Meopham Parish Council

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Minutes of the Parish Council Meeting
held on Tuesday 18th July 2023 at 7:00pm
at Meopham Village Hall

Members Present:
Cllr S Buchanan
Cllr G Green – Chairman
Cllr J Ogden DL
Cllr D Sims
Cllr C Price – Vice-Chairman
Cllr B Wade

In Attendance:
S Fishenden – Clerk and Responsible Financial Officer
G Duffort – Locum Assistant Clerk
K Everson – Parish Council Intern
Ten members of the public

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

F.C. 79 Apologies were received and accepted from Cllr D Bramer (prior commitment)

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

F.C. 80 There were no declarations of interest.

Item 3: **To approve minutes of the previous Full Council meeting: 20.06.23**

F.C. 81 The minutes of the meeting held on 20.06.23 were approved.

PROPOSED: Cllr Ogden DL. SECONDED: Cllr Price. All in favour.

Item 4: **Councillor Vacancies**

4.1 Voting Process: To agree the voting process for co-opting candidates

F.C. 82 Cllr Price PROPOSED suspending the meeting to allow for an informal discussion about the voting process, without the co-option candidates being present. SECONDED: Cllr Ogden DL. All in favour.

The meeting was adjourned from 19:08 until 19:30, when the meeting then formally resumed.

F.C. 83 It was agreed to interview all ten candidates present; they would be presented with five questions agreed by Council. This would be done whilst the meeting was adjourned to enable candidates to be interviewed separately.

PROPOSED: Cllr Price. SECONDED: Cllr Wade. Five votes in favour and one abstention. The motion was carried.

4.2 Candidate Questions: To agree the questions to be asked

F.C. 84 This was dealt with under Item 4.1

4.3 Applications Received: To consider applications received and to co-opt any candidates deemed suitable

F.C. 85 *The meeting was adjourned from 19:45 until 21:30 to enable interviews for the candidates*.

It was agreed to co-opt the following candidates to the Council, and that they be assigned to the wards as set out below:

Candidate	Ward
Maxine Adam	Culverstone and Harvel
Anna Nicolaus Evans	Culverstone and Harvel
Abi Burlington	Camer and Meopham Green
Peter Haslam	Nurstead and Hook Green
Paul Watson	Nurstead and Hook Green

PROPSOED: Cllr Green. SECONDED: Cllr Ogden DL. There were four votes in favour and two abstentions. The motion was carried.

Item 5: Clerk's Report: To note the report from the Clerk

F.C. 86 The Clerk's report was noted.

Item 6: Financial Matters

6.1 Approval of Payments: To approve the payments made since the last meeting up to 12.07.23

F.C. 87 The payments made since the last meeting up to 12.07.23, totalling £14,095.05, were approved.

PROPOSED: Cllr Price. SECONDED: Cllr Green. All in favour.

6.2 Receipts & Payments Report: To note the receipts and payments report up to 12.07.23

F.C. 88 The receipts and payments report up to 12.07.23 were noted.

6.3 Bank Statements: To receive the bank statements as of 12.07.23

F.C. 89 The bank statements as of 12.07.23 were noted.

6.4 Council Reserves: To receive the reserves balance as of 12.07.23

F.C. 90 The council reserves balance as of 12.07.23 were noted.

6.5 Internal Auditor: To consider re-appointing Mulberry and Co for a further three years, to be fixed at the price of £65 per hour

F.C. 91 It was agreed to appoint Mulberry and Co as our internal auditor for a further three years at the fixed price of £65 per hour.

PROPOSED: Cllr Wade. SECONDED: Cllr Price. All in favour.

6.6 Expenses Claim: To consider approving the expenses claimed by the Clerk

F.C. 92 It was agreed to approve the Clerk's expenses of £79.06.

PROPOSED: Cllr Sims. SECONDED: Cllr Price. All in favour.

Item 7: Remembrance Event: To agree arrangements for the event following a verbal report from the Remembrance Event Working Group

F.C. 93 It was agreed to adopt the order of service as drafted by Cllr Green.

PROPOSED: Cllr Green. SECONDED: Cllr Price. All in favour.

Item 8: Judsons Pavilion: To consider correspondence received from Meopham Colts

F.C. 94 The Council agreed the following:

1. To inform the Colts in response to their approach that it does not at this time give consent to any of the proposed works being undertaken by them; that they have no right to undertake the work without such consent and that if they proceed without such consent they will be in breach of the terms of the lease
2. To ask the Colts to confirm in accordance with the terms of the lease that they will reimburse the Council the cost of (i) obtaining professional advice regarding the works to the garage, the drainage blockage, and the need for work to the playing fields and (ii) the cost of any work which is found to be necessary being undertaken by contractors employed by the Council.
3. When such confirmation is forthcoming to obtain the professional advice just mentioned.
4. To ask the Colts to provide further and better particulars of the proposed works to the car park.
5. To make it clear to the Colts that notwithstanding the Council's formal position it is very willing to enter into discussions with them about these matters in particular and the future legal arrangements in respect of Judsons in general.

PROPOSED: Cllr Green. SECONDED: Cllr Price. All in favour.

Item 9: Camer Parade – KCC Highways: To consider the proposal from KCC Highways and determine whether the Parish Council wishes to fund the design and safety audit fees totalling £2975 + VAT

F.C. 95 It was agreed the Parish Council would fund the design and safety audit fees at a total cost of £2975 + VAT. This would be done under the powers provided to the Parish Council under the Highways Act 1980.

PROPOSED: Cllr Sims. SECONDED: Cllr Price. There were four votes in favour and two abstentions. The motion was carried.

Item 10: Coronation Bench – Harvel Green: To consider purchasing a Plaswood bench

F.C. 96 This item was deferred until the next meeting due to time constraints.

Item 11: Progress Tracker: To note the progress tracker of council decisions

F.C. 97 This item was deferred until the next meeting due to time constraints.

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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Item 12: **Staffing Review: To consider the recommendations of the independent staffing review report produced by LGRC**

F.C. 98 It was agreed to defer consideration of the report to the Personnel Committee

Item 13: **Deputy Clerk – Leave Arrangements: To agree leave arrangements for the Deputy Clerk**

F.C. 99 It was agreed to pay two days compassionate leave, and to ask the Personnel Committee to review the compassionate leave policy at its next meeting.

The meeting closed at 10:06pm