

**Minutes of a meeting of the Full Council
held on Tuesday 18 October 2022 at 7.30pm
at Meopham Village Hall**

Members Present: Cllr D Bramer
Cllr M Bramer
Cllr S Buchanan – Chairman
Cllr G Green – Vice-Chairman
Cllr J McTavish
Cllr J Ogden DL
Cllr D Sims
Cllr B Wade

In Attendance: S Fishenden – Clerk and Responsible Financial Officer
C Collings – Assistant Clerk
M Cason – KCC Community Warden

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

F.C. 188 Apologies were received and accepted from Cllr C Price (holiday), Cllr S Gofton (holiday) and Cllr M Moss (prior commitment).

Apologies were also received from Borough Cllrs; E Aslam, G Harding, D Tiran and F Wardle. Also County Cllr; B Sweetland and PCSO; S Mummery.

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

F.C. 189 There were no declarations of interest.

Item 3: To approve the minutes of the previous meeting: 27.09.22

F.C. 190 After discussion, it was agreed to defer approval of minute numbers; F.C. 176 and F.C. 177 to enable Cllr M Bramer to bring his audio recording to the Parish Council Office to allow the Clerk along with the Chairman and Vice-Chairman of the Parish Council to listen to it and clarify the accuracy of these minutes. The two individual minute numbers will then either be revised or approved at November's Full Council.

PROPOSED: Cllr Green. SECONDED: Cllr Ogden DL. Six votes in favour, two abstentions. The motion was carried.

F.C. 191 The rest of the minutes (excluding F.C. 176 and 177) from the 27.09.22 were approved as an accurate record.

PROPOSED: Cllr Green. SECONDED: Cllr Buchanan. Six votes in favour, two abstentions. The motion was carried.

Item 4: Public Session & External Reports

4.1 Public Session

F.C. 192 There were no members of the public present.

4.2 Borough Councillors and County Councillor

F.C. 193 The Clerk read out written reports he had received:

Cllr F Wardle – A Speedwatch Session is being arranged for w.c. 17.10.22 as part of Speed Safety Week. **N.B.** Cllr D Bramer confirmed this would be taking place on the afternoon of 19.10.22.

Cllr E Aslam –

- Cllr Aslam and Cllr Tiran called the Amazon & Tiger B&B planning application into GBC's Planning Committee
- Requested GBC complete road sweeps due to recent leaf fall
- The issue of Hogarth Tyres parking in the bus stop has been raised with Stuart Bobby at GBC
- A confidential update on Fowlers Stone Wood was provided

Cllr B Sweetland – Will be convening a meeting of the six Gravesham parish chairs to meet KCC's newly appointed Director of Highways

4.3 PCSO and Community Warden

F.C. 194

Community Warden; M Cason provided a verbal update:

- Has been involved in the Plastic Action Project
- Four community wardens are currently covering Dartford & Gravesham, one being a new trainee who will cover Stone
- The Ukraine Project has now made its last donations, this includes the Trauma Teddies
- Currently promoting the Sustainable Warmth Grants. These are aimed at those earning less than £30,000. Will provide a leaflet to the Parish Council and Carers Support Group as soon as she receives it
- Has held a meeting with residents of Southfield Shaw; they are looking to establish a neighbourhood watch and seek the provision of a defibrillator via grant funding. Cllr McTavish offered to put M Cason in touch with the Community Heartbeat Trust who provided a defib to MPC

Item 5:

Finance & Governance

5.1 Schedule of Payments: To approve the schedule of payments awaiting authorisation up to 11.10.22

F.C. 195

The schedule of payments up to the 11.10.22 was approved.
PROPOSED: Cllr Buchanan. SECONDED: Cllr McTavish. All in favour.

5.2 Receipts and Payments Report: To note the report up to 11.10.22

F.C. 196

The receipts and payments report up to 11.10.22 was noted.

5.3 Bank Statements: To receive the bank statements as of 11.10.22

F.C. 197

The bank statements from our Unity and Lloyds Bank accounts up to 11.10.22 were noted.

Item 6:

Policy Review: To review and adopt the Council Flagpole Policy

F.C. 198

The Council's Flagpole Policy was adopted.

PROPOSED: Cllr Green. SECONDED: Cllr Wade.
Seven votes in favour, one abstention. The motion was carried.

