

**Minutes of a meeting of the  
Full Council held on  
Tuesday 30<sup>th</sup> March 2021 at 7.30pm  
Virtual Meeting via Zoom**

**Members:** Cllrs A Bourke, D Bramer, M Bramer, S Buchanan (Chairman), C Dalby, S Gofton, G Green, P Luxford, J McTavish, A Rose and B Wade

**In attendance:** County Councillor Bryan Sweetland, Borough Councillors Denise Tiran and Frank Wardle, Community Warden Mandy Cason and Mrs S Eggesden (Clerk)

**Item 1: Apologies for Absence: - To receive and accept apologies**

**A.111** Apologies from Cllr Ogden (broadband not working) and Borough Councillors Aslam and Harding.

**Item 2: Declarations of Members' Interests: - To receive declarations of pecuniary and non-pecuniary interests**

**A.112** No declarations received.

**Item 3: To approve minutes of the previous meetings – 08.12.20, 19.01.21 and 16.02.21**

**A.113** The minutes of the meeting held on 8.12.20 were approved on a proposal by Cllr Buchanan and seconded by Cllr Luxford, there were 9 votes in favour and 1 abstention.

The minutes of the meeting held on 19.01.21 were approved on a proposal by Cllr Gofton and seconded by Cllr Luxford, there were 9 votes in favour and 1 abstention.

The minutes of the meeting held on 16.02.21 were approved on a proposal by Cllr Green and seconded by Cllr Luxford, there were 9 votes in favour and 1 abstention.

**Item 4: To consider any matters arising from the above minutes**

**A.114** There were no matters of arising.

Cllr Rose and County Cllr Sweetland joined the meeting at 7.38pm.

**Item 5: To receive reports from: -**

**5.1 County Councillor**

**A.115** Cllr Sweetland reported on:

- Currently in purdah due to forthcoming elections
- Information will be coming out from the KCC officers shortly to advise that all libraries will be re-opening
- Gravesham now has one of the lowest covid infection rates in the county
- Meopham School extension – He has spoken with the Senior Planning Officer, Sharon Thompson, regarding calling this application to a planning meeting. Members are encouraged to submit their individual responses on the application.

Cllr Wade advised that she had tried to submit her response online but it wouldn't submit. Cllr Sweetland advised that members and residents experiencing any technical difficulties could submit their response to him to forward onto KCC or either email direct to [Sharon.thompson@kent.gov.uk](mailto:Sharon.thompson@kent.gov.uk).

Discussion took place on the transport method for the extra pupils, parking and traffic issues in and around the school site area, now extending to surrounding roads. It was noted that Nick May (GBC) is attending the next Parking and Traffic WG meeting on 18.4.21 and the issues around school parking will be highlighted with him.

Cllr Luxford asked if the extension to the end of April is just for the Parish Council or for residents? Cllr Sweetland didn't know and suggested Cllr Luxford emails Sharon Thompson for confirmation on this.

Cllr M Bramer advised that MPC are looking to carry out a traffic survey at the school site and would this be helpful. Cllr Sweetland suggested members refer back to the response from Highways Cabinet Member, Michael Payne.

- KCC are looking at the possibility of a new venue for its members meetings as County Hall is possibly too small with covid restrictions

## 5.2 Borough Councillors

**A.116** Cllr Tiran reported that Kevin Burbidge, Director of Planning and Development at GBC, has retired. GBC will be producing a revised management restructuring list. Cllr Tiran was asked to forward this on to the Clerk.

**Action : Cllr Tiran**

Cllr Wardle reported that many GBC meetings have been cancelled due to a lack of business. He added that he has been keeping a watch on the Vineyard application.

Cllr M Bramer raised the issue of the Parish Council taking back the streetlights from GBC, asking the Borough and County Councillor if they have any comments, especially on the bill for £69K which Meopham PC currently faces for adoption of a number of streetlights by KCC as well as taking on the management of the streetlights that KCC will not adopt. Discussion followed. Cllr Tiran would forward details of the officer responsible for the handover at GBC now Kevin Burbidge has left.

**Action: Cllr Tiran**

Cllr Buchanan thanked Cllrs Sweetland, Tiran and Wardle for their reports.

**5.3 Community Warden**

**A.117** The Community Warden was not present at this point in the meeting.

**Item 6: Public Session – questions from the public**

**A.118** No members of public present

**Item 7: Standing Committees and Committees:- To note the minutes and consider any recommendations**

**7.1 Environment and Amenities Committee Meeting – 26.01.21**

**A.119** The minutes were noted.

**7.2 Administration and Resources Committee Meeting – 09.02.21**

**A.120** The minutes were noted.

**7.3 Planning and Projects Committee Meeting – 02.03.21**

**A.121** The minutes were noted.

**7.3.1 Electric Vehicle Charging Point – Grant Application: to consider the request from KCC to make a contribution for £1000 towards the costs for the charging point at Meopham Village Hall (propose using £700 from the P&P budget and £300 from council reserves)**

**A.122** Following discussion, Cllr D Bramer proposed approval of the above motion and this was seconded by Cllr Rose. There were 6 votes in favour, 4 against and 1 abstention. The motion was therefore agreed.

