

# Meopham Parish Council

The Windmill, Meopham Green, Meopham, Kent DA13 0QA - Tel: 01474 813779  
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## To all Members of Meopham Parish Council

You are hereby summoned to attend a **VIRTUAL FULL COUNCIL MEETING** of **MEOPHAM PARISH COUNCIL** on **8<sup>th</sup> December 2020** at **7.30pm**. Papers have been circulated for items shown by (\*)

Yours faithfully

*Sarah Eggesden*

Clerk

Date of Issue: 2nd December 2020

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Members of the Public and Press are welcome to join the Zoom Meeting. You will need to have access to Zoom. Please contact the Clerk by noon on the day of the meeting at [clerk@meopham.org](mailto:clerk@meopham.org) for the password for access to the meeting.

## A G E N D A

1. **Apologies for Absence:** - To receive and accept apologies
2. **Declarations of Members' Interests:** - To receive declarations of pecuniary and non-pecuniary interests
3. **To approve minutes of the previous meetings:** - 20.10.20 (\*)
4. **To consider any matters arising from the above Minutes**
5. **To receive reports from:** -
  - 5.1 **County Councillor**
  - 5.2 **Borough Councillors**
  - 5.3 **Community Warden**
6. **Public session:** - questions from the public
7. **Local Plan Consultation**
  - 7.1 To approve the answers to the questionnaire for submission to Gravesham Borough Council (\*) (to follow)
8. **Standing Committees and Committees:** - To note the minutes and consider any recommendations
  - 8.1 **Environment and Amenities Committee Meeting – 27.10.20 and 10.11.20 (\*)**
    - 8.1.1 **Village Greens Registration work**  
To delegate to the Clerk to spend up to £600 from the village greens budget for the registration of eight village greens to Meopham Parish Council, in addition to £731 in reserves, for completion of this work with Invicta Law
  - 8.2 **Administration and Resources Committee Meeting - 24.11.20 (\*)**
    - 8.2.1 **Budget for 2021-2022**

On the recommendation of the A&R committee, to consider and approve the budget and precept for Meopham Parish Council 2021-2022 for issue to Gravesham Borough Council (\*)

- 8.3 Planning Applications Committee Meeting – 27.10.20 and 17.11.20 (\*)**
- 9. Financial Matters (\*)**
- 9.1** To note Meopham Parish Council's Income and expenditure up to the 30.11.20 (\*)
- 9.2** To approve the schedule of payments in accordance with Financial Standing Order 5.2 (\*)
- 9.3** To approve the bank statements balance as at 01.12.2020 (\*) (to follow)
- 10. Parish Council representatives on external bodies: - To receive and note reports (\*) (to follow)**
- 11. Consultations: - To consider responding to the following (\*)**
- 11.1** Statement of Community Involvement (SCI) – closing date 15.01.21  
[https://consult.kent.gov.uk/portal/statement\\_of\\_community\\_involvement\\_2020](https://consult.kent.gov.uk/portal/statement_of_community_involvement_2020)
- 11.2** Safeguarding Supplementary Planning Document (SPD) – closing date 23.12.20  
[https://consult.kent.gov.uk/portal/safeguarding\\_supplementary\\_planning\\_document\\_2020](https://consult.kent.gov.uk/portal/safeguarding_supplementary_planning_document_2020)
- 12. To approve appoint new councillors to Committees**
- 12.1** Approval of Cllr Tony Bourke to the Environment and Amenities Committee
- 12.2** Approval of Cllr Graham Green to the Administration and Resources Committee
- 13. KALC Community Award Scheme: -**
- 13.1** To agree to adopt the scheme for 2021 and to note that all nominations will be considered at an extraordinary Full Council Meeting on 19.1.2021, prior to the scheduled Planning Applications Committee Meeting (\*)
- 14. Future Meeting Dates: -**
- 14.1** To note the proposed dates for Parish Council meetings from June 2021 to May 2022 (final approval at the May annual council meeting) (\*)
- 15. Correspondence: to note the correspondence list (\*)**

**DISTRIBUTION:**

**Council Members:** Cllrs. A Bourke, D Bramer, M Bramer, S Buchanan, (Chairman), G Green, S Gofton, P. Luxford, J McTavish, J Ogden (Vice Chairman), A Rose and B Wade

**County Councillor:** Cllr. B Sweetland

**Borough Councillors:**

Cllr F Wardle  
Cllr. D Tiran

Cllr. G Harding  
Cllr.E Aslam

**AGENDA ONLY: -**

**Member of Parliament:** A Holloway  
**Community Warden:** M Cason  
**PCSO:** R Meader

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Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Bodies Regulations 2014. A copy of the Council's procedure for the recording of meetings is available by request.

