

**Minutes of a meeting of the  
Full Council held on  
Tuesday 8<sup>th</sup> December 2020 at 7:30pm  
Virtual Meeting via Zoom**

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

**In attendance:** B Cllr E Aslam and F Wardle, County Councillor B Sweetland, 3 members of the public and Mrs S Eggesden (Clerk)

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

**A.71** Apologies received from Borough Councillor D Tiran and Community Warden Mandy Cason. Borough Councillor Wardle passed on apologies from Borough Councillor Harding.

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

**A.72** There were no declarations of interest.

**Item 3: To approve minutes of the previous meetings: - 20.10.2020**

**A.73** The minutes of the meeting on 20.10.20 were approved on a proposal by Cllr Buchanan and seconded by Cllr Ogden. All voted in favour.

Cllr Buchanan reminded members that the meeting is being recorded.

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

**A.74** There were no matters arising.

7.33pm - A member of the public joined the meeting

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

**5.1 County Councillor**

**A.75** The meeting moved on to item 5.2 as Cllr Sweetland was not present.

**5.2 Borough Councillors**

**A.76** B. Cllr Aslam reported on:

- The current Local Plan Consultation: - The Conservatives Group voiced concerns about the timing due to covid which was rejected. They are objecting to the figures used in the

consultation which are from 2014 and have written to Robert Jenrick on this. GBC are proceeding according to those figures. The importance of taking part in the consultation was stressed.

7.36p – Cllr McTavish joined the meeting.

B. Cllr Wardle would send on the letter sent to Robert Jenrick and a KM article to the Clerk.

Cllr Gofton understood that GBC had changed some of the questions and asked if this would make the consultation invalid? B. Cllr Aslam was not aware of this and requested Cllr Gofton send him details.

B Cllr Aslam also reported on:-

- Fowlers Stone Wood enforcement action. A site visit had taken place to collate further evidence. An application has been submitted but has not been validated as yet as information is missing. The court injunction will carry on.

Cllr Luxford asked if there were any enforcement measures that could be taken to stop them living on site. Cllr Aslam advised that this is a legal matter and GBC are looking into measures that can be taken.

7.40pm – Cllr Sweetland joined the meeting

- There is a new enforcement officer, Tim Harris, who deals with issues such as fly-tipping. He will be covering the rural areas.

Cllr Wade asked about the Heron Hill Site in respect of recent damage to fences. Cllr Aslam advised that Planning Enforcements are dealing with this but currently, there were no breaches on the planning conditions.

Cllr D Bramer asked if GBC or KCC has any funding available for refurbishment of the playground at Judsons. Cllr Aslam would investigate and get back to the council.

## **5.1 County Councillor**

### **A.77 Cllr Sweetland reported on**

- Meeting with the KCC Director of Public Health – we are a long way from being moved down to tier 2 as covid is serious in some areas of Kent including Gravesham currently.
- Covid has had an effect on the budget but KCC is now able to produce a balanced budget
- GBC Local Plan Consultation – he has spoken with the KCC officer completing the response on this and has had some input. KCC has a legal duty to co-operate with local councils. He has

asked that response says that we must have infrastructure first before building. The response should be agreed by the cabinet next week.

- He has, along with Cllr Aslam, been trying to sort out the drainage issues in the Culverstone Valley area. KCC Highways will be carrying out more extensive work to redesign the drainage for Meadow Lane, which should help with the problems here.

Cllr Luxford asked if the figure was known for the number of houses proposed for Gravesham on the river front. Cllr Sweetland suggested she speaks with GBC Cllr Bob Lane on this.

### **5.3 Community Warden**

**A.78** No report received for the meeting although it was noted a newsletter was received recently and Cllr Buchanan reported on the good work that Mandy continues to do in the parish supporting many residents.

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

**A.79** Cllr Ogden proposed coming out of standing orders to allow a member of public to speak. This was seconded by Cllr Green and all voted in favour.

