

**Minutes of a meeting of the Full Council
held on Tuesday 15th November 2022 at 7.30pm
at Meopham Village Hall**

Members Present:

Cllr M Bramer
Cllr S Buchanan – Chairman
Cllr G Green – Vice-Chairman
Cllr J McTavish (**arrived at 7:39pm**)
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
K Everson – Parish Council Intern
Cllr D Tiran – Borough Councillor

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

F.C. 228 Apologies were received and accepted from Cllr D Bramer (prior commitment), Cllr Gofton (traffic) and Cllr Moss (prior commitment).

F.C. 229 Apologies were also received from Borough Cllrs; F Wardle, E Aslam and G Harding (GBC training), PCSO's; K Lowe and S Mummery (off duty), Community Warden; M Cason (off duty) and Co-op Member Pioneer; George Duffort (prior commitment)

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

F.C. 230 Cllr M Bramer and Cllr Green declared an interest in Items 13 and 14 as trustees of Meopham Windmill Trust.

Cllr Green also declared an interest in item 8.6 as a member of Gravesend and Meopham Rotary Club.

Item 3: To approve the minutes of previous meetings

3.1 Minutes of Full Council - 27.09.22: To approve the specific minutes of F.C. 176 and F.C. 177 in the minutes of the meeting held on 27.09.22

F.C. 231 Cllr Buchanan PROPOSED the relevant minutes of the meeting of 27.9.22 read:

"F.C. 176 - The Clerk presented the following recommendation as to grants which the Parish Council could make:

Organisation	Grant Amount	Granted under power
Meopham Carers Support Group	£450.00	S.19 of Local Government (Miscellaneous Provisions) Act 1976
Meopham Art Group	£250.00	S.145 of Local Government Act 1972

<i>Elliott Holmes Memorial Fund</i>	<i>£750.00</i>	<i>S.137 of Local Government Act 1972</i>
<i>Harvel Coffee Mornings</i>	<i>£250.00</i>	<i>S.19 of Local Government (Miscellaneous Provisions) Act 1976</i>
<i>Meopham Village Hall</i>	<i>£250.00</i>	<i>S.19 of Local Government (Miscellaneous Provisions) Act 1976</i>
<i>Meopham Marquetry</i>	<i>£500.00</i>	<i>S.19 of Local Government (Miscellaneous Provisions) Act 1976</i>
<i>Citizens Advice</i>	<i>£25.00</i>	<i>S.142 of Local Government Act 1972</i>
<i>Victim Support</i>	<i>£25.00</i>	<i>S.137 of Local Government Act 1972</i>
<i>Community Garden Project (Meopham Medical Centre)</i>	<i>£500.00</i>	<i>S.19 of Local Government (Miscellaneous Provisions) Act 1976</i>

Cllr M Bramer PROPOSED that the Council funded the first six applications and not the other three. He submitted that the Citizens Advice and Victim Support had not made valid applications under the Council's small grants policy and as the Community Garden Project (a group linked to the Meopham Medical Centre) does not have a bank account and is not a legal entity it was not eligible to receive a grant. Under his proposal the Council would give grants totalling £2600, leaving £400 unspent from its budget for such grants. He submitted that if the Medical Centre sets up a separate legal entity for the project it can come back and apply for the remaining £400.

Specifically, Cllr. M. Bramer proposed that the first six applications be funded as follows:

- Meopham Carers Support Group £450*
- Meopham Arts Group £200*
- Elliott Holmes Memorial Fund £1500*
- Harvel Coffee Mornings £100*
- Meopham Village Hall £100*
- Meopham Marquetry £250*

SECONDED: Cllr D Bramer. Five votes in favour, five against. The Chairman exercised her casting vote against the proposal. The proposal accordingly fell.

F.C. 177 - Cllr Green than PROPOSED that the Clerk's recommendations for grants be accepted, on the condition that a proper audit trail is established.

SECONDED: Cllr Buchanan. There were five votes in favour, five against. The Chairman exercised her casting vote in favour. The motion was carried.