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**Minutes of a meeting of the  
Full Council held on  
Tuesday 20<sup>th</sup> October 2020 at 7:30pm  
Virtual Meeting via Zoom**

**Members:** Cllrs A Bourke, D Bramer, M Bramer, S Buchanan (Chairman), S Gofton, G Green, P Luxford, J McTavish, J Ogden, A Rose and B Wade

**In attendance:** B Cllr D. Tiran, County Councillor B Sweetland and Mrs S Eggesden (Clerk)

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

**A.45** Apologies received from Borough Councillors E Aslam, G Harding and F Wardle, Community Warden M Gason and PCSO R Meader.

**Item 2: To receive/note the receipt of Declarations of Acceptance of Office forms from co-opted councillors: -**

**A.46** Signed Declaration of Acceptance had been received by the Clerk from Cllrs Bourke and Green. This was noted and Cllr Buchanan welcomed them to the meeting.

**Item 3: Declarations of Members Interests: -**

**A.47** No declarations received

**Item 4: To note the non-attendance of Cllr Steve Innes at any Parish Council meetings for 6 consecutive months and in accordance the 1972 LGS he is now disqualified. To approve that this has become a casual vacancy and the Clerk to notify Gravesham Borough Council accordingly: -**

**A.48** This was approved on a proposal by Cllr Buchanan and seconded by Cllr Luxford. All voted in favour.

**Action: Clerk**

**Item 5: To approve minutes of the previous meetings: - 14.07.20, 21.07.20 and 13.10.20**

**A.49** 14.07.20 – The minutes were approved as a true and correct record on a proposal by Cllr Luxford and seconded by Cllr D Bramer. There were 9 votes in favour and 2 abstentions.

21.07.20 - The minutes were approved as a true and correct record on a proposal by Cllr Wade and seconded by Cllr Luxford. There were 8 votes in favour and 3 abstentions.

13.10.20 - The minutes were approved as a true and correct record on a proposal by Cllr Luxford and seconded by Cllr Wade. There were 7 votes in favour and 4 abstentions.

**Item 6: To consider any matters arising from the above minutes**

**A.50** No matter arising to report.

**Item 7: To receive reports from: -  
7.1 County Councillors**

As Cllr Sweetland was not present, the meeting moved onto item 7.2

**7.2 Borough Councillors**

**A.51** Cllr Tiran reported on:

- Only essential GBC meetings had been held during lockdown and Borough Cllrs had been dealing mainly with ward work during this period
- St George's development in Gravesend – a briefing was held on this last week and this is work in progress still
- Streetlighting issue – B. Cllrs have been campaigning for things in favour of Meopham, Vigo and Higham PC as there is a general feeling that residents should not be asked to pay again through the precept for a service that they are already paying for. This is still in discussion at GBC and the parishes are waiting for further figures from GBC on this Cllr Tiran noted MPC's concern on this matter.

Cllr Wade noted the old Police station in Gravesend was under compulsory purchase. Cllr Tiran advised that this is under discussion with council. Cllr Wade also noted the old hospital is in a dreadful state. Cllr Tiran advised that there are plans to convert this into flats but there are a lot of issues here. Cllr Ogden asked if this still belongs to the NHS. Cllr Tiran will check on this.

Cllr Buchanan asked if GBC had powers to force developers to develop sites. Cllr Tiran didn't know but would find out.

Cllr D Bramer referred to a recent circular on faster broadband which referred to particular postcodes. Did GBC know which postcodes this referred to? Cllr Tiran didn't know but would find out.