A resident spoke on issues relating to fly-tipping, enforcement matters at Heron Hill and flooding issues in the Culverstone Valley area. Regarding the byway at Heron Hill, he reported on the damage. He had been told by PROW that unless the applicant here purchases the land either side of the byway then it cannot be made wider.

Cllr Aslam will forward the details of the new community inspector to the clerk, as he acts quickly on issues such as the above.

The meeting then went back into Standing Orders on a proposal by Cllr Buchanan, seconded by Cllr Ogden and all voting in favour.

**Item 7: Local Plan Consultation**

#### **7.1 To approve the answers to the questionnaire for submission to Gravesham Borough Council**

**A.80** The draft questionnaire answers had been circulated to members prior to the meeting. Cllr Buchanan thanked Cllrs D Bramer, M Bramer, Green, McTavish and Ogden for working on this document. Cllr Ogden proposed approval of the MPC's response to the consultation questions for submission to GBC. This was seconded by Cllr Green and all voted in favour.

**Action: Clerk**

Cllr Buchanan then proposed a motion understanding standing order 10a ix, to set up a small working group to look at possible smaller sites where there may be some building which would actually relate to what we need in the village. This was seconded by Cllr M Bramer and all voted in favour.

It was agreed members of the group are Cllrs D Bramer, Green, McTavish and Ogden as they have all been involved in the submission to GBC but other members could be asked to join the working group if appropriate. The group are to liaise with the Clerk and Cllr Buchanan in setting up terms of reference for approval at the next Full Council meeting. It was noted this exercise did not have to be completed by the close of the consultation as the Parish Council are looking ahead and being pro-active to ensure any suitable development meets local needs.

**Action: Cllrs D Bramer, Buchanan, Green, McTavish, Ogden and Clerk**

Cllr Buchanan proposed that the consultation questions are published on the parish council website. This was seconded by Cllr McTavish and all voted in favour.

**Action: Clerk**

**Item 8: Standing Committees and Committees:** - to note the minutes and consider any recommendations:

**8.1 Environment and Amenities Committee Meeting – 27.10.2020 and 10.11.2020**

**A.81** The minutes were noted.

**8.1.1 Village Greens Registration Work to delegate to the Clerk to spend up to £600 from the village greens budget for the registration of eight village greens to Meopham Parish Council, in addition to £731 in reserves, for completion of this work with Invicta Law.**

**A.82** Cllr D Bramer proposed the above motion and this was seconded by Cllr Buchanan. All voted in favour.

**8.2 Administration and Resources Committee Meeting – 24.11.2020**

**A.83** The minutes were noted

**8.2.1 Budget for 2021-2022 on the recommendation of the A&R committee, to consider and approve the budget and precept for Meopham Parish Council 2021-2022 for issue to Gravesham Borough Council**

**A.84** Cllr Bramer explained that the budget had been reviewed by Committee Chairman, Committees and then final scrutiny by the A&R Committee. Cllr M Bramer proposed setting the precept at £119067.00 for the 2021-22 precept year, a band D increase from £34.94 to £38.92 (£3.98 increase per annum), for issue to Gravesham Borough Council. This was seconded by Cllr Ogden and all voted in favour.

**Action: Clerk**

**8.3 Planning Applications Committee Meeting – 27.10.20 and 17.11.20**

**A.84** The minutes were noted.

**Item 9: Financial Matters**

**9.1 To note Meopham Parish Council's Income and expenditure up to the 30.11.20**

**A.85** The income and expenditure were noted.

**9.2 To approve the Schedule of payments in accordance with Financial Standing Order 5.2**

**A.86** Cllr M Bramer proposed approval of the payments in appendix 1 and this was seconded by Cllr Ogden. All voted in favour.

**9.3 To approve the bank statements balance as at 01.12.20**

<b>A.87</b>	Lloyds Bank	£72,210.40
	Unity Bank	£74,480.90
	Total	£146,691.30

Cllr Ogden proposed approval of the bank statements balance and this was seconded by Cllr McTavish. All voted in favour.