(2) That as a matter arising from the above minutes it is formally recorded that the Council's Small Grants Policy is just a policy and thus for guidance only. The Council was and is entitled on reasonable grounds to depart from the policy. Furthermore, it was and is within the Council's powers to make grants to organisations outside of the Small Grant's regime.

(3) That as a further matter arising from the above minutes that it is agreed that the requirement for a proper audit trail relates to ALL grants made by the Council whether under the small grants policy or not.”

SECONDED: Cllr M Bramer. All in favour,

3.2 Minutes of Full Council - 18.10.22: To approve the minutes of the meeting held on 18.10.22

F.C. 232

The minutes of the 18.10.22 were approved.

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

3.3 Minutes of Full Council Budget Meeting - 08.11.22: To approve the minutes of the budget meeting held on 08.11.22

F.C. 233

The minutes of the 08.11.22 were approved, subject to the draft budget being included as an appendix.

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

Item 4: Public Session & External Reports

4.1 Public Session

F.C. 234

There were no members of the public present.

4.2 Borough Councillors and County Councillor

F.C. 235

Cllr D Tiran provided a verbal report:

- The Borough Councillors had expressed their condolences to the family of the victim involved in the Cricketers incident.
- The Borough Cllrs are working at borough-level to address the traffic issues caused by closures of the A227

4.3 PCSO and Community Warden

F.C. 236

There were no reports.

4.4 Co-op Member Pioneer

F.C. 237

The Member Pioneer report is attached as an appendix.

Item 5: Finance & Governance

5.1 Schedule of Payments: To approve the schedule of payments awaiting authorisation up to 08.11.22

F.C. 238

There was no schedule of payments presented.

5.2 Receipts and Payments Report: To note the report up to 08.11.22

F.C. 239

The Receipts and Payment report up to 08.11.22 **were** noted.

5.3 Bank Statements: To receive the bank statements as of 31.10.22

F.C. 240

The bank statements up to 31.10.22 were noted.

5.4 Liaison Councillors: To approve the proposed allocations and mechanism for how Liaison Cllrs will report issues to Full Council

F.C. 241 Cllr McTavish requested to be added to the Highways & Transport liaison. With that one amendment, it was agreed to approve the allocations, the proposed mechanism, and the proposed report form.

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

5.5 Motion from Cllr Gofton: To consider whether the Council wishes to purchase an annual membership for the London Green Belt Council at a cost of £25 per annum

F.C. 242 This item was deferred until the next meeting due to Cllr Gofton's absence.

5.6 Council Training: To approve the cost of training as per the training agreed in principle in minute F.C. 187 of the 27.09.22 meeting

F.C. 243 It was agreed that the council would proceed in principle, subject to:

- The Clerk would try to seek an additional quote from another training provider
- The Clerk would clarify the fee structure with LGRC
- The training would be held following the May 2023 elections

The Clerk would report back to Full Council in December 2022 for a final decision.

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

Item 6: Policy Review

6.1 Noticeboard Policy: To review the Council's Noticeboard Policy

F.C. 244 It was agreed that the noticeboard policy would be approved with the following amendment:

- To continue with issuing noticeboard numbers to those issuing posters

PROPOSED: Cllr Green. SECONDED: Cllr McTavish.
Eight votes in favour and one abstention. The motion was carried.

6.2 Councillor Expenses Policy: To review the Councillor Expenses Policy

F.C. 245 It was agreed to adopt the Councillor Expenses Policy.
PROPOSED: Cllr Green. SECONDED: Cllr Sims.
Seven votes in favour and two against. The motion was carried.

6.3 Meeting Recordings: To authorise the Clerk to make official audio recordings of all council meetings for the purpose of minute-taking with the recording destroyed as soon as minutes are approved

F.C. 246 It was agreed the Clerk could make official audio recordings of all meetings, to be destroyed as soon as minutes are approved.

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

Item 7: Environment & Amenities

7.1 Memorial Bench Maintenance & Replacement: To agree a rolling programme of maintenance and replacement for existing Memorial Benches within the parish

F.C. 247 It was agreed to defer this until the next meeting to enable the Clerk to prepare a proposed maintenance programme.

