Meopham Parish Council
Minutes of Extraordinary Planning & Projects Committee
held on Tuesday 25th July at 6.45pm
in the Windmill, Meopham Green

Committee Members present: Cllrs D Bramer (Vice Chairman), M Bramer, Buchanan, Gofton and Wade

In attendance: **Community Action Team Members:** Susan McNally (Chairman), Laura Vines (Vice Chairman), Phil Harcus, Bronwyn Chatman
N Jerram (Clerical Assistant)

On a proposal by Cllr Buchanan, seconded by Cllr Wade, members agreed to adjourn the start of the meeting for 5 minutes to wait for members held up in traffic on the A227 to arrive.

Item 1 **To receive Apologies for Absence**

PP.24 Apologies were received from Cllr McTavish (unwell) and Cllr Luxford who was attending another meeting.

Item 2 **To receive Declarations of Interests**

PP.25 There were no declarations of interest.

Item 3 **To receive a report on the Community Action Plan by the team outlining:**

- **Progress to date**
- **Current funding needs and anticipated benefits of proposed activities**
- **Future plans including funding arrangements**

PP.26 On a proposal from Cllr D Bramer, seconded by Cllr M Bramer, all members voted in favour to suspend standing orders to allow members of the Community Action Team to speak.

PP.27 Susan McNally (Chairman of CAT) confirmed to members that the team had met for numerous consultations following the public meeting held in January and had decided to concentrate on 2 main issues highlighted by parishioners as follows:

- Transport/Parking
- Amenities/Leisure

PP.28 Moving forward, proposed activities and points for discussion were indicated as follows:

- Public Survey plans
- Budget to start process
- Website
- Grant/Funding

PP.29 Laura Vines (Vice Chairman CAT) explained that the team had prepared a simple draft survey for residents to complete aimed at the 2 key issues of particular interest to the community i.e. transport and amenities. Members discussed the questionnaire which is currently in draft form for comment before being finalised.

PP.30 Cllr D Bramer acknowledged that the team needed money to continue the community action plan and the Chairman of CAT confirmed that if they received the budget money all expenditure would be audited.

PP.31 Cllr M Bramer offered to help with setting up a link for the public survey on the CAT website to be designed, similar to a link which had been prepared recently for a survey on the parish council website.

PP.32 Cllr Gofton raised the question of the team applying for grants to fund further activities proposed. Discussions followed on means of obtaining funding and the team agreed they would further investigate the bidding process for grant applications.

PP.33 Cllr Buchanan congratulated the group on their efforts so far and confirmed that money had been allocated to the Planning & Projects Committee budget for the purposes of a parish plan.

Standing orders were then reinstated.

Item 4 **To consider transferring the remainder of the Parish Plan budget (2017/18 - £1000) to the bank account of the Community Action Team as a grant to support their activities prior to their obtaining funding from other sources**

PP.34 On a proposal by Cllr M Bramer, seconded by Cllr Buchanan, 4 members voted in favour of the above motion with 1 abstention. The motion was therefore agreed.

Cllr D Bramer thanked the group for attending the meeting.

Meeting closed at 7.25pm

 Signed:____________________ Dated: __________

Meopham Parish Council
Minutes of Planning & Projects Committee
held on Tuesday 19th September 2017 at 7.30pm
in the Windmill, Meopham Green

Committee Members present: Cllrs D Bramer (Vice Chairman), M Bramer, Buchanan, Luxford, McTavish (Chairman) and Wade

In attendance: N Jerram (Clerical Assistant), 2 members of public

Cllrs McTavish welcomed everyone to the meeting and advised that the meeting was being recorded.

Item 1 **To receive Apologies for Absence**

PP.35 Apologies were received from Cllr Gofton

Item 2 **To receive Declarations of Interests**

PP.36 There were no declarations of interest.

Item 3 **To approve minutes of previous meetings (13/06/17) & (25/07/17)**

PP.37 The minutes of the meeting held on the 13.06.17 were approved as a true record of the meeting on a proposal by Cllr Buchanan and seconded by Cllr M Bramer. All voted in favour.

PP.38 The minutes of the meeting held on the 25.07.17 were approved as a true record of the meeting on a proposal by Cllr Buchanan and seconded by Cllr Wade. All voted in favour.