***Cllr Sweetland arrived at 7.45pm***

**7.1 County Councillor**

**A.52** Cllr Sweetland reported on: -

- Covid figures in Kent following a meeting today with the Director of Public Health. Currently they are relatively low in Kent compared to the rest of the UK, with 40 cases per 100,000 in Kent
- KCC Emergency Budget due to Covid - It is going to be a tough financial challenge in the years ahead. KCC's budget for this year is 13 million adrift currently so they need to balance the budget. There is a consultation out on budget – deadline is 24.11.20. Council revenue streams are down re council tax, business rates and commercial activities. KCC's work is vast of which roads are a relatively small part. It includes covering 84 children's centres, early years centres, supporting 1600 children in care and 1700 care leavers, an increasing number of asylum seekers, working with just under 600 schools, planning and transport issues and libraries, most of which are not financially viable to re-open currently due to covid.
- Meopham Valley Vineyard Planning application - KCC Highways were invited as consultee to provide their opinion and they have objected to the application re the road. The report is available on GBC's website under the planning application reference.
- Telephone conversation with a local farmer regarding the Heron Hill site although not sure what action KCC can take here as this is a GBC planning issue

Cllr Luxford raised concern about KCC Highways expenditure on Bluebell Hill due to the Lower Thames Crossing and this funding should come from Highways England. Cllr Sweetland advised that the money will come from other budgets including ring-fenced money from central government.

Cllr McTavish raised concern about some libraries not re-opening, especially Meopham Library. Cllr Sweetland advised that this is unlikely for Meopham as it has recently been refurbished and he would be campaigning against this if this did happen.

Cllr D Bramer advised that MPC have not heard anything further about Heron Hill site and asked if Cllr Sweetland know anything new about this site? Cllr Sweetland confirmed he didn't. Cllr Luxford advised that PROW officer had given permission to the landowner to do the resurfacing themselves. Discussion took place on the lack of traveller sites available in the Gravesham area and Cllr Tiran was asked to relay this message back to GBC regarding MPC's concern on this.

Cllr Sweetland left the meeting at 8.09pm

### 7.3 Community Warden

#### A.53

A report on scams from the Community Warden had been circulated to members prior to the meeting.

**Item 8: Public Session: - questions from the public**

**A.54** No members of public present.

**Item 9: Standing Committees and Committees: - to note the minutes and consider any recommendations:**

**9.1 Environment and Amenities Committee Meeting – 01.09.2020**

**A.55** Minutes were noted.

**9.1.1 To approve the location of a memorial bench on a side green at Meopham Green**

**A.56** The location was approved on a proposal by Cllr D Bramer and seconded by Cllr Wade. All voted in favour.

**Action: Clerk**

**9.2 Administration and Resources Committee Meeting – 15.10.20**

**A.57** Minutes were noted.

**9.3 Planning and Projects Committee Meeting – 06.10.2020**

**A.58** Minutes were noted

**9.4 Planning Applications Committee Meeting – 21.07.20, 25.08.20 and 22.09.20**

**A.59** Minutes were noted

**9.5 Judson's Pavilion Committee – 01.10.2020**

**A.60** Minutes were noted

**9.6 Personnel Committee – 29.09.2020**

**A.61** Minutes were noted

**Item 10: Financial Matters**

**10.1 To note Meopham Parish Council's Income and expenditure up to the 13.10.20**

**A.62** Scribe Income and Expenditure reports were noted.

**10.2 To approve the Schedule of payments in accordance with Financial Standing Order 5.2**

- A.63** Cllr M Bramer proposed approval of the schedule of payments in appendix 1 and this was seconded by Cllr Buchanan. All voted in favour.

**10.3 To approve the bank statements balance as at 13.10.20**

- A.64** The bank reconciliation on scribe was approved against the bank statements on a proposal by Cllr Ogden and seconded by Cllr Rose. All voted in favour.

|                         |                    |
|-------------------------|--------------------|
| Bank Balance @ 13.10.20 |                    |
| Lloyds Bank             | £11,959.08         |
| Unity Bank              | £147,901.24        |
| <b>Total</b>            | <b>£159,860.32</b> |

- Item 11: Parish Council representatives on external bodies: - To receive and note reports**

- A.65** Reports from members had been circulated prior to the meeting. It was noted that all of the village halls had received a £10K covid grant. Members also noted the amazing job that staff at Darent Valley Hospital are doing during the pandemic.

- Item 12: To approve the closure of the Parish Office between Christmas and New Year for 2020**

- A.66** The above motion was approved on a proposal by Cllr Ogden and seconded by Cllr Rose. All voted in favour.

- Item 13: Agreement relating to Parish Lighting in Meopham – to note the letter received from Gravesham Borough Council and to consider the next steps to take**

- A.67** Discussion followed regarding the council's concerns. It was agreed that the Clerk would set up a meeting with Kevin Burbidge along with representatives from Vigo and Higham PC, but to wait to have the meeting when the report from GBC had been received regarding the repairs and the final cost to the parishes.

