

**Minutes of a meeting of the extra-ordinary Full Council
held on Tuesday 9th August 2022 at 7.30pm
at the Cricket Pavilion, Meopham**

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 C Price
Cllr A Rose (***arrived at 7:36pm***)
Cllr D Sims
Cllr B Wade

In Attendance:

S Fishenden – Clerk and Responsible Financial Officer
C Collings – Assistant Clerk
One member of the public

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

F.C. 102 Apologies were received and accepted from Cllr Gofton (prior commitment)

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

F.C. 103 Cllr M Bramer and Cllr Green declared a non-pecuniary interest in ***Item 13: Meopham Windmill Trust*** as trustees of the trust

Item 3: To approve the minutes of the previous meeting: 19.07.22

F.C. 104 The minutes of the meeting held on 19.07.22 were approved as an accurate record.

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

Item 4: Public Session

F.C.105 Mr. A. Sharrad, a new Trustee of Meopham Sports and Leisure Association (MSLA) introduced himself. He provided a verbal update on the situation:

- Swale Community Leisure (SCL) had been engaged as the new operator of the Centre. It is operating under a trial six-month arrangement for SCL to assess how the centre is run
- The Centre is close to being self-sustaining and it was confirmed the recent fundraising campaign had raised around £16,000.
- Two new trustees had been appointed at MSLA, with the potential for three more new trustees joining.
- Swale Community Leisure are keen to take on the Centre long-term and there are promising signs from initial discussions between SCL and Swale Academies Trust (SAT)
- Dialogue with SAT is ongoing and MSLA are currently in the 'right to remain' period. Ideally a new guarantee of around ten years is required.

Cllr McTavish requested confirmation that for now peppercorn rent would continue to be paid. The trustee confirmed it was.

Item 5: Special Motions Received

5.1 To consider removing the line ‘Any substantial changes proposed to the Committee structure should be implemented from the next Annual Council Meeting’ from the motion agreed at the ACM on 17.05.22 (F.C. 29)

F.C. 106 Cllr M Bramer challenged the legal validity of this motion and whether it was procedurally correct to move an amendment to it. The Clerk advised the Council that it was procedurally correct to move an amendment.

F.C. 107 Cllr Green PROPOSED an amendment to the motion that the wording ‘to consider removing the line...’ be replaced with *‘that the decision made at the Annual Council Meeting on 17.05.22 that any substantial changes proposed to the Committee structure should be implemented from the next Annual Council Meeting be revoked.’* SECONDED: Cllr Ogden.

Cllr M Bramer requested a Recorded Vote.

Cllr D Bramer	ABSTAIN
Cllr M Bramer	AGAINST
Cllr S Buchanan	FOR
Cllr G Green	FOR
Cllr J McTavish	ABSTAIN
Cllr J Ogden DL	FOR
Cllr C Price	FOR
Cllr A Rose	FOR
Cllr D Sims	ABSTAIN
Cllr B Wade	FOR

The amendment was carried with six votes in favour, one against and three abstentions.

F.C. 108 The substantive motion became *‘that the decision made at the Annual Council Meeting on 17.05.22 that any substantial changes proposed to the Committee structure should be implemented from the next Annual Council Meeting be revoked.’*
PROPOSED: Cllr Buchanan. SECONDED: Cllr Green.
Seven votes in favour, one against and two abstentions. The motion was carried.

5.2 To revoke the motion agreed at the ACM on 17.05.22 to agree the Schedule of Meetings for 2022-2023 (F.C. 11)

F.C. 109 It was agreed to revoke the motion agreed at the ACM on 17.05.22 to agree the Schedule of Meetings for 2022-2023.

PROPOSED: Cllr Green. SECONDED: Cllr Ogden.
Seven votes in favour, one against and two abstentions. The motion was carried.