**Action: Clerk**

**7.4 Planning Applications Committee Meeting – 15.12.20, 19.01.21, 23.02.21 (approved and previously circulated to all members) and 23.03.21**

**A.123** The minutes were noted.

**7.4.1 Following the recommendation from the Planning Applications Committee, to approve £225 net from the A&R Contingency Budget to be used to engage a professional planning consultation jointly with Vigo Parish Council for the response to planning application 20200149 – Land North Of, Harvel Road, Meopham**

**A.124** Cllr M Bramer proposed approval of the above motion and this was seconded by Cllr Green. All voted in favour.

**7.4.2 To consider if MPC should investigate the possibility of instructing a planning consultant (costs to follow) to review the issues of enforcement that are arising in respect of developments in Fowlers Stone Wood and the Planning Authority's response thereto**

**A.125** Cllr Luxford reported that MP Adam Holloway has written to Robert Jenrick (Secretary of State for Housing, Communities and Local Government) and Natural England regarding enforcement issues at Fowlers Stone Wood. Cllr Buchanan reported that following a meeting with GBC she is currently satisfied that Planning Enforcements are investigating the issues in a satisfactory manner. Cllr Green then proposed that we defer this item and review at a later date to see if the Parish Council is still concerned about Borough Council's response on the enforcement issues. This was seconded by Cllr Bourke and all voted in favour.

**Item 8: Financial Matters**

**8.1 To note Meopham Parish Council's Income and expenditure up to the 30.03.21**

**A.126** Noted.

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

**A.127** Cllr M Bramer proposed approval and this was seconded by Cllr Buchanan. There were 10 votes in favour and 1 abstention. See appendix A for list of payments.

**8.3 To approve the bank statements balance as at 23<sup>rd</sup> March 2021**

<b>A.128</b>	Lloyds Bank	£71,614.17
	Unity Bank	£51,070.77
	Total	£122,684.94

Cllr Green proposed approval and this was seconded by Cllr Buchanan. There were 10 votes in favour and 1 abstention.

**8.4 To review the Parish Council's Statement of Internal Control for 2020-21 for approval and signature**

**A.129** Cllr Green proposed approval and this was seconded by Cllr Wade. All voted in favour.

**8.5 To approve the Earmarked Reserves for 2021-22**

**A.130** A list of earmarked reserves had been circulated prior to the meeting. Cllr M Bramer advised that he had checked through the earmarked figures with the remaining budgets. Cllr Green proposed approval and this was seconded by Cllr M Bramer and all voted in favour.

**Item 9: Parish Council representatives on external bodies: - To receive and note reports**

**A.131** Noted.

Community Warden Mandy Cason arrived at 20.44pm

**Item 10: To consider changing the date for the Annual Council Meeting from 18.05.21 to 04.05.21 to allow the meeting to be held virtually**

**A.132** Cllr M Bramer proposed approval and this was seconded by Cllr Rose. All voted in favour.

**A.133** Cllr Buchanan invited the Community Warden to provide a report.

Mandy Cason, Community Warden reported on carrying out the following work in the parish:-

- Delivering food aid parcels
- Mental health issues; referrals to Mind and Halo
- Fly tipping at Camer Park reported to GBC
- Reporting nuisance parking, including in bus stops to GBC

Cllr Wade asked if the Community Warden could look at the parking issues at the school and report on any parking offences to GBC which she agreed to do.

**Item 11: Planning Application: KCC/GR/0041/2021 – Meopham School, Wrotham Road, Gravesend Kent DA13 0AH Proposed 2 form of entry expansion, involving the erection of a new freestanding 2 storey school building, together with associated parking and landscaping works**

**11.1 To consider using a traffic consultant to support our response to this application (costs to follow)**

**A.134** It was noted that we have until the end of April to respond to the application. Discussion took place on carrying out a survey and the importance of this when going to the committee meeting with hard evidence. It was agreed the results would be beneficial for the committee meeting and not necessarily for submission with the application response, so we had more time to look into this.

Cllr Green proposed approval of using a traffic consultant to support our response to the planning application for Meopham School and this was seconded by Cllr Gofton. There were 9 votes in favour and 2 against.

**Action: Clerk**

Costs had been obtained from one consultant to date. The Clerk had advised that a more detailed specification was required in order to obtain more detailed quotations. It was agreed to set up a small working group of Cllrs Buchanan, Green and McTavish to prepare a specification to be circulated to all councillors for agreement.