8.24pm – B. Cllrs Aslam and Wardle and one member of the public left the meeting.

**Item 10: Parish Council representatives on external bodies: - To receive and note reports**

**A.88** The reports, circulated prior to the meeting, were noted.

**Item 11: Consultations: - to consider responding to the following: -**

**11.1 Statement of Community Involvement (SCI) – closing date 15.01.21**

**[https://consult.kent.gov.uk/portal/statement of community involvement 2020](https://consult.kent.gov.uk/portal/statement-of-community-involvement-2020)**

**11.2 Safeguarding Supplementary Planning Document (SPD) – closing date 23.12.20**

**[https://consult.kent.gov.uk/portal/safeguarding supplementary planning document 2020](https://consult.kent.gov.uk/portal/safeguarding-supplementary-planning-document-2020)**

**A.89** It was felt that the questions were of a technical nature and the Parish Council was not qualified to answer these. Cllr Ogden therefore proposed that MPC did not respond to both the consultation in 11.1 and 11.2. This was seconded by Cllr Green and all voted in favour.

**Item 12: To approve appoint new councillors to committees**

**12.1 Approval of Cllr Tony Bourke to the Environment and Amenities Committee**

**A.90** Cllr Buchanan proposed approval of the above motion and this was seconded by Cllr Green. All voted in favour.

**12.2 Approval of Cllr Graham Green to the Administration and Resources Committee**

**A.91** Cllr Buchanan proposed approval of the above motion and this was seconded by Cllr Ogden. All voted in favour.

**Item 13: KALC Community Award Scheme: -**

**13.1 To agree to adopt the scheme for 2021 and to note that all nominations will be considered at the extraordinary Full Council Meeting on 19.01.21, prior to the scheduled Planning Applications Committee Meeting**

**A.92** Cllr Buchanan advised that she now has the certificate for last year's award nominations. Cllr Ogden proposed that we adopt the scheme for 2021 and this was seconded by Cllr Wade. All voted in favour.

Members were asked to email nomination details to the Clerk.

***Action: All members***

**Item 14: Future Meeting Dates: -**

**14.1 To note the proposed dates for Parish Council meetings from June 2021 to May 2022 (final approval at the May annual council meeting).**

**A.93** The dates were noted.

**Item 15: Correspondence: to note the correspondence list**

**A.94** The circulated correspondence list was noted.

The meeting closed at 8.32pm.

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

DRAFT

## Appendix 1

**Meopham Parish Council – Payments approved under Item 9.2**

<b>Payee</b>	<b>Description</b>	<b>Amount (gross)</b>
<b>Lloyds Bank Treasurers account – debit card</b>		
TSOHOST	Website hosting	£105.48
Zoom	Nov 2020	£14.39
<b>Lloyds Bank Treasurers account – Direct debit/Standing Order</b>		
SSE	Electric bill – toilets	£38.91
<b>Lloyds Bank Treasurers account – cheques</b>		
Royal British Legion	Wreath	£18.50
<b>Unity Bank – Online Payments</b>		
Maidstone signs	2 x signs @Judsons	£33.60
B Wade	reimbursement – tree lights	£47.99
J. Ferrin	reimbursement – phone top up (supporting Meopham)	£50.00
Toolbox	repair damage to 2 x greens	£130.00
Toolbox	Install 2 signs	£50.00
A.Day	Post work – Meopham Green	£1373.00
Highview Trees	Contract – Sept/Oct 20	£475.00
Highview Trees	Contract – Oct/Nov 20	£475.00
Kent Pension	Staff pension – Nov 20	£794.02
HMRC	PAYE & NI	£598.53
St John's Church	MPC Grant	£500.00
Harvel Village Hall	MPC Grant	£500.00
MD&FG	MPC Grant	£340.00
Alzheimer & Dementia support	MPC Grant	£400.00
KALC	H&S workshop (Clerk)	£16.80
KPS Office Supplies	Stationery	£21.58
KALC	Virtual world workshop	£60.00