Item 6: Council Structure

6.1 Council Structure Working Group: To receive the report from the Council Structure Working Group and consider adopting its recommendations

F.C. 110 Cllr M Bramer PROPOSED a motion under Standing Order 10a (vii) to immediately proceed to the next business on the agenda. SECONDED: Cllr D Bramer. Three votes in favour, seven against. The motion fell.

F.C. 111 Cllr M Bramer PROPOSED an amendment to recommendations 1, 3 and 5 from the Working Group report. His amendment was as follows:

- To cancel all meetings of A&R, E&A, P&P, the Parking and Traffic WG and Affordable Housing Sub-Committee up to the end of December 2022 and schedule additional Full Council meetings in that period to compensate.
- At the December 2022 meeting of Full Council to vote to either discontinue the experiment OR extend the experiment for a further three months up to March 31st 2023.
- If option (b) is chosen, at the March 2023 meeting of Council decide whether to revert to the previous system by scheduling meetings of the various committees from April 1st onwards or to make the new arrangements permanent.
- Whilst the experiment is under way those parts of the existing Standing Orders and Financial Regulations incompatible with the experimental structure shall be suspended so as to allow the experiment to proceed.

SECONDED: Cllr D Bramer. Three votes in favour, seven against. The amendment fell.

F.C. 112 Cllr D Bramer PROPOSED an amendment to recommendation 1 of the Working Group report, to retain the Affordable Housing Sub-Committee. SECONDED: Cllr M Bramer. Three votes in favour, seven against. The amendment fell.

F.C. 113 Cllr Green PROPOSED adopting the Council Structure Working Group's recommendations, subject to replacing the words 'Clerk' with 'Council' and the word 'minor' with 'appropriate' in Recommendation 4.

The recommendations to be adopted are therefore:

- **Recommendation 1: To dissolve the current committee and working group structure**
To dissolve Administration and Resources, Environment and Amenities, Planning & Projects, the Parking & Traffic Working Group, the Small Sites Working Group and Affordable Housing Sub-Committee.

The Planning Applications Working Group and Personnel Committee will remain as part of the streamlined structure

- **Recommendation 2: To convene Full Council on a monthly basis**
Meetings of the Full Council be convened on a monthly basis, to be held on the third Tuesday of the month
- **Recommendation 3: The changes be enacted from September 2022 as a trial period with a review at the Annual Council Meeting in May 2023 following the elections.**
- **Recommendation 4: To establish a 'Liaison Councillor' system, whereby individual councillors are giving a reporting responsibility**
These will be allocated at Full Council at the Sept 2022 Full Council meeting. Individual councillors cannot have delegated authority.

Instead these roles will involve Councillors serving as the 'eyes and ears' for Full Council in this area, reporting on issues to F.C., suggesting policy ideas, conducting research and supporting the Council in appropriate tasks.

- **Recommendation 4: The Clerk to review the Standing Orders and Financial Regulations, for presentation to Full Council in September 2022**

Both the Standing Orders and Financial Regulations currently make reference to committees that currently exist, e.g. Delegated authority to the Clerk for £500, in consultation with the Standing Committee Chairman. These references need to be removed.

SECONDED: Cllr Ogden. Cllr M Bramer requested a Recorded Vote.

Cllr D Bramer	ABSTAIN
Cllr M Bramer	AGAINST
Cllr S Buchanan	FOR
Cllr G Green	FOR
Cllr J McTavish	ABSTAIN
Cllr J Ogden DL	FOR
Cllr C Price	FOR
Cllr A Rose	FOR
Cllr D Sims	FOR
Cllr B Wade	FOR

There were seven votes in favour, one against and two abstentions. The motion was therefore carried.

6.2 Motion from Cllr D Bramer: Should the proposal to abolish the existing committees be approved, to consider establishing a new finance and audit committee with a membership of at least four councillors to meet regularly, monitor all aspects of the Council's finances and give any advice considered appropriate to Council.

F.C. 114 It was agreed to defer this item until the September 2022 meeting to allow the Clerk to seek advice from the Internal Auditor on whether a finance/audit committee is required.
PROPOSED: Cllr McTavish. SECONDED: Cllr Buchanan. All in favour.