Item 4 **To consider matters arising from the above minutes**

PP.39 **Minutes dated 13.06.17** - Pg 2, P104 - No information had been received from the Scouts District Commissioner to date. Members agreed a letter be sent to the DC confirming that MPC are keen to proceed with arrangements for the lighting of the Beacon at Hopehill Scouts for 'A Nations Tribute' 11/11/18. ***Action: Clerk***

PP.40 **Minutes dated 13.06.17** - Pg 2, PP9 - Speed Watch
Members agreed to review this at a later date.

Item 5 **Highways Issues**
5.1 Update from Working Group meeting - Parking Issues

PP.41 Cllr D Bramer congratulated everyone involved in the Working Group on their hard work and Cllr McTavish thanked everyone for their input during her absence over the summer months. Members discussed the success of the parking issues competition and the positive relationship which has been built with local schools by involving the schools in the campaign.

PP.42 Discussions followed on approving expenditure for the Working Group to continue and on a proposal from Cllr D Bramer, seconded by Cllr Luxford, all voted in favour to authorise the working group to spend up to the maximum figure of the grant received from KCC subject to the parish council's normal processes when receiving grants.

PP.43 Cllr McTavish suggested the clerk write to GBC informing them of the Working Group set up by MPC and the parking issues campaign. All members agreed to this action. ***Action: Clerk***

5.2 To note the correspondence received from a resident concerning traffic concerns on the A227

PP.44 On a proposal by Cllr Wade, seconded by Cllr Buchanan, all members agreed to suspend standing orders to allow a member of the public to speak.

PP.45 A resident spoke regarding her concerns about the increase in the volume of traffic using the A227 and dangerous parking by some motorists in Meopham. Discussions followed on the Working Group set up by MPC which is addressing parking issues in Meopham and KCC Highways and GBC have been made aware of residents' concerns.

PP.46 Cllr Luxford gave an update on plans for the Lower Thames Crossing. Cllr Luxford is attending LTC Forum meetings regularly on behalf of MPC. Serious concerns have been highlighted to Highways England regarding the impact on the A227 and questions raised on the implications of the infrastructure proposed for LTC on Meopham and the A227.

PP.47 Cllr McTavish suggested a meeting be arranged with Highways and the Police. Members agreed that the clerk look into arranging a meeting on traffic issues with both parties and to speak to the Borough Councillor for advice. ***Action: Clerk***

8.15pm – 2 members of public left the meeting.

PP.48 Standing Orders were then reinstated.

5.3 To note the correspondence received regarding the A2 Bean and Ebbsfleet preferred route announcement

PP.49 Members noted correspondence.

5.4 To note the KCC Highways Seminar on 23/10/17 and attendance by MPC member

PP.50 Members noted the date and Cllrs Bramer and Buchanan confirmed they would be attending.

Item 6 **Bus Shelters**

6.1 To note the response from Highways regarding vegetation around certain bus shelters

PP.51 Cllr McTavish read out the response from Highways regarding registered and unregistered land around certain bus shelters in the village. Cllr McTavish proposed a motion that the clerk write to the adjacent residents asking if they could cut back the vegetation in question. This was seconded by Cllr Wade and all voted in favour. ***Action: Clerk***

6.2 To consider carrying out a survey by members of all the parish owned bus shelters, so any potential work can be identified and considered for any future grant applications in 2018.

PP.52 Members discussed and agreed that a list of bus shelters be circulated to councillors to survey and report any potential work needed to the parish office. ***Action: Clerk***

Item 7 **Local Plan Core Strategy - update**

PP.53 Cllr McTavish read out an email from GBC informing members that the Local Plan consultation documents will be published in October 2017.

Item 8 **Lower Thames Crossing – update**

PP.54 Members agreed that this had been covered under **Item 5, 5.2. PP.46**

Item 9 **Affordable Housing**

9.1 To note that a meeting has been arranged with Gravesham Borough Council for 27/09/17 and to agree agenda items

PP.55 Members noted the date of the meeting and discussed agenda items to be forwarded to GBC. Cllr McTavish said she would finalise the items and inform the clerk accordingly.

Item 10 **Community Festivities/Events**

10.1 Picnic on the Green .

- **To note the feedback from the 2017 event**
- **To note the successful grant application for Picnic on the Green 2017**

PP.56 Members agreed that the Picnic on the Green had been very successful and councillors who attended reported that it was a very enjoyable day. Members noted that positive feedback had been received from members of the public and noted the success of the grant application obtained from KCC which will cover all the costs of the picnic.