7.2 Pitfield Green Toilets: To consider the recommendations of the report from the Clerk on a public toilet replacement project with proposed expenditure up to £15,000

F.C. 248 It was agreed to implement the following actions:

- To install a footfall counter at the public toilets
- To arrange a visit for councillors to the toilet at St Mildreds Church, Nurstead and/or a presentation from Kazuba toilets.
- To arrange a consultation with residents about the future of the public toilets

The Council will then make a further decision at it's December 2022 meeting.

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

7.3 Southdown Shaw Consultation: To consider the recommendations of the report from the Clerk following the consultation held

F.C. 249 It was agreed to adopt the following recommendations:

- To invite a representative from England Hockey for a meeting and site visit to discuss the viability of constructing a hockey pitch on site and identify grant opportunities
- To liaise with Meopham Ladies Hockey Club who have expressed a desire for a pitch facility in Meopham
- To notify GBC of our intention to proceed with a hockey pitch project
- To assess the highways implications with KCC

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

Item 8: Youth & Community

8.1 Youth Provision Consultation: To consider the recommendations of the report from Cllr D Bramer following the consultation

F.C. 250 It was agreed to ask the Liaison Cllrs for Young People to establish a focus group of interested parents to discuss future youth provision.

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

8.2 Council Communications: To consider the recommendations of the report from the Clerk on council communications following the upcoming cessation of Meopham Review

F.C. 251 It was agreed to put a call for volunteers out for producing a parish magazine, this would include asking Meopham School.

In addition, the Clerk would work with the Liaison Cllrs for Communications and Cllr McTavish to prepare a draft communications strategy for presentation to Full Council in January 2023.

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

8.3 Youth Club Equipment: To consider arrangements for future storage or disposal of the former youth club equipment

F.C. 252 It was agreed that Cllr Wade, Cllr Price and Cllr Rose would assist the Clerk and Assistant Clerk in checking the equipment. We would also contact Meopham Leisure Centre to ask if they could store it. Any dilapidated equipment and any equipment that could not be rehoused would be disposed of.

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

8.4 Mens Shed: To consider the recommendations of the report from Cllr McTavish

F.C. 253 It was agreed to delegate to the Clerk, in consultation with Cllr Price and Cllr McTavish, to continue further research into Men's Sheds and to organise the mobile men's shed.

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

8.5 Warm Spaces: To consider the recommendations of the report from the Clerk and Cllr Price

F.C. 254 It was agreed to adopt the recommendations of:

- To not duplicate the existing warm space opened by St Johns Centre
- To publicise the Warm Space initiative by St Johns and any similar initiative by Harvel Village Hall

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

8.6 Hope/Covid Garden: To consider arrangements for the cleared area on Meopham Green

F.C. 255 It was agreed to write to Gravesend and Meopham Rotary Club to ask that they plant daffodils and bulbs in this area.

PROPOSED: Cllr McTavish. SECONDED: Cllr Wade.

Six votes in favour and one abstention due to declared interest. The motion was carried.

8.7 Family Fun Day: To consider authorising the Clerk, in conjunction with the Liaison Cllrs for Youth to organise a Christmas Family Fun Day with a delegated budget of £500 from the Youth Provision budget

F.C. 256 It was agreed to authorise the Clerk in consultation with Cllr Moss and Cllr Gofton to organise a Christmas Family Fun Day with a delegated budget of £500 from the Youth Provision budget.

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

Item 9: Community Infrastructure Levy: To consider the recommendations of the report from the Clerk

F.C. 257 It was agreed to adopt the following recommendations:

- To write to Gravesham Borough Council to ask they consider implementing a CIL charging schedule, utilising the model operated by Sevenoaks
- The letter would be addressed to Cllr John Burden as Leader of the Council but would also be copied to our Ward Councillors to highlight our desire for cross-party support at GBC to progress this.