**Action: Clerk**

- Item 14: Correspondence: to note the correspondence list**

- A.68** The circulated correspondence list was noted.

**14.1 Meopham Review: To consider the letter received from the Treasurer at St John's the Baptist; to consider combining Meopham Review and Meopham Mercury**

- A.69** Following discussion, Cllr M Bramer proposed not combining the Meopham Review and the Meopham Mercury. This was seconded by Cllr Luxford. There were 10 votes in favour and 1 against.

***Action: Clerk***

**14.2 Remembrance: to note the correspondence received and the arrangements for this years' service**

- A.70** There would not be public service at the memorial this year due to covid and it was noted that Cllr Buchanan would be laying the wreath at the memorial on behalf of MPC on the 11<sup>th</sup>.

The meeting closed at 8.40pm.

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

**Appendix 1****Meopham Parish Council – Payments Approved under Item 10.2**

| <b>Our Ref</b> | <b>PAYEE</b> | <b>Description</b> | <b>Amount (gross)</b> |
|----------------|--------------|--------------------|-----------------------|
|----------------|--------------|--------------------|-----------------------|

**Lloyds Bank Treasurers accounts - Debit card**

|            |          |                                                        |        |
|------------|----------|--------------------------------------------------------|--------|
| 009/300720 | Amazon   | Padlock - Judson's car park                            | £11.24 |
| 012/030720 | Timpsons | Extra keys, padlock for Judson's Pavilion garage       | £19.95 |
| 013/180920 | Zoom     | Virtual meeting facility fee Sept 2020                 | £14.39 |
| 014/011020 | NALC     | Training - Cllr JM Health & Wellbeing virtual workshop | £51.71 |

**Lloyds Bank Treasurers accounts – Direct Debits**

|    |    |                                  |         |
|----|----|----------------------------------|---------|
| DD | BT | Parish Office - Phone & Internet | £263.88 |
|----|----|----------------------------------|---------|

**Unity Trust Bank - Standing Orders/Direct Debits**

|                    |                        |                                 |           |
|--------------------|------------------------|---------------------------------|-----------|
| 024/200920         | MI Bookkeeping         | Bookkeeping - Sept 20           | £114.00   |
| 025/200920         | Highview Trees Service | Contract - 15.08.20 to 14.09.20 | £475.00   |
| 026-028/<br>160920 | Staff Salaries         | Salaries Sept 20                | £3,470.19 |

**Unity Bank - online payments**

|            |                          |                                                       |            |
|------------|--------------------------|-------------------------------------------------------|------------|
| 056/240720 | CTA Fire                 | Judson's - Fire alarm & emergency lighting test       | £300.00    |
| 057/240720 | CTA Fire                 | Fire Risk Assessment - Judson's Pav                   | £540.00    |
| 058/140820 | CTA Fire                 | Fire Equipment - Judson's Pavilion                    | £592.98    |
| 072/140820 | Capstan                  | Invoice No 7 - Judson's Pavilion                      | £10,892.40 |
| 079/110920 | Logic PM                 | PM - Judson's Pav - final fee                         | £6,000.00  |
| 082/110920 | Invicta Law              | Legal fees Judson's (final fee)                       | £2,223.96  |
| 083/110920 | May Harris               | Pitfield Toilets servicing & consumables - Aug 2020   | £743.14    |
| 085/110920 | Clearwater               | Legionella Testing - Judson's Pavilion                | £514.40    |
| 086/110920 | A Day                    | Brick bus shelters refurb & perch bench               | £350.00    |
| 087/160920 | H. Antwiss               | New toilet seat Pitfield Toilets                      | £65.00     |
| 088/160920 | H. Antwiss               | Allotment boundary fencing repair                     | £260.00    |
| 090/160920 | HMRC                     | PAYE & NI - Sept 2020 (2106)                          | £773.51    |
| 091/160920 | Kent Pension             | Staff Pensions - Sept 2020                            | £898.95    |
| 092/240920 | EDF                      | Parish office - electricity bill                      | £60.09     |
| 093/240920 | Arc                      | Photocopier lease - 6 months                          | £180.00    |
| 094/021020 | CPRE                     | Subscription - 2020-21                                | £36.00     |
| 095/021020 | Vue IT Training          | Training for NJ                                       | £35.00     |
| 096/021020 | Signs of<br>Cheshire Ltd | 50% deposit - noticeboard at Neville Parade           | £342.96    |
| 097/021020 | Bus Stream               | Drinking Fountain Water Bill - 4 Feb 20 to 17 Sept 20 | £31.90     |
| 101/201020 | N Jerram                 | Mileage Expenses                                      | £4.73      |
| 102/201020 | J Barker                 | Mileage & other expenses                              | £76.47     |
| 103/201020 | S Eggesden               | Mileage & other expenses                              | £77.05     |