10.2 To consider community festivity events for 2018

PP.57 Members considered 'Gourmet on the Green' for next year and discussed other ideas. It was agreed that following the success of 'Picnic on the Green' it would be organised again for next year. Cllr McTavish proposed a motion to defer 'Gourmet on the Green' and to go ahead with 'Picnic on the Green', this was seconded by Cllr Buchanan and all members voted in favour. Cllr McTavish thanked everyone involved in the organisation of 'Picnic on the Green'

Cllr Wade felt it appropriate that an event be organised to commemorate the anniversary of the end of the 1st WW and members agreed this would be looked into. Cllr Luxford said she would liaise with Meopham Historical Society. ***Action: Cllr Luxford***

10.3 Harvel 'Pop Up Café - to discuss the future of this event

PP.58 Cllr M Bramer reported that the 'Pop Up Café' had been very well supported and Harvel Village Hall Residents Association were keen to continue with this event. Members discussed the possibility of MPC making a donation to help HVH with their initial start-up costs. Cllr M Bramer proposed a motion that MPC donate £100 to Harvel Village Hall from the Festivities Budget for their start-up costs, this was seconded by Cllr Buchanan, 3 voted in favour, 1 voted against and there were 2 abstentions. The motion was therefore agreed.

Item 11 **Community Action Team - update**

PP.59 Cllr D Bramer reported that the last CAT meeting had been cancelled and the next was scheduled for 27th September. The Chairman of CAT had reported that they had drawn up a questionnaire for parishioners to complete and the website was in the process of being completed. Cllrs D Bramer and McTavish confirmed that they would be attending the next meeting on the 27th September.

Item 12 **Consultations Received:-**

12.1 KCC Local Flood Risk Management Strategy 2017-2023 – consultation ends on 08/10/17

PP.60 Members agreed not to respond on the above consultation.

12.2 South East Water draft drought Plan 2017 – consultation ends on 29/10/17

PP.61 Members agreed not to respond on the above consultation.

12.3 Department of Digital, Culture, Media and Sport - the design of Broadband Universal Service Obligation – consultation ends on 5/10/17

PP.62 Members discussed and agreed to respond to NALC on the above consultation supporting the aims but advising MPC do not have the technical expertise to comment.

12.4 Dartford Borough Council – Statement of Community Involvement – consultation ends on 20/10/17

PP.63 Discussions followed and members agreed that MPC respond to the above consultation in support of their aims.

Item 13 **Parish Guides**

13.1 To consider the request from SB Publishing to approve the publication of a new Parish Guide for publication in 2018

PP.64 Members agreed that the publication of a new Parish Guide should be deferred for one year. Cllr McTavish asked if the clerk would find out from SB Publishing what the lead in time is for publication the following year. ***Action: Clerk***

13.2 To consider whether we update the Over 60's Guide in 2018 and how the guide should be funded

PP.65 Members discussed and agreed that the Over 60's Guide be updated next year and that it should be a Parish Council venture. Further discussion followed on looking into grants available to fund the guide. Cllr McTavish proposed a motion that MPC take on the production and publication of the Over 60's Guide to be updated next year, this was seconded by Cllrs D Bramer, 5 voted in favour, with 1 abstention.

Item 14 **Financial Matters**

14.1 To approve the Planning and Projects Committee schedule of payments in accordance with Financial Regulations 5.2

PP.66 Cllr Buchanan proposed a motion to approve the above Schedule of Payments, (appendix 1) this was seconded by Cllr M Bramer and all voted in favour.

14.2 To note the Planning and Projects Committee expenditure up to August 2017

PP.67 Members noted.

Item 15 **Correspondence - to note correspondence received**

PP.68 Members noted correspondence list.

Cllr McTavish gave her thanks to Cllr D Bramer for chairing the P&P Committee Meetings in her absence.

Meeting closed at 9.50pm

Appendix 1

CHQ	DATE	PAYEE	DETAILS	GROSS	VAT	NET
1903	14/07/2017	John Ogden	Reimbursment for WH Smith Vouchers - Competition prizes for parking poster	£120.00		£120.00
1912	08/08/2017	MR WCJ Sherwood	Picnic on the Green - Jazz band	£300.00		£300.00
1913	08/08/2017	Mike Ingham	Picnic on the Green - Magician	£180.00		£180.00
1919	17/08/2017	S Egglesden	Picnic - Laminating A3 Posters/First Aid fee	£71.00	£3.50	£67.50

Minutes of the Parking Issues Working Group
Thursday 29th September 2017 at 11.30 am

Present:	Cllrs Buchanan, Knott, McTavish (Chairman) and Ogden
	M Cason, Community Warden
In attendance:	S Egglesden, Clerk

1. To note apologies

No apologies.