**Action: Cllrs Buchanan, Green and McTavish**

**Item 12: Correspondence: to note the correspondence list**

**A.135** Noted.

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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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Cllr Buchanan proposed moving the meeting into closed session and this was seconded by Cllr M Bramer. All voted in favour. Remaining non council members left the meeting.

**Item 13: Staffing Matters**

**13.1 To note staff appraisals have been carried out in March 2021**

**A.136** Cllr Buchanan reported on the successful appraisals for the Clerk and for Clerical Assistants, Nicki Jerram and Jo Barker. Members congratulated staff on their work during a difficult year.

**13.2 On the recommendation of the Personnel Committee meeting held on 29.09.20 to approve the change of job title for N Jerram to Assistant Clerk**

**A.137** Cllr M Bramer proposed approval of the above motion and this was seconded by Cllr McTavish. All voted in favour.

The meeting closed at 21.03pm.

Signed .....Date.....

**Meopham Parish Council – Payments approved Appendix 1**

<b>Payee</b>	<b>Description</b>	<b>Amount (gross)</b>
<b>Lloyds Bank Treasurers Account – debit card</b>		
Zoom	Virtual meetings – Feb 20	£14.39
Amazon	Replacement tape measure for Parish Office	£5.00
Laptop World	New hard drive for Clerks Dell laptop	£140.00
Dropbox	Annual account payment	£95.88
Zoom	Virtual meetings – mar 20	£14.39
Landscape Services	JCLI contract	£44.40
<b>Lloyds Bank Treasurers Account – Direct Debit/Standing Orders</b>		
SSE	Electricity Bill – Public toilets	£38.91
BT	Parish Office – internet and phone	£285.64
<b>Unity Trust – Direct Debits/Standing Orders</b>		
MI Bookkeeping	Bookkeeping & Payroll – Feb 21	£114.00
Staff Salaries	Salaries and O/T – Feb 21	£3006.47
Arc Office Systems	Photocopying lease – Jan 21	£30.00
Arc Office Systems	Photocopying lease – Feb 21	£30.00
Staff Salaries	Salaries and O/T – mar 21	£3408.46
<b>Unity Bank – Online Payments</b>		
H. Antwiss (Toolbox)	Repair to defibrillator phone box	£48.00
H. Antwiss (Toolbox)	Judsons – install signs and replace fence bolts	£78.00
H. Antwiss (Toolbox)	Installation of signs	£55.00
May Harris	Pitfield toilets cleaning – Jan 21	702.82
May Harris	Parish Office cleaning – Jan 21	£66.93
GWT Media	Email hosting – Feb 21	£18.72
Arc Office Systems	photocopying – Oct to Jan	£41.11
Business Stream	Water bill – public toilets	£192.84
CTA Fire	Alarm Check – Judsons	£180.00
N Sims	Allotment rough grass cutting	£90.00
Highview Trees	Service Contract up to 14.2.21	£475.00
Invicta Law	Parish Council legal scheme – 1 yr	480.00
Special Branch Tree	Vegetation work on village greens	£200.00
H. Antwiss (Toolbox)	Allotment gate security improvements	£235.00
Kent Pension	Staff pensions – Feb 21	£794.02
GWT Media	Email Hosting – Mar 21	£18.72



HMRC	PAYE & NI – Feb 21	£604.14
Highview Trees	Service Contract – up to 14.3.21	£475.00
RPC BPI	Fowlers Stone Green sign	£314.00
Greenbarnes	Noticeboard	£3623.55
Kent Pension	Staff Pensions – Mar 21	£794.02
HMRC	PAYE & NI _ March 21	£604.14
Business Stream	Drinking Fountain water bill	£21.76
EDF Energy	Electricity Bill – Parish Office	£44.22
May Harris	Pitfield toilets cleaning – Feb 21	£702.82
May Harris	Parish Office cleaning – Feb 21	£66.93
KALC	Training – SE (Time Management)	£16.80
KALC	Training – JB (Understanding Risk Management)	£42.00
KPS Office Supplies	Stationary – notebooks	£10.79
H. Antwiss (Toolbox)	Repair to flush in ladies toilet	£65.00
CS Drainage	Judson’s drain by garage maintenance	£60.00
SLCC	Training SE Excel Accessibility	£36.00
KALC	Training G Green Planning Conference	£60.00
H. Antwiss (Toolbox)	Door & Lock repair Pitfield Toilets	£38.00
Maidstone Signs	Anti Climb Paint signs x 3	£33.00
KALC	Training SE (Understanding Risk & Insurance)	£42.00
Karen Kitchen	Supporting Meopham 2 x phone	
	Charging leads replacement & new	£27.98
KPS Office Supplies	Stationary for office	£93.18
Sarah Eggesden exp	Printer ink and mileage	£47.46
Jo Barker expenses	Printer ink and mileage	£73.64