**Meopham Parish Council  
Virtual Extraordinary Environment & Amenities  
Committee Meeting held on Tuesday 27<sup>th</sup> October 2020  
at 7.00 p.m.**

**Committee Members Present:** Cllrs D Bramer (Chairman), M Bramer, S Buchanan, P Luxford and B Wade (Vice Chairman)

**In attendance:** N. Jerram (Clerical Assistant)

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

**E.36**        There were no apologies for absence. Members noted Cllr Gofton was attempting to join the meeting but was unable due to a technical issue.

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

**E.37**        There were no declarations of interest

Cllr D Bramer then proposed a motion to move into closed session. This was seconded by Cllr M Bramer and all voted in favour.

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**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 items the public and press will be asked to leave the meeting

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7.05pm Cllr Luxford joined the meeting late due to a technical issue.

**Item 3    To approve a quotation for the replacement of missing or loose wooden posts around Meopham Green, including the side greens**

**E.38**        Members considered the quotations submitted. Cllr D Bramer then proposed a motion to accept the quotation provided by Andrew Day. This was seconded by Cllr Luxford and all voted in favour.

Meeting closed at 7.10pm

**Meopham Parish Council  
Environment & Amenities Committee Meeting via Zoom  
held on Tuesday 10<sup>th</sup> November 2020 at 7.30 p.m.**

**Committee Members Present:** Cllrs D Bramer (Chairman), M Bramer, S Buchanan, S Gofton and B Wade (Vice Chairman)

**In attendance:** N. Jerram (Clerical Assistant), Cllr A Bourke

**Item 1        To Receive Apologies for Absence**

**E.39**        Apologies were received from Cllr Luxford, K Dare (Meopham & District Footpaths Group), I Carey (Pond Warden)

**Item 2        To Receive Declarations of Interest**

**E.40**        There were no declarations of interest

**Item 3        To approve minutes of the previous meetings (01.09.20) & (27.10.20)**

**E.41**        The minutes of the meetings held on 01.09.20 and 27.10.20 were approved as a correct record on a proposal by Cllr Buchanan, seconded by Cllr M Bramer. All voted in favour.

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

**E.42**        Minutes 01.09.20 Item E.29. Cllr D Bramer pointed out Electricity Car Charging Points is a project and has been transferred to the Planning & Projects Committee.

Item E.34 Cllr D Bramer and the Clerk had a meeting with the Service Contractor and his assistant.

Minutes 27.10.20 Item E.38. Cllr D Bramer confirmed that the post work had been completed on Meopham Green.

**Item 5        Rights of Way, including Footpaths Groups  
**5.1 Update from Meopham & Districts Footpath Group****

**E.43**        Cllr D Bramer read out points from a report from K Dare (M&DFG):

- Successful walks programme continued until latest Covid restrictions
- Annual path monitoring programme was completed this year
- Path clearing activity has been impacted by the Covid situation

- Brushcutters to be fitted with new blades
- Footpaths Officer Vacancy

With reference to the last point it was agreed to ask K Dare to forward a job description for the Footpaths Officer vacancy which we will advertise on our Website and Facebook pages.

**Action: Clerk**

**Item 6**      **Village Greens/Harvel Pond**  
**6.1 Pond**

**6.1.1 Update on the pond (Pond Warden)**

**E.44**      Cllr D Bramer read out an update from I. Carey (Pond Warden):

- Pond is in good shape in terms of water level
- He is monitoring results of the overflow works carried out by KCC
- Noted vegetation clearance around the pond by MPC's contractor in progress

**6.1.2 To delegate to the Clerk to spend up to £300 on clearing vegetation**

**E.45**      Members noted a quotation for these works had been obtained. Cllr D Bramer proposed to discuss the cost in closed session, this was seconded by Cllr Buchanan and all voted in favour.