2. To approve the minutes from the 15th September 2017

The minutes were agreed.

3. To agree the wording for the flyers

Further adjustments had been made and these were agreed.

The Clerk reported that new Parking Manager at GBC is Nicolas May.

Agreed: To send the draft flyer to GBC's Parking Manager, request use of the GBC logo on this and invite him to a future WG meeting.

4. To review and agree the additional quotations for signs, banners and poster/flyer printing.

The Clerk was waiting for a further quote.

Agreed: Clerk to collate quote information and to send to members to agree by email.

It was noted that one permission is still required for a poster and the school would be chasing this up.

5. Location of banners – suggestion from the Planning and Projects Committee to locate a banner near to Meopham Secondary School

Agreed: To place a banner at Meopham Secondary school site.

Agreed: To write to the schools requesting permission to place a banner on their railings.

Agreed: To place a banner at the Culverstone end of the village on the land opposite Newlands Lane (near the bus shelter)

Discussion took place on most appropriate side of the road to place a banner at the Nurstead end of the village.

Agreed: To contact KCC Highways Steward regarding the exact locations at the Nurstead end of the Village and Culverstone end of the village for the banners.

Agreed: to potentially now have 8 banners, depending on budget and cost.

6. To review the list of suggestions from the survey at Camer Parade and agree on any further action.

The Clerk had reported on the response on the KCC Highways portal regarding the proposed Trixie mirror.

Agreed: Clerk to contact our Highways Steward for further information on this decision and to add this our spreadsheet for suggested improvements.

Agreed: Members to view the list and prioritise the work that the WG should concentrate on. To provide the Clerk with this information.

7. To agree the draft letter to the schools

A draft letter was circulated and amendments made.

8. Update on attendance at forthcoming events

M. Cason will look to do something at Culverstone Community Centre for Halloween/Bonfire night. The Christmas Fayre at St John's has been booked.

Agreed: to see if Meopham Community Academy and Culverstone Green Primary School have a Christmas Fayre where we could have a table promoting the safety issues.

9. Pedometers – update

M Cason reported that The Grand have 60 available that we can have. GBC Community Safety Unit are sending a grant application form to us to apply for funding for £200 to purchase further pedometers.

10. Launch – to agree on the launch date and information for the press release

Agreed to carry forward to the next agenda.

11. Any other Business

Cllr McTavish reported that at the CAT meeting, it was mentioned about the lack of school signs in the parish regarding children crossing.

Agreed: members to check on what is already in place before considering any further action.

12. To agree on a date for the next meeting

Agreed: Friday 6th October at 10am at the Windmill. Clerk to invite GBC's Parking Manager. If not available to obtain dates from him for the following meeting, anytime from 25/10/17.Clerk to email members and co-ordinate a further meeting in approximately two weeks.

The meeting closed at 12:50 pm

Signed ....Date...........................

Minutes of a meeting of the
Administration and Resources Committee held on
Tuesday 26th September 2017 at 7:30pm
at the Windmill, Meopham Green

Committee Members Present:	Cllrs M Bramer (Chairman), Buchanan, Howard, McTavish, Powell and Wade
In attendance:	Mrs S Egglesden (Clerk)

Item 1: **Apologies for absence:**

A.20 Apologies were received from Cllr Ogden (prior engagement).

Item 2: **Declarations of Interest:**

A.21 There were no declarations of interest.

Item 3: **To approve minutes of previous meetings (11.04.17):**

A.22 The minutes of the meeting held on 06.06.17 were approved as a true and correct record on a proposal by Cllr Buchanan and seconded by Cllr M Bramer. There were 2 votes in favour and 4 abstentions (other members were not present at the previous meeting). The minutes were then approved.

Item 4: **Matters Arising:**

A.23 Item A.61 – Skills audit - Carried forward to action.
Item A.77 – Social Media Working Group – Carried forward to action.

Cllr M Bramer asked for an update on item A5. The Clerk reported that a deep clean of the parish office had been carried out and a new cleaner appointed by the contractor.