Item 7: Council Reserves: To note the current reserve levels and consider reviewing them

F.C. 115 It was agreed to defer this item until the October 2022 meeting and that Cllr M Bramer will at that meeting before it formally commences provide a tutorial to all councillors on the council reserves.
PROPOSED: Cllr Green. SECONDED: Cllr Wade. All in favour.

Item 8: Local Council Award Scheme: To approve the submission to the Local Council Award Scheme as drafted by the Clerk and Cllr Price

F.C. 116 It was agreed the Council met the criteria for the Foundation Award of the Local Council Award Scheme and the submission would be made, pending some minor amendments to the application form and action plan which would be delegated to the Clerk to make, in consultation with Cllr McTavish and Cllr Price.

PROPOSED: Cllr Green. SECONDED: Cllr Price. Nine votes in favour, 1 abstention. The motion was carried.

- F.C. 117** Cllr M Bramer PROPOSED a motion under Standing Order 10a (vi) to change the order of business on the agenda to move **Item 16: Councillor Co-option** to be considered next. SECONDED: Cllr Green. All in favour.
- Item 16: Councillor Co-option**
- F.C. 118** The Chairman of Personnel provided a verbal report on the five candidates interviewed. It was agreed to co-opt Mel Moss to the vacancy in the Camer and Meopham Green ward. Ms Moss would sign the Declaration of Acceptance of Office before the next meeting.
- PROPOSED: Cllr Green. SECONDED: Cllr D Bramer. All in favour.
- Item 9: Bank Signatories: To consider adding Cllr Green and Cllr Wade to the council's three bank accounts as additional signatories**
- F.C. 119** It was agreed to add Cllr Green and Cllr Wade as bank signatories. PROPOSED: Cllr Ogden. SECONDED: Cllr Buchanan. All in favour.
- Item 10: Affordable Housing: To note the correspondence received from GBC regarding a possible meeting with English Rural Housing Association and to consider how to progress this proposal.**
- F.C. 120** The correspondence received from GBC was noted. It was agreed that A Thompson from English Rural Housing Association would be invited to meet with all Councillors for an initial discussion.
- PROPOSED: Cllr McTavish. SECONDED: Cllr D Bramer. All in favour.
- Item 11: Lower Thames Crossing: To note the written update on the Lower Thames Crossing meeting attended by Cllr Price and Cllr McTavish**
- F.C. 121** The written report from Cllr Price was noted.
- Item 12: Camer Parade: To consider instructing the Clerk to write to Kent County Council about the amended scheme on the grounds; it does not generate a material road safety improvement at the location and removes a valuable parking space**
- F.C. 122** It was agreed that the Clerk be instructed to write to Kent County Council raising our concerns that the amended scheme does not generate a material road safety improvement at the location and removes **at least one** valuable parking space. The letter would also be copied to Cllr Bryan Sweetland, Cllr David Brazier and the Parish Council's action would be publicised via a press release.
- PROPOSED: Cllr Buchanan. SECONDED: Cllr Green. All in favour.
- Item 13: Meopham Windmill Trust:**
- 13.1 To note the outcome of the recent meeting between KCC and MWT**
- F.C. 123** This was deferred until September 2022 as several Councillors reported not receiving a copy of the draft minutes from this meeting.
- 13.2 To authorise a representative from MPC to represent the Council's position in future negotiations and to take an active**

part with the aim of bringing back a detailed proposal for Full Council's consideration.

F.C. 124 Cllr D Bramer indicated that she wished to propose the newly co-opted Cllr Moss to represent MPC.

F.C. 125 It was agreed that MPC would be represented by Cllr Buchanan and if willing; Cllr Moss, as her shadow, and they would report back to Full Council in due course.

PROPOSED: Cllr D Bramer. SECONDED: Cllr Wade. Eight votes in favour, two abstentions (due to declared interests). The motion was carried.