Item 7: Councillor Allowances: To receive the report from the Clerk and consider its recommendations

- F.C. 199** The report from the Clerk was received. All recommendations were adopted:
- To not introduce Parish Councillor allowances
 - To continue with agenda, summons and papers being circulated via email, but to enable Cllrs to request hard copies as and when required

PROPOSED: Cllr M Bramer. SECONDED: Cllr Wade. All in favour

Item 8: New Councillor Induction: To consider the recommendations of the report from the Clerk

- F.C. 200** The report from the Clerk was received. All recommendations were accepted:
- To assign each new Councillor a 'buddy' councillor
 - To continue enrolling each new Cllr onto the 'Dynamic Councillor' course run by KALC (or a suitable alternative), and 'Local Government Finance' offered by Mulberry and Co, and 'Introduction to Planning' by KALC
 - Each new Cllr to undertake a parish trip to visit Village Greens/parish council assets
 - For each new Cllr to have a meeting with the council officers and to be issued with a Welcome Pack
 - To hold a 'brainstorming' session with all councillors in May 2023 following the elections, and hold these on a quadrennial basis thereafter

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

Item 9: Highways & Transport

9.1 Highways Improvement Plan: To consider the recommendations of the Parking and Traffic Working Group meeting held on 27.07.22 for updating the HIP

- F.C. 201** A revised Highways Improvement Plan was presented, using the new HIP template provided by KCC. Cllr Green and Cllr McTavish had transferred the existing plan information into the new template but suggested the following amendments which were agreed:
- Removal of Items 11 and Item 12
 - To add the words 'add protection' after the word 'Improvements' in the remedy section of Item 7

It was therefore agreed this would be the councils HIP submission for 2022-23 and could be submitted to KCC.

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

9.2 Motion from Cllr Sims: To consider making representations to Red Route Buses regarding the reliability and timetabling of the 308 bus service

- F.C. 202** It was agreed the Clerk, in consultation with Cllr Sims would send a letter to Red Route Buses raising the issue of a lack of reliability of the buses.

PROPOSED: Cllr D Bramer. SECONDED: Cllr McTavish. All in favour.

Item 10: Community Orchard: To consider the recommendations of the report from the Clerk

F.C. 203

It was agreed to adopt the following recommendations:

- To contact The Orchard Project advising them the Council wishes to establish a new community orchard and request their assistance
- Once cost info is available from Orchard Projects advice, to authorise the Clerk to submit grant applications to the National Lottery Awards for All scheme and the Kent Community Foundation
- To put in a provision of £1,000 in the draft budget for 2023-24 for the Community Orchard
- The Clerk to produce a further paper for a later meeting of Full Council

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

Item 11: Remembrance Event: To approve the arrangements for the remembrance event on Sunday 13th November

F.C. 204

The Remembrance Event arrangements were read out by the Chairman and approved by Council. The Chairman requested that any Councillors with links to other faith-based organisations provide contact details to her as it was hoped the event could be inclusive to all faiths. The Catholic Church will be approached.

Item 12: Display Screen Equipment - Eyesight Testing: To authorise the payment of £50 for eye tests for both the Clerk and Assistant Clerk

F.C. 205

The payment of £50.00 for eye tests for both the Clerk and Assistant Clerk was approved.

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

Item 13: Culverstone Green Bench: To consider replacing the removed bench at Culverstone Green with a Plaswood bench at a cost of £468.90 + VAT, to be drawn from the Memorial Benches earmarked reserve

F.C. 206

It was agreed to amend the proposal so that the cost is drawn from the general reserves instead, this therefore became the substantive motion.

F.C. 207

It was agreed to delegate to the Clerk up to £468.90 + VAT to replace the removed bench at Culverstone Green, to be drawn from the general reserves. The Clerk would seek a second quote for a bench before deciding which supplier to use. It was also agreed the installation costs could be paid for.

PROPOSED: Cllr D Bramer. SECONDED: Cllr Green. Seven votes in favour, one abstention. The motion was carried.

Item 14: Judsons Play Area Picnic Table: To consider replacing the picnic bench with a Plaswood Jubilee table at a cost of £576.60 + VAT to be drawn from general reserves

F.C. 208

It was agreed to defer consideration of this item until the budget meeting on the 08.11.22.

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

Item 15: Clerks Report: To note the report of items for information from the Clerk

F.C. 209

The report was noted.

Item 16: Progress Tracker: To note the progress tracker of council decisions

F.C. 210 The Progress Tracker was noted.

The meeting closed at 8:45pm