

**Minutes of a meeting of Full Council
held on Tuesday 24th April 2018 at 7:30 pm
at the Harvel Village Hall, Harvel**

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

In attendance: Mrs S Eggesden (Clerk), Borough Councillor G Harding and County Councillor B Sweetland, Ian Carey and Louise Martin (Harvel Residents Association) and 3 members of the public

Item 1: Apologies for absence

C.179 There were apologies from MP A Holloway, Borough Councillor J Burgoyne and L Boycott, Community Warden M Cason, Cllrs J Ogden and P Howard.

The Chairman advised members that the meeting was being recorded.

Item 2: Declarations of Interest

C.180 There were no declarations of interest.

Item 3: To approve minutes of the previous meetings (09.01.18, 30.01.18, 13.2.18, 20.03.18 and 04.4.18)

C.181 The minutes of all the above meetings were approved as a true and correct record on a proposal by Cllr Hasler and seconded by Cllr Luxford. All voted in favour.

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

C.182 Minutes dated 13.2.18, item C153 – Cllr Powell asked if the resident had been asked for a contribution? The Clerk confirmed that a letter had been sent but no response had been received to date. Agreed that the Clerk should continue to pursue this.

Action: Clerk

Cllr Wade informed members that UK Power Network were going to supply 3 tonnes of aggregate to the track to Green Farm Cottages following on from their work here.

Item 5: To receive reports from:-

5.1 County Councillors

- C.183** Cllr Sweetland circulated a report. He also reported:
- the KCC budget and effects to safety of KCC property following the Grenfell Tower incident
 - the cost of asylum seekers in Kent affecting the budget as KCC is not fully recompensed by central government
 - Bus meeting held with Arriva at Istead Rise. Now waiting for Arriva to come back on points raised; bus times and the number of buses
 - KCC Highways meeting regarding potholes. There is still a lot to do but an extra grant has been received from central government for this work.
 - Discussion followed on the GBC Local Plan Review - would KCC be supporting the parishes again. BS was not sure if KCC would be asked for an input.
 - KCC will be recording the traffic on the A227. MPC has given the locations to KCC and BS will chase this up.
 - Pepperhill Recycling Centre is closed following a fire at the weekend and they are waiting for a structural report. Alternative is to use Medway or Cuxton sites.
 - Would KCC be involved in the environmental air quality reports for the area. BS said this would be down to GBC.

5.2 Borough Councillors

- C.184** Cllr Harding had nothing further to add to the above report on the Local Plan Review.

5.3 Community Warden /PCSO

- C.185** No report

Item 6: Public Session

- C.186** Harvel Residents Association reported on the recent AGM, on-going post work on Harvel Green and Harvel Pond work with a request to the council that the boundary fence work done now the money from the Bags of Help Tesco grant has been confirmed. Cllr D Bramer confirmed that she would get together with the Clerk to review the work for Harvel Pond as quotes may now need updating.

Action: Clerk & Cllr D Bramer

Cllr Sweetland informed members that his new grant allowance had now started for any projects that required help.

- Item 6:** Chairman's Briefing Note and any announcements

C.187 The Chairman reported on:

- Pitfield Green Toilets are now open
- Successful Staff Appraisals
- The hearing loop has been ordered
- The Football Foundation Grant has been submitted for Judson's Pavilion
- Tesco Bags of Help grant has been confirmed for £1000 for Harvel Pond
- Gravesham Community Awards – the nomination for Sandra Price has been successful and would be presented to her at GBC Mayor Making Ceremony on the 8th May. The Chairman invited Cllr Powell to attend as her guest and he accepted.

A list of dates for forthcoming meetings for the next month was noted.

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

8.1 Environment & Amenities Committee Meeting: 31.10.17

C.188 Minutes were received and noted by members

8.1.1 On the recommendation of the E&A Committee, to consider and approve the request from a resident to allow metal detecting to take place on minor greens owned by Meopham Council

C.189 Following discussion, Cllr M Bramer proposed that permission is granted for metal detecting by the resident on all parish owned land except Meopham Green, Harvel Green, Hook Green, Judson's Recreation Ground and Southshaw Allotments. This was seconded by Cllr Gofton. There were 4 votes in favour and 6 against. Therefore, this was not agreed.

Action: Clerk – to inform the resident

Cllrs Harding, Sweetland and 1 member of the public left.

8.1.2 On the recommendation of the E&A Committee to approve a request from Harvel Residents Association to erect a wooden bench on Harvel Green in memory of a resident, in replacement of an old existing bench in poor condition that is on the green, on the condition that Harvel Village Hall Committee maintain the bench in perpetuity

C.190 Cllr Buchanan proposed coming out of Standing Orders to allow Louise Martin from HRA to speak. This was seconded by Cllr Gofton and all voted in favour.

LM reported to members that the plan is to now place the new bench next an existing bench, near the litter bin and the old bench at the back of the green would

remain. The bench would be maintained by the village; either HRA, Harvel Village Hall Committee or residents.

The meeting went back into Standing Orders.

- C.191** Cllr Hasler proposed approval of the placing a new bench on Harvel Green and this was seconded by Cllr Luxford. All voted in favour.

8.2 Planning & Projects Committee Meeting: 30.1.18 and 27.03.18

- C.192** Minutes were received and noted by members

Cllr Powell asked for it to be noted that he feels Picnic on the Green is a misuse of grants and he doesn't feel the parish council should be involved in this and the staff should not be involved in the administration work. He felt the event should be self-funding.

8.3 Administration and Resources Committee Meeting: 13.02.18 and 10.04.18

- C.193** Minutes were received and noted by members.