**6.2 To consider request from a resident to place a tree and memorial plaque on Harvel Green next to bench**

**E.46**      Following consideration Cllr D Bramer proposed approval subject to the resident supplying details of the type of tree and agreeing to maintain both the tree and the plaque. This was seconded by Cllr Gofton and all voted in favour.

**Action: Clerk**

**6.3 To note the results of the annual survey of the Village Greens, Harvel Pond, Judson's Recreation Ground & Car Park and Southdown Shaw & Car Park and to approve any work required**

**E.47**      Members noted the results of the survey and on a proposal by Cllr D Bramer, seconded by Cllr Gofton, all voted in favour of approval of the following:

- Melliker Green – Direction sign in bad state to be reported to KCC
- Culverstone Green, Fowlers Stone Green & Priestwood Green – Obtain quotes for 9 new posts

- Trees on various greens – Obtain quotes for additional tree work identified in greens survey which is not to be carried out as part of tree surgeons survey
- Service Contractor - Clean wetpour surface and play equipment, clear drain by pavilion and sweep mud in layby at Judson's. Maintenance of specified benches
- Allotments – Contact Allotment Secretary reference notice board in bad state of repair and offer help to advertise vacant plots
- Meopham Green – Look into installing Electricity Hazard sign
- Steeles Green is no longer a green and should be removed from the survey

Discussions followed on a name sign for Fowlers Stone Green. Cllr Wade then proposed obtaining a quote for a sign similar to the Priestwood Green sign to be placed on Fowlers Stone Green subject to funds being available at the end of the current financial year. This was seconded by Cllr M Bramer and all voted in favour.

**Action: Clerk**

#### **6.4 Trees**

##### **6.4.1 To approve a contractor to proceed with tree work following professional survey of all the trees in the parish (to be discussed in closed session)**

**E.48** Members noted the above item to be discussed in closed session.

##### **6.4.2 To consider what action should be taken in respect of the trees on Edmund Green in response to correspondence from residents**

After discussion it was agreed to respond to the residents as follows:

**E.49** The Parish Council has noted the correspondence received from residents and is awaiting a response from the Tree Preservation Officer at GBC on these concerns. The outstanding works to the trees on Edmund Green identified in the recent professional tree surgeons survey is work in progress awaiting TPO permissions from GBC.

**Action: Clerk**

#### **6.5 Posts**

##### **6.5.1 To note post work carried out on Meopham Green**

**E.50** Members noted the above and were pleased with the works carried out.

##### **6.5.2 To note investigation into cost of recycled plastic posts**

**E.51** The above was noted.

##### **6.6 To note dog fouling "Clean it Up!" stickers received from GBC and agree locations, if appropriate for display**

- E.52** It was noted GBC had supplied 10 A5 size stickers. Suitable locations were discussed and Cllrs Gofton and Bourke agreed to place some in appropriate locations in the village.  
***Action: Cllrs Gofton, Bourke***

**Item 7** **Allotments**

**7.1 Update on damage to fencing on the boundary with farmers field**

- E.53** Cllr D Bramer advised that the contractor had carried out the repairs to the boundary fencing and the farmer's gate is kept closed. Cllr Wade suggested planting a native hedgerow to help with securing the boundary area. Discussions followed and it was agreed this was something to consider in the future.

**7.2 Update on Main gate**

- E.54** It was noted that the Allotment Secretary was in contact with MPC's contractor regarding added security measures to be added to the main gate.

**Item 8** **Recreation Ground and Playground Equipment**

**8.1 To note GBC's PR6 Quarterly Playground Inspection report and consider any work required**

- E.55** Members noted 1 flat swing seat to be monitored as it is starting to wear exposing the metal. Following consideration Cllr D Bramer proposed the clerk look into purchasing a new swing seat. This was seconded by Cllr Wade and all voted in favour.  
***Action: Clerk***

**8.2 Wetpour – To note quotations received for resurfacing of the safety surface and to consider the steps forward**

- E.56** Members noted quotations received to date and agreed to discuss costs in closed session.

**8.3 To note Top Spinner repaired and reinstalled by GBC**

- E.57** Members noted the equipment had been reinstalled with thanks to GBC.

