

**Minutes of an Extraordinary Meeting of the Full Council**  
**held on Tuesday 20<sup>th</sup> March 2018 at 8.15pm**  
**at the Windmill, Meopham Green**

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

**In attendance:** Mrs Sarah Eggesden, Clerk  
2 members of the public (from 8.30pm)

**Item 1: Apologies for absence:**

**C.156** Apologies were received from Cllr Luxford.

**Item 2: Declarations of Interest:**

**C.157** Cllr Ogden declared an interest in item 10 but not a pecuniary interest.

**Item 3: On the recommendation of the A&R Committee to consider approval of the contract for servicing the Pitfield Green Toilets**

**C.158** Cllr Powell proposed approval of the contract and this was seconded by Cllr Gofton. All voted in favour.

***Action: Clerk***

**C.159** Cllr Powell proposed under Standing Order 10.6, that Item 7 is moved on the agenda until after Item 9 has been discussed. This was seconded by Cllr Wade. There were 5 votes in favour, 3 against and 3 abstentions. It was therefore agreed to move item 7 until after item 9.

**Item 4: On the recommendation of the A&R Committee, to consider and approve a virement of £500 from the general reserve to the A&R salary budget for 2017-18 to allow for the possibility of additional overtime being needed up to the end of March (only to be used if no further budget is available in the overall A&R budget to carry out a virement between budgets)**

**C.160** Following a review of the A&R budget position by the Clerk and Cllr M Bramer, there would be enough money in the budget to cover additional overtime. Cllr M Bramer therefore requested that this motion is withdrawn.

**Item 5: On the recommendation of the A&R Committee, that the purchase of a portable hearing loop is agreed and that the cost of this (£1228.40 plus VAT) is met out of general reserves if a grant is not secured**

**C.161** A KCC members grant had been submitted for this, supported by County Cllr Bryan Sweetland. If unsuccessful, it was agreed that the Clerk would look to see if other grants are available. Cllr D Bramer then

proposed approval of the above motion and this was seconded by Cllr Ogden. All voted in favour.

**Action: Clerk**

**Item 6**      **Annual Parish Meeting**

**6.1** to consider a speaker at the Annual Parish Meeting

**C.162** Prior to the meeting, Cllr Buchanan had requested ideas for a speaker at the Annual Parish Meeting. Following a suggestion that a presentation is given on the Parish Council role, Cllr Buchanan had provisionally invited Sarah Barker, Chairman at Kent Association of Local Councils to speak on this and she had confirmed her availability. Cllr McTavish proposed approving Sarah Barker to speak at the Annual Parish Meeting and this was seconded by Cllr Gofton. There were 10 votes in favour and 1 abstention.

**Action: Cllr Buchanan**

**6.2** to consider the arrangements for the meeting

**C.163** Cllr Buchanan outlined the arrangements for the meeting:- to start at 7.30pm, invitation to the Mayor, County Councillor and Borough Councillors to speak, the main speaker, followed by an address by the Chairman of Meopham Parish Council and questions from the public. It was agreed to serve refreshments at the end of the meeting. Cllr Knott and Hasler agreed to organise nibbles and refreshments.

**Action: Clerk , Cllr Knott and Cllr Hasler**

**Item 8**      **To consider a motion from Cllr Powell: That monthly audit/monitoring procedures are put in place to oversee the Service Contract and the proposed Toilets Contract with the resulting documentation from the contractors being made available to all Meopham Parish Councillors.**

**C.164** Cllr Powell felt that the Service Contractor was not being monitored successfully and that the council should put procedures in place to carry this out with councillors taking a more active role in carrying out spot checks on work being done. Discussion followed. Cllr Buchanan reported that the Clerk is currently working on audit form for both the Service Contractor and the new toilet contractor. Cllr Powell proposed that the above motion is approved and this was seconded by Cllr Wade. All voted in favour.

**Action: Clerk**

**Item 9**      **To consider a motion from Cllr Powell: To reduce the number of meetings (which will reduce the workload in the office). It is proposed that there should be a Full Council meeting each month and a Planning meeting each month and that the other present committees become working committees with no delegated responsibilities for expenditure.**

**C.165** Cllr Powell felt that there are too many emails and meetings, leading to staff currently being overworked and that if it is not a statutory duty then the staff

shouldn't be doing the work. Discussion followed regarding the current meeting schedule, the committees and their remit. Cllr Buchanan informed members that she agreed with Cllr Powell in that the current structure needs to be reviewed and she has therefore requested a meeting for next Monday with the committee Chairman and the Clerk to discuss this further as she felt this needs more time to review this. She invited members to put forward their ideas on this before next Monday. The results of the meeting would then be discussed at the next April Full Council meeting. Cllr Powell therefore agreed to withdraw the above motion.

**Item 7**      **To consider a recommendation from the Personnel Committee to consider appointing a part-time member of staff (5 hours a week) to be responsible for the processing of planning applications for a one-year experimental period**

**C.166**      Cllr Powell suggested that this item is put on hold until after Item 9 is discussed again and that the council should look to bring in a contractor for this work. Cllr M Bramer proposed this motion should go forward as this is a self contained job.

Cllr McTavish proposed an amendment to the motion:- that this is for an initial 6 month period. Cllr M Bramer seconded the motion and there were 7 votes in favour (Cllrs D Bramer, M Bramer, Buchanan, Gofton, Howard, McTavish and Ogden) and 4 against (Cllrs Hasler, Knott, Powell and Wade).

The substantive motion was then proposed with the amendment by Cllr M Bramer and this was seconded by Cllr McTavish. There were 7 votes in favour (Cllrs D Bramer, M Bramer, Buchanan, Gofton, Howard, McTavish and Ogden) and 4 against (Cllrs Hasler, Knott, Powell and Wade). The motion was therefore agreed.

***Action: Clerk***

**C.167**      Cllr Powell proposed suspending Standing Orders to allow the members of the public to speak. This was seconded by Cllr Wade and all voted favour.

2 Members of the public left the meeting and Standing Orders were resumed.

**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**

**Item10**      **On the recommendation of the Judson’s Pavilion Committee, to endorse the appointment of a Project Manager for the Judson’s Pavilion refurbishment project and to approve the contract and the fee to be paid from the earmarked reserves for the Judson’s Pavilion Project**

**C.168**      Following discussion, Cllr M Bramer proposed appointment of the contractor R. Ware, as recommended by the Judson’s Pavilion Committee, subject to taking up references and proof that appropriate insurance is in place as outlined in the contract. This was seconded by Cllr Howard. There were 8 votes in favour, 2 against and 1 abstention.

***Action: Clerk***

The meeting closed at 9.45pm

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