

Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - Tel: 01474 813779
Email: enquiries@meopham-pc.gov.uk Website: www.meopham-pc.gov.uk



A Civility & Respect
Pledge Council

Minutes of the Parish Council Meeting held on Tuesday 15th May 2024 at 7:00pm at Judsons Pavilion

Members Present:

Cllr S Buchanan – Vice-Chairman
Cllr D Bramer
Cllr P Crow
Cllr A Evans
Cllr D Fisher
Cllr P Haslam
Cllr C Price – Chairman
Cllr D Sims
Cllr G Smith
Cllr B Wade
Cllr P Watson

In Attendance:

S Fishenden – Clerk and Responsible Financial Officer
G Duffort – Deputy Clerk
Four members of the public

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

F.C. 316 It was agreed to accept apologies from Cllr M Adam (prior commitment)

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

F.C. 317 There were no declarations of interest.

Item 3: **Minutes of Previous Meeting: To approve the minutes of the meeting held on 16.04.24**

F.C. 318 The minutes of the meeting held on 16.04.24 were approved, subject to one amendment to add 'Cllr Sims' in the reference to the Minel meeting in the Items for Information section.

PROPOSED: Cllr Evans. SECONDED: Cllr Watson. There were ten votes in favour, and one abstention. The motion was carried.

Item 4: **Food Bank and Community Hub Project: To consider the outline proposal received to launch a food bank and community hub within the parish**

F.C. 319 The following was agreed:

- Meopham Community Initiative would be supported in principle by the Parish Council
- Council officers would ensure the legal queries surrounding Judsons Pavilion are resolved satisfactorily.
- If this was satisfied, there was agreement in principle to consult with the Colts about a Licence Agreement for exclusive weekend use.

- It was agreed that Meopham Colts should be given long term security of tenure (25 years) to ensure that the provisions of the Football Foundation Grant continue to be fulfilled.
- Any Licence agreement for weekday usage will be for a 3-year initial period.
- A meeting would be convened between MPC, Meopham Colts and Meopham Community Initiative
- The Judsons family would be consulted at all times.

Item 5: Strategic Plan for 2024-2027: To consider adopting the draft Strategic Plan as the final document for the remainder of the Council's term of office

F.C. 320 It was agreed the Strategic Plan for 2024-2027 would be adopted, with the amendment to include an action to cover the registration of either TPOs or National Landscapes in the Culverstone Valley area.

Cllr Evans would assist with proof-reading before the strategic plan graphic design work is completed.

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

Item 6: Council Administration

6.1 Efficiency Review: To consider the quote received from CHRGS to conduct an efficiency review of the Parish Council office, at a cost of £2000, to be funded from general reserves

F.C. 321 It was agreed to adopt the quote received from Council HR & Governance Support for up to £2000, for an efficiency review to be carried out, and for this to be arranged to take place in July 2024.

PROPOSED: Cllr Price. SECONDED: Cllr Smith. There were five votes in favour, four against and two abstentions. The motion was carried.

6.2 Salary Benchmarking: To consider the quote received from CHRGS to conduct a salary benchmarking exercise and evaluate the salary scale for a future Events Officer role, at a cost of £720, to be funded from general reserves

F.C. 322 It was agreed to defer this for consideration by the Personnel Committee after the Annual Council Meeting.

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

6.3 Clerk Mentoring: To consider the quote received from CHRGS to provide 10 x 1 hourly sessions of mentoring for the Clerk, at a total cost of £1000, to be funded from the Training budget

F.C. 323 It was agreed to defer this for consideration by the Personnel Committee after the Annual Council Meeting.

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

6.4 Employee Assistance Programme: To consider the quotes received for providing an EAP for both councillors and staff, to be funded from general reserves

- F.C. 324** It was agreed to defer this for consideration by the Personnel Committee after the Annual Council Meeting.
- PROPOSED: Cllr Price. SECONDED: Cllr Bramer. All in favour.
- Item 7: Parish Council Website: To consider the quotes received for the design and hosting of a new parish council website, to be funded from the New Website Project budget**
- F.C. 325** It was agreed to defer consideration to the June meeting, to enable officers to circulate the previous work that had been completed to identify suitable website designs.
- Cllr Haslam and Cllr Smith would work on producing a website design specification.
- Item 8: Pitfield Green Toilets – Future: To consider the report on the future options for the Pitfield Green toilet block following their decommissioning on 1st April 2024**
- F.C. 326** It was agreed to pursue Option C, to explore leasing the building out for alternative use.
- PROPOSED: Cllr Price. SECONDED: Cllr Buchanan. All in favour.
- Item 9: Meopham Village Fete 2024**
- 9.1 Event Budget: To agree a budget for the event**
- F.C. 327** It was agreed that an event budget of £1500 would be approved. It was noted this might not need to be spent if we are successful in achieving the required amount of grant.
- PROPOSED: Cllr Price. SECONDED: Cllr Haslam. All in favour.
- 9.2 Good Cause: To agree which council project any raised funds from the event will go towards**
- F.C. 328** It was agreed that any surplus generated from the event, will be used for community projects, specific projects to be decided after public consultation.
- PROPOSED: Cllr Price. SECONDED: Cllr Sims. All in favour.
- Item 10: Annual Parish Meeting 2024: To consider arrangements for the annual parish meeting**
- F.C. 329** The paper that had been circulated, had been withdrawn, as the Annual Parish Meeting had now been convened.
- It was noted Cllr Buchanan would open the meeting as Vice-Chairman of Council, to enable Cllr Price to travel back from a pre-planned meeting.
- Item 11: Judsons Pavilion – Drainage: To consider the quotes received for conducting a CCTV survey of the drainage at Judsons, following concerns around a collapsed drain**

F.C> 330 It was agreed to authorise expenditure up to £1225 + VAT to conduct a CCTV survey of the drainage at Judsons. Officers were asked to find a cheaper quote if possible.

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

The meeting closed at 9:08pm