8.3.1 On the recommendation of the A&R Committee to consider approval of the Interim Policy for compliance with the General Data Protection Regulation

- C.194** Cllr M Bramer updated members. It is currently not clear on compliance as this has to be looked at in conjunction with Data Protection and Freedom of Information Act, hence this interim policy has been drafted. Cllr Luxford proposed approval and this was seconded by Cllr Wade. All voted in favour and interim policy was adopted.

8.4 Personnel Committee Meetings: 19.02.18

- C.195** Minutes were received and noted by members.

8.4 Judson's Pavilion Committee Meeting: 09.03.18 and 12.04.18

- C.196** Minutes were received and noted by members.

8.6 Planning Committee: 23.01.18, 20.02.18, 20.03.18

- C.197** Minutes were received and noted by members

8.6.1 To note the amendment of the time of the Planning Meeting scheduled for Tuesday 8th May from 7:30pm to 10:00am

- C.198** The change in time was to due to the Annual Mayor Making ceremony at GBC being held on the same night, which some members would be attending. Cllr McTavish proposed approval of the change of time to 10am and this was seconded

by Cllr Luxford. All voted in favour.

Item 9: Parish Council representatives on external bodies: To receive a report

C.199 A report was circulated and noted.

C.200 Cllr Knott added to Meopham Village Hall report:- to note they have received £36,230 match funding grant from KCC towards the hall roof.

C.201 Cllr Gofton reported that CPRE have 6 or 7 drop in centre dates in the Gravesham area to assist residents with the Local Plan Review questionnaire and she would forward the dates to the clerk. The date in Meopham is the 15th May at Chinnery Court from 2pm to 8pm.

Action: Cllr Gofton

C.202 Cllr Buchanan suggested that members hold a meeting to go through the Local Plan Review prior to the meeting with MP Adam Holloway. Cllr Buchanan and McTavish would be attending this meeting.

Action: Clerk

Item 10: Following on from Item 9 on Extraordinary Full Council meeting on the 20.03.18:- Following the meeting of the Chairman and Chairmen of the Standing Committees on the proposal to review and reduce the meeting structure for 2018-2019

10.1 To note the report

C.203 The report was noted. Cllr Buchanan suggested that in future committee minutes are circulated to all councillors in draft format as soon as the Chairman of the relevant committee has read through them to cut down on minutes circulated with the Full Council agenda. Also the draft minutes would be uploaded to the website. Members were in agreement with this. It was agreed to remove the point on having designated ward councillors for planning.

2 members of the public left.

10.2 To approve the proposed revised schedule of meetings for 2018-19

C.204 Discussion followed on the format of the committees and schedule of meetings. Cllr McTavish proposed approval of the schedule of meetings, as a trial, and if it didn't work, it could be reviewed again. This was seconded by Cllr M Bramer and there were 7 votes in favour and 3 against, therefore the dates were agreed.

10.3 To approve the proposed delegation policy

- C.205** Village Greens was removed and wording changed to ‘sale of a village asset.’ Cllr D Bramer proposed approval of the delegation policy and this was seconded by Cllr M Bramer. There were 7 votes in favour and 3 against, therefore the policy was approved.

10.4 To agree that Working Groups and Sub Committees are not clerked

- C.206** It was confirmed that a member would record notes of any Working Group or Sub Committee meeting and meetings could be always be recorded for the purpose of note making afterwards. Cllr D Bramer then proposed approval and this was seconded by Cllr M Bramer. All voted in favour.

10.5 To note the proposed revised terms of reference for Standing Committees, for approval at the Annual Council Meeting

- C.207** Bus shelters had been moved from P&P Committee to E&S Committee. The revised terms of reference were noted.

- C.208** Cllr Powell raised concern about committees making decisions if only three or four committee members were present at the meeting and he felt financial decisions should be agreed by Full Council. The Clerk was asked to find out the ruling on a non-committee member of the council attending the committee meetings and if their rights were only the same as if they were a member of the public.

Action: Clerk

10.6 To agree on the mode of communication from the parish office to all councillors, to improve the efficiency of the council

- C.209** Cllr Powell stated that the council cannot force councillors to be on email and that he would be opting out of emails. The Chairman confirmed councillors were entitled to receive the summons and agenda as paper copies. The Clerk was asked to find out the ruling on councillors not being on email.

Action: Clerk

- C.210** Cllr D Bramer proposed that the mode of communication is by email as far as possible for members and this was seconded by Cllr McTavish. There were 5 votes for, 4 against and 1 abstention. The motion was therefore agreed.

- C.211** Cllr Wade advised the Clerk that she wished to opt out of emails. Cllr Luxford made a request to the Clerk to have her agenda and minutes printed as well as receiving them via email.

Action: Clerk

Item 11: Financial Matters

11.1 To note Meopham Parish Council's Income and expenditure up to the 31.03.18

C.212 This was noted by members. It was agreed to include A3 copies of financial information in the folders in future, due to the small print on A4.

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

C.213 The schedule of payments (appendix 1) was approved on a proposal by Cllr M Bramer and seconded by Cllr Knott. There were 9 votes in favour and 1 abstention.

11.3 On the recommendation of the A&R Committee, to approve a list of earmarked reserves for 2018-19

C.214 The earmarked reserves (appendix 2) were approved on a proposal by Cllr Knott and seconded by Cllr McTavish. All voted in favour.

Item 12 To note correspondence received

C.215 Members noted correspondence list.

Action: Clerk

The meeting closed at 9.40 pm

DRAFT