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

Item 10: Ruxton Mews: To consider the responses received from GBC and GCHA regarding the procedures for ensuring local connection criteria is prioritised for future lettings at the Ruxton Mews site

F.C. 258 It was agreed to write to GCHA about the parking issues at Ruxton Mews.

In addition, we would issue a reply to both GBC and GCHA to seek confirmation the new system would indeed flag up the local connection criteria.

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

Item 11: Carols on the Green: To discuss and approve the arrangements for the Council-organised Carols on the Green on 15th December 2022

F.C. 259 Cllr Wade and the Assistant Clerk will meet to prepare risk assessments and the event plan. The Clerk would contact the Member Pioneer for support at the event.

Item 12: Parish Guide: To consider arrangements for printing and distributing the updated Parish Guide

F.C. 260 Cllr McTavish confirmed the working title was now 'What to do in Meopham?'.

F.C. 261 It was agreed that this item would be deferred until December 2022's Full Council meeting once further progress had been made with the collection of updated contact details.

Item 13: Motion from Cllr Price - Pop-up Parish Offices: To consider making arrangements to hold pop-up parish offices in community venues around the parish

F.C. 262 It was agreed to adopt the following recommendations:

- The Clerk, in consultation with Cllr Price to continue exploring the option of pop-up offices.
- To encourage greater levels of hybrid working amongst staff immediately

PROPOSED: Cllr McTavish. SECONDED: Cllr Price.

Five votes in favour, one against and three abstentions. The motion was carried.

Item 14: Meopham Windmill:

14.1 Restoration Project: To receive an update on the restoration works at the Windmill

F.C. 263 This was covered by the report in Item 15

14.2 Correspondence Received: To consider any correspondence received from Meopham Windmill Trust

F.C. 264 The following was agreed:

- The Clerk, Cllr Wade, Cllr Buchanan, Cllr Price and Cllr Ogden DL to attend the meeting with Meopham Windmill Trust (MWT)
- To encourage MWT to invite KCC to attend given the discussions around the long-term future management of the site/mill
- To seek clarification that the proposed venue has a private room or that an alternative, private venue is selected
- To share the report of the Parish Office Working Group, presented to F.C on 27.09.22 with the Windmill Trust

PROPOSED: Cllr Buchanan. SECONDED: Cllr Sims.

Seven votes in favour and two abstentions due to declared interests. The motion was carried.

Item 15: Parish Representatives on External Bodies: To note the reports received

F.C. 265 The reports of the parish representatives were noted. It was agreed Cllr M Bramer, Cllr Green, Cllr Ogden DL and the Clerk will review the lease of Judsons Pavilion.

Item 16: Clerk's Report: To note the report of items for information from the Clerk

F.C. 266 This was noted.

F.C. 267 Cllr Ogden DL expressed thanks to the Clerk for his speed in making arrangements for the welfare of the Cricketers staff following the recent incident and also for the quality of presentation of his reports to Full Council.

Item 17: Progress Tracker: To note the progress tracker of council decisions

F.C. 268 This was noted.

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

Item 18: Damage to Meopham Green: To consider the Council's response to the letter received from Kent Police regarding vehicular damage to Meopham Green

F.C. 269 It was agreed to:

- Write to Kent Police expressing our disappointment at the decision not to prosecute
- To consult with our insurance company

- To write a letter to the vehicle owner once advice has been received from our insurers

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

Item 19: Planning Enforcement: To receive the report regarding a property and consider its recommendations

F.C. 270 It was agreed to write to the current Conservation Officer expressing its concerns about the decision taken to approve the bricks currently being used on site, asking for written confirmation that they are indeed in accordance with the approval granted, asking whether the officer can provide any explanation as to why they were considered suitable and asking for an assurance that in future a more sensitive approach will be taken in respect of similar applications.

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

Item 20: Work Experience: To authorise the unpaid placement for Mr K Everson to take place from 21.11.22 for up to 30 weeks, in line with the Council's Work Experience Policy

F.C. 271 It was agreed to authorise the unpaid work placement for Mr K Everson to take place from 21.11.22 for up to 30 weeks.

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

The meeting closed at 9:53pm