Item 14: Planning Applications: To consider and make recommendations on the following planning applications (*). Late applications may be considered.

20220755 – Woodstock Farm, Priestwood Road, Meopham, Gravesend, DA13 0DA

Conversion of existing outbuilding to an annex for family member

F.C. 126 It was agreed that the Council would raise no objection subject to a condition that it is not used as a separate hereditament.
PROPOSED: Cllr Price. SECONDED: Cllr Buchanan. All in favour.

20220762 – Oakley, Norwood Lane, Meopham, Gravesend Kent DA13 0YE

Erection of a single storey side and rear extension

F.C. 127 It was agreed the Council would raise no objection.
PROPOSED: Cllr Ogden. SECONDED: Cllr Wade. All in favour.

20220765 – Markland, Whitepost Lane, Culverstone, Gravesend Kent DA13 0TZ

Erection of a single storey rear extension.

F.C. 128 It was agreed the Council would raise no objection.
PROPOSED: Cllr D Bramer. SECONDED: Cllr Price. All in favour.

20220785 – Valley Side, 53 Rhododendron Avenue, Meopham, Gravesend, Kent DA13 0TU

Erection of single storey side extension with new front and rear dormers

F.C. 129 It was agreed the Council would raise no objection.
PROPOSED: Cllr M Bramer. SECONDED: Cllr Green. All in favour.

20220804 - Timberlee, Whitehill Road, Meopham, Gravesend, Kent, DA13 0NT

Demolition of existing conservatory and erection of single storey rear extension

F.C. 130 It was agreed the Council would raise no objection.
PROPOSED: Cllr Wade. SECONDED: Cllr Price. All in favour.

20220806 – Fleethouse, Beechwood Drive, Meopham, Gravesend, Kent, DA13 0TX

Construction of outbuilding and new roof to conservatory

F.C. 131 It was agreed the Council would object on the grounds of overdevelopment in the Green Belt.

PROPOSED: Cllr D Bramer. SECONDED: Cllr Wade.
Eight votes in favour, two abstentions. The motion was carried.

20220781 and 20220782 – Bailiffs House, Camer Park, Camer Road, Meopham Gravesend Kent DA13 0XT

Application for Listed Building Consent for the conversion of the existing barn into an annexe ancillary to the main dwelling at Bailiffs House together with various works including additional openings, an air source heat pump unit and car port

- F.C. 132** It was agreed the Council would raise no objection subject to a condition that it is not used as a separate hereditament.
PROPOSED: Cllr Green. SECONDED: Cllr Buchanan. All in favour.

20220792 - Nutfield Farm, Priestwood Road, Meopham, Gravesend Kent DA13 0DA

Demolition of the existing 4 bed dwelling along with garages and outbuildings, and its replacement with a chalet style bungalow and garage.

- F.C. 133** It was agreed that the Council would raise no objection.
PROPOSED: Cllr Price. SECONDED: Cllr Wade. All in favour.

20220824 – The Orchard, Melliker Lane, Meopham, Gravesend, Kent, DA13 0HY

Retention of fencing on the land

- F.C. 134** It was agreed the Council would support temporary planning permission for two years but would then want to see the removal of the fence and would encourage GBC Planning Enforcement to take action if it wasn't removed.

PROPOSED: Cllr Green. SECONDED: Cllr D Bramer.
Seven votes in favour, two against and 1 abstention. The motion was carried.

- Item 15:** **Hogarth Tyres: To consider arranging a meeting with Hogarth regarding the lorries parking in the Chapmans Hill bus stop**

- F.C. 135** It was agreed the Parish Council would write to Hogarth Tyres explaining its concerns about this practice and offering it a meeting to discuss those concerns. We would also raise those concerns with Gravesham Borough Council.

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

- F.C. 136** The Assistant Clerk enquired whether Cllr M Bramer was recording the meeting. He confirmed he was. He declined to provide a copy of the recording.

The meeting closed at 10:00pm