Item 5: **Contracts**

5.1 **Update on meeting with GWT Media Limited**

A.24 Cllr M Bramer had circulated a report on the meeting and reported briefly on how informative the meeting had been. Cllr M Bramer and the Clerk would look into the actions on the report.

Action: Clerk and Cllr M Bramer

Item 6: **Training**

6.1 **To note the forthcoming Rest Centre Training event at Culverstone Community Centre on 10/10/17**

A.25 It was noted that 8 councillors will be attending the event.

6.2 **To note the attendance of Cllr M Bramer and the Clerk/RFO at the KALC Financial Conference on 12/10/17**

A.26 This was noted. The Clerk had requested a presentation on VAT in respect of donations at the conference.

Item 7: To note the Internal Auditor's Report and consider the recommendations

A.27 The internal auditors reported was noted along with actions already taken as recommended.

7.1 To appoint two members of the A&R Committee to be the nominated Internal Auditors' for the council to review its Internal Controls and Risk Management with the Clerk/RFO.

A.28 The Clerk reported that D. Buckett had suggested this at the recent Clerks conference. It was suggested the members are called 'councillor auditors.' Cllr Buchanan proposed that the Chairman and Vice Chairman of A&R (Cllrs. M.Bramer and J.Ogden) are appointed to these roles. This was seconded by Cllr Howard and all voted in favour.

7.2 To review the arrangements for paying staff salaries and invoices and to consider recommending to Full Council that these are to be paid via internet banking

A.29 Discussion took place. The Clerk read out Financial Regulation 6.9 which meant that the council already have the authority to put this into place. Cllr Howard proposed that the Clerk contacts Lloyds Bank small business advisor to action putting internet banking in place. This would just need to be noted at Full Council as authority is already in place. This was seconded by Cllr Buchanan and all voted in favour.

Action: Clerk

7.3 To consider recommending to Full Council the introduction of a corporate credit/debit card for the clerk to pay for incidentals and securing better prices for items via the internet

A.30 Cllr M Bramer suggested that the councillor auditors should review the internal controls currently in place and consider the limit for a debit card as the Financial Regulation 6.17 gives authority for the Clerk/RFO to spend up to £500 in one single transaction. Cllr McTavish proposed that the Clerk arranges a debit card with Lloyds Bank, in consultation with the councillor auditors as outlined by Cllr M Bramer. This was seconded by Cllr Wade and all voted in favour.

Action: Clerk, Cllr M Bramer and Cllr Ogden

Item 8 Parish Office Matters

8.1 To consider potential improvements to the sink/tap in the toilet area

A.31 Following discussion Cllr Buchanan proposed that the Clerk informs Meopham Windmill Trust of the proposed plan, consults with our County Councillor to see if a grant is available and obtains quotes for the work. This was seconded by Cllr Wade and all voted in favour.

Action: Clerk

Item 9 Emergency Planning

9.1 **To consider the email from KALC regarding signing up to the fire hydrant initiative project**

A.32 Following discussion it was agreed to include information in parish council publications on how to report a defective fire hydrant. Cllr Buchanan proposed that the council did not sign up to the initiative and this was seconded by Cllr Cllr Howard and all voted in favour. It was agreed that the maps (not for publication) would be kept with the Emergency Plan.

Action: Clerk

Item 10 **Gravesham Clerks Meeting**

10.1 **Update on the Gravesham Clerks meeting held in July 2017**

A.33 The Clerk reported on a successful first meeting. All of the other Gravesham parish councils were on board for clerks to meet up regularly. It had been agreed to hold 3 meetings a year and rotate the venue so each parish would only host one meeting every two years. The next meeting is scheduled for 22/11/17 and Steve Scully from the Kent Reliance Team has asked to attend the meeting.

Item 11 **General Data Protection Regulation**

11.1 **To note the forthcoming changes in 2018 and to consider if any further action is required**

A.34 Members noted the NALC Legal Briefing note and agreed to look at the '12 steps to take now' link. It was agreed that the Clerk would contact KALC to find out what they are doing on this and report back at the next meeting.

Action: Clerk

Item 12 **Financial Matters**

12.1 **To note all the Administration & Resources Committee Expenditure up to 26/09/17 for the 2017-2018 financial year**

A.35 This was noted.

12.2 **To approve the schedule of payments in accordance with Financial Standing Order 5.2**

A.36 The payments in appendix one were approved on a proposal by Cllr Buchanan and seconded by Cllr Howard. All voted in favour.