**8.4 Following sighted garden waste deposits on the Recreation Ground, to consider and approve a leaflet drop to properties backing onto Judson's**

- E.58** On a proposal by Cllr Buchanan, seconded by Cllr Wade all voted in favour of a leaflet drop to properties backing onto Judson's Recreation Ground.  
***Action: Clerk***

**8.5 To consider putting up signs at the front and rear of Judson's recreation ground and if agreed to authorise the Clerk to spend up to £100**

- E.59** Following consideration Cllr D Bramer proposed obtaining quotes for 2 signs size A3 and A4, green with white lettering for the front and rear of the recreation ground. This was seconded by Cllr Buchanan and all voted in favour.

**Action: Clerk**

**Item 9** **Litter Pick**  
**9.1 To review the litter picking schedule**

- E.60** Members agreed that due to the current restrictions a council led community litter pick is not possible. After discussion members agreed to informing the Secondary School, Scouts and Guides that the Parish Council conducts quarterly litter picks in the parish but unfortunately due to Covid are currently not allowed to do so. The Parish Council has the relevant equipment and would ask if pupils are prepared to carry out litter picking as an environmental project.

**Action: Clerk**

**9.2 To consider possibility of setting up a team of volunteer litter pickers to cover specified streets/areas on a regular basis**

- E.61** Members agreed to look into this again when Parish Council led community litter picks can resume.

**Item 10** **Notice boards**  
**Neville Parade – Update on installation of new notice board**

- E.62** Members noted that the new notice board is due to be delivered this week.

**Item 11** **Youth Club - Update**

- E.63** Cllr Gofton confirmed that due to current restrictions the Youth Club cannot go ahead in the Pavilion at the present time. Every other Tuesday evening is provisionally booked ready for when we are allowed to proceed.

Members discussed the Service Level Agreement from the Grand and Cllr M Bramer asked for clarification on one point therein concerning responsibility for breakages.

**Action: Clerk**

**Item 12** **Street Lights – Update**

- E.64** A list of street lights to be converted to LED lighting and further information on this is awaited from KCC.

**Item 13** **Financial Matters**  
**13.1 To approve the Environment and Amenities Committee**  
**Schedule of Payments in accordance with the Financial Regulations,**  
**5.2 (Appendix 1)**

- E.65** The above was approved on a proposal by Cllr M Bramer seconded by Cllr Wade and all voted in favour.

**13.2 To note the Environment and Amenities Committee expenditure up to 09.11.20**

- E.66** Members noted expenditure.

**13.3 To consider and approve the proposed E&A Committee Budget for 2021/2022 Financial Year**

- E.67** Cllr Wade queried the proposed figure for the Service Contract. Following consideration Cllr Buchanan proposed amending the budget figure for the Service Contract 2021/2022 to £8,200 as any additional cost would only be for period Sept 2021-March 2022. This was seconded by Cllr M Bramer and all voted in favour.  
**Action: Clerk**

**Item 14** **Correspondence**  
**14.1 To note correspondence received**

- E.68** Members noted the Correspondence List

On a proposal from Cllr D Bramer, seconded by Cllr M Bramer, all members agreed to move into Closed Session.

9.20pm Cllr A Bourke left the meeting.

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**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

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**Item 15** **To consider and approve the following quotations:**

**15.1 To consider the quotations submitted for tree work and approve a contractor**

- E.69** Members considered the quotations received and on a proposal from Cllr Wade, seconded by Cllr M Bramer, all voted in favour to appoint the Original Tree Surgeon to carry out the work.

**Item 16** **To consider and approve the small grant applications submitted**

- E.70** Discussions followed on the applications received and on a proposal from Cllr Buchanan, seconded by Cllr Wade, all voted in favour to honour the following grant applications:

1. St. Johns Meopham PCC - £500

2. Alzheimer's & Dementia -Meopham Carers Support Group – (2 special events when government restrictions permit) - £400
3. Meopham & District Footpaths Group - £340
4. Harvel Village Hall Management Committee - £500

**Item 17**      **Service Contract – To consider making amendments to the Service Contractors contract for renewal at September 2021, for ratification by the Administration & Resources Committee**

**E.71**          Members discussed certain works and considered separating the contract into 2 parts. This is to be ratified by the Administration & Resources Committee at a later date.

**Item 18**      **Edmund Green - to receive an update on the potential claim**

**E.72**          The Clerk contacted the insurance company for an update and was advised the Loss Adjuster is currently on holiday.

