel Village Hall Management Committee
- b) Lower Thames Crossing Forum to be added to the list, represented by Cllrs Luxford and McTavish

It was noted that this is now known as the Lower Thames Crossing Association.

Cllr Buchanan proposed that items 9.2 (a) and (b) are approved and this was seconded by Cllr Ogden. All voted in favour.

Item 10: Financial Matters

10.1 To note Meopham Parish Council's Income and expenditure up to the 19.04.2017

C.182 This was noted by members

10.2 To approve the schedule of payments in accordance with Financial Standing Order 5.2

C.183 The schedule of payments was approved on a proposal by Cllr M Bramer and seconded by Cllr Luxford. All voted in favour.

10.3 On a recommendation by the Administration and Resources Committee to approve the earmarked reserves for 2017-18

C.184 Cllr M Bramer outlined the earmarked reserves to members. Cllr Wade advised that years ago a Police grant for £500 had been given to MPC for payment for notification of vandalism. As this cannot be spent on anything else this should be earmarked.

Cllr M Bramer therefore proposed that the £500 grant from the Police is added to the earmarked list and this was seconded by Cllr Buchanan. All voted in favour.

Agreed: Clerk to add to the earmarked reserve list

Cllr M Bramer then proposed the substantive motion is approved and this was seconded by Cllr Buchanan. All voted in favour.

Item 11 To note correspondence received

C.185 Members noted correspondence list.

Item 12 Chairman's Announcements

C.186 Cllr Buchanan reported that she is attending a meeting with Cllr Ogden and Borough Cllr J Burgoyne with Daniel Killian from GBC to discuss the Pitfield Green

toilets on 27.4.17.

Cllr Buchanan reminded members about the voluntary litter pick on 29.4.17. Cllrs Gofton and Knott had already agreed to help out along with Cllr Buchanan. Any other member were welcome to join in with this.

The meeting closed at 10.05 pm.