Item 13 **Correspondence**

13.1 **To note the correspondence received**

A.37 Correspondence was noted.

The meeting closed at 8:50pm

Signed...Dated.........................

Appendix 1

ADMINISTRATION AND RESOURCES COMMITTEE EXPENDITURE

FROM 07/06/17 TO 20/09/17

CHQ NO	DATE	PAYEE	DESCRIPTION	GROSS	VAT	NETT
1880	12/06/2017	SLCC	Annual Subscription	£169.00		£169.00
1882	14/06/2017	KCC	Staff Pensions - June 2017	£639.58		£639.58
1882	14/06/2017	HMRC	PAYE quarter ended 05/07/17	£1,825.67		£1,825.67
1884 + 1885	20/06/2017	staff salaries	Salary - June 17	£2,121.17		£2,121.17
S/O	20/06/2017	Malcolm Gofton Associates	Payroll processing June 17	£36.00	£6.00	£30.00
DD	03/07/2017	BT	Parish Office phoneline	£96.79	£16.13	£80.66
1889	04/07/2017	P Hasler	Expenses - plants & refreshments	£35.49	£5.92	£29.57
1890	04/07/2017	GWT Media Ltd	IT support & email hosting - July 17	£96.72	£16.12	£80.60
1891	04/07/2017	EDF	Parish Office - electricity supply up to 20.06.17	£82.18	£3.91	£78.27
1893	10/07/2017	N Jerram	Expenses - Mileage, stamps	£41.26		£41.26
1894	10/07/2017	S Egglesden	Expenses - Mileage, stamps	£45.55		£45.55
1897	10/07/2017	Sebias Cleaning Services	Cleaning Parish Office - June 17	£28.80	£4.80	£24.00
1898 + 1899	20/072017	staff salaries	Salary - July 17	£1,962.28		£1,962.28
1900	14/07/2017	Meopham Cricket Club	Use of pavilion	£50.00		£50.00
SO	20/07/2017	Malcolm Gofton Associates	Payroll processing June 17	£36.00	£6.00	£30.00
1904	24/07/2017	MI Bookkeeping	Bookkeeping July 2017	£100.00		£100.00
1905	24/07/2017	EDF	Parish Office - electricity supply up to 20.06.17	£30.70	£1.46	£29.24
1906	24/07/2017	Sebias Cleaning Services	Cleaning Parish Office - July 17	£57.60	£9.60	£48.00
1907	24/07/2017	ARC Office Systems Ltd	Photocoping - 21.04.17 to 21.07.17	£151.57	£25.26	£126.31
1908	24/07/2017	KCC	Staff Pensions - July 2017	£639.58		£639.58
1910	08/08/2017	Business Stream	Water Bill - drinking fountain	£15.14		£15.14
1911	08/08/2017	GWT Media Ltd	IT Support & Emails - August 17	£96.72	£16.12	£80.60
1914	14/08/2017	David Buckett	Internal Audit work for 2016-17	£479.25		£479.25
1915	14/08/2017	MI Bookkeeping	Bookkeeping Service - Aug 17	£100.00		£100.00
1917	14/08/2017	H Antwiss	Assemble 3 x shelving units in the container	£55.00		£55.00
1918	14/08/2017	CPRE	Membership - 2017-18	£36.00		£36.00
SO	20/08/2017	Malcolm Gofton Associates	Payroll	£36.00	£6.00	£30.00
1920 + 1921	20/08/2017	staff salaries	Salary - August 2017	£1,949.61		£1,949.61
1922	20/08/2017	Sebias Cleaning Services	Parish Office cleaning - August 17	£86.40		£86.40
1923	20/08/2017	GWT Media Ltd	IT Support & Emails - August 17	£96.72	£16.12	£80.60