**E.73**          Members discussed 2 agenda items agreed earlier to discuss further in Closed Session:-

**Item 6.1.2 – Quote received for Pond work:**

On a proposal from Cllr D Bramer, seconded by Cllr Gofton, all members voted in favour to proceed with the quotation received from Ed Glenwright for clearing of vegetation around the pond at a cost of £190.

**Action Clerk**

**Item 8.2 - Wetpour replacement quotations:**

Cllr D Bramer explained 2 quotations had been received, one for total replacement and one for repair and overlay. Members considered the costs involved and agreed to obtain a 3<sup>rd</sup> quote to compare and decide the best way forward for next Spring. Cllr D Bramer mentioned that she had looked into availability of funding and confirmed National Lottery funding was closed to all but Covid-19 related applications.

**Action: Clerk**

Meeting closed at 9.45pm

## Appendix 1

## Meopham Parish Council – Payments Approved

| Our Ref                                                                                   | Payee          | Description                                            | Amount (gross) |
|-------------------------------------------------------------------------------------------|----------------|--------------------------------------------------------|----------------|
| <b>MPC Cashbook 2020-2021 (Unity Trust Bank) – Standing Orders/Direct Debits</b>          |                |                                                        |                |
| 025/200920                                                                                | Highview Trees | Service Contract 15.08-14.09.20                        | £475.00        |
| <b>MPC Cashbook 2020-2021 (Unity Bank) – Online Payments</b>                              |                |                                                        |                |
| 083/110920                                                                                | May Harris     | Pitfield Toilets servicing & Consumables – August 2020 | £743.14        |
| 086/110920                                                                                | A Day          | Brick Bus Shelters refurb & perch bench                | £350.00        |
| 087/160920                                                                                | H Antwiss      | New toilet seat Pitfield                               | £65.00         |
|                                                                                           | (Toolbox)      | Toilets                                                |                |
| 088/160920                                                                                | H Antwiss      | Allotment boundary fencing                             | £260.00        |
|                                                                                           | (Toolbox)      | repair                                                 |                |
|                                                                                           | Signs of       |                                                        |                |
| 096/021020                                                                                | Cheshire Ltd   | 50% deposit payment for noticeboard at Neville Parade  | £342.96        |
| 097/021020                                                                                | Bus Stream     | Drinking Fountain Water Bill 04.02.20-17.09.20         | £31.90         |
| 098/161020                                                                                | Special Branch |                                                        |                |
|                                                                                           | Tree & Garden  | Replace dead sorbus tree and remove dead branches from | £160.00        |
|                                                                                           | Services Ltd   | Judson's Rec                                           |                |
| 099/16020                                                                                 | May Harris     | Pitfield Toilets – Cleaning Sept 2020                  | £702.82        |
| 108/231020                                                                                | GW Shelter     |                                                        |                |
|                                                                                           | Solutions Ltd  | Bus Shelter panel repair                               | £300.00        |
| <b>MPC – Cashbook 2020-21, Lloyds Bank Treasurers Accountants – Direct Debit Payments</b> |                |                                                        |                |
| DD                                                                                        | SSE            | Electricity Bill toilets up to 29.10.20                | £38.91         |
| <b>MPC Cashbook 2020-21, Unity Bank – online payments</b>                                 |                |                                                        |                |
| 110/091120                                                                                | Bus Stream     | Water Bill Pitfield Toilets – 6/7 to 13/10             | £161.41        |
| 113/091120                                                                                | Element UK Ltd | Bus Shelter Cleansing – October 2020                   | £228.00        |
| 114/091120                                                                                | SLSL           | High Spinner – welding repair                          | £311.84        |
| 115/091120                                                                                | May Harris     | Pitfield Toilets – Cleaning October 2020               | £702.82        |

**Minutes of a meeting of the**

**Administration and Resources Standing Committee held on**

**Tuesday 24<sup>th</sup> November 2020 at 7:30pm**

**Virtual Meeting via Zoom**

Committee Members Present: Cllrs M Bramer (Chairman), S Buchanan, J McTavish, J Ogden, (Vice Chairman) and B Wade

In attendance: Mrs S Egglesden (Clerk)

**Item 1: To receive and accept apologies for absence**

**A.17** No apologies.

**Item 2: Declarations of Members' Interests**

**A.18** There were no declarations of interest.

**Item 3: To approve minutes of previous meetings (15.09.20)**

**A.19** The minutes of the meeting held on 15.09.20 were approved as a true and correct record on a proposal by Cllr Buchanan and seconded