1924	20/08/2017	Kent Pension Fund	Staff Pension - August 2017	£639.58		£639.58
1925	20/08/2017	S Egglesden	Expenses - Shelving Unit	£109.20	£18.20	£91.00
"	"	"	Expenses - clerk meeting lunch	£32.75		£32.75
1926	20/08/2017	H Antwiss	Container gate - refit gate as unable to open	£75.00		£75.00
1928	22/08/2017	H Antwiss	Gate & Fence at container site - staining	£60.00		£60.00
1929	22/08/2017	BT	Line rental 1/8/17 to 31/10/17- Parish Office	£66.00	£11.00	£55.00
1932	31/08/2017	EDF	Parish Office - Electricity Bill	£17.37	£0.86	£16.51
1933	31/08/2017	KPS	Stationery Order - Parish Office	£81.70	£13.62	£68.08
1934	12/09/2017	Ellenor	Charity donation S.137 (J Cubitt funeral)	£25.00		£25.00
1935	12/09/2017	The British Heart Foundation	Charity donation S.137 (J Cubitt funeral)	£25.00		£25.00
1936	15/09/2017	Mrs J M Burgoyne	MPC end of year accounts - 2016-17	£200.00		£200.00
1938	15/09/2017	KCC re: Kent Pension Fund	Staff Pensions - Sept 17	£639.58		£638.58
1939 +1940	15/09/2017	staff salaries	Salary - sept 17	£1,887.08		£1,887.08
1942	22/09/2017	HMRC	PAYE - Staff salaries	£1,666.69		£1,666.69
1943	22/09/2017	Sebias Cleaning Services	Parish office cleaning - sept 17	£57.60		£57.60
SO	22/09/2017	Malcolm Gofton Associates	Payroll - Sept 17	£36.00	£6.00	£30.00
SO	22/09/2017	MI Bookkeeping	Bookkeeping Service - Sept 17	£100.00		£100.00
1944	25/09/2017	H. Antwiss	slab area in front of container - H&S risk	£130.00		£130.00

Meopham Parish Council
Judson's Pavilion Committee

29.09.2017

Minutes of a Judson's Pavilion Committee meeting held on Friday 29th September 2017 at 10am at the Windmill, Meopham Green

Committee Members: Cllrs. M Bramer, Buchanan, Hasler, Ogden (Chairman), Wade and Walters

In attendance: Clerk – S Egglesden

Item 1 **Apologies for Absence**

J1 Apologies were received from B Heming.

Item 2 **Declarations of Interest**

J2 There were no declarations of interest.

Item 3 **Approve the Minutes of the previous meeting (11/04/17)**

J3 The minutes of the meeting held on 11/04/17 were approved as a correct record on a proposal by Cllr Wade and seconded by Cllr Buchanan. All voted in favour.

Item 4 **Matters Arising**

J4 It was noted that the cheque for £385 for the revised planning application had been returned by Gravesham Borough as it was not required.

Item 5 **To note the approval of the Planning Application submitted to Gravesham Borough Council**

J5 Members noted that the application had been approved.

Item 6 **To discuss the next steps**

J6 Cllr Ogden had spoken with a builder to find out what would be needed in order to go out to tender. It was suggested that instead of going out to full tender, in the first instance, we ask for an expression of interest and an estimate based on the drawings we have to gain a ball-park figure for funding requirements.

Cllr Buchanan proposed that it is agreed to obtain estimates on the drawings we have and that this is advertised in the local press and the Contract Finders website, with a deadline of one month from the date of the advert. This was seconded by Cllr Wade and all voted in favour.
Action: Clerk

J7 The planning conditions of the planning application were reviewed. Queries were raised on the following

- Item 1 of the Informatives – 'the proposed extension is located in a conservation area and adjacent to a listed building'. Members were not aware that the pavilion is in a conversation and required clarification on this and the adjacent listed building from GBC Planning.
- Item 7 – regarding the extended car parking area and that it should be 'kept available for such use at all times'. Members queried this as it had not the intention for the extended parking to be in use when the building is closed.
- Item 9 – Landscaping is not planned for this area. Is this a standard clause only if landscaping formed part of the plans?

Cllr Wade proposed that the Clerk writes to the Peter Price at GBC to seek clarification on the above points. This was seconded by Cllr Buchanan and all voted in favour.

Action: Clerk

<u>J8</u> Cllr Wade suggested to members that we should check the Party Wall Act online due to the close proximity of a neighbours foundations. Members agreed that this should be looked into and Cllr Wade had a contact number to pass on to the clerk of a company who may be able to assist with this.

Action: Cllr Wade / Clerk

<u>J9</u> K Walters agreed to speak with B. Heming regarding the technical drawings required. It was noted a Structural Engineers survey would be required.

Action: K. Walters

<u>J10</u> K. Walters agreed to look at the Football Foundations grant application process prior to the next meeting and report back.

Action: K. Walters

<u>J11</u> It was agreed that the clerk would check the availability of B.Heming in order to arrange the next meeting.

Action: Clerk

The meeting closed at 11.02am

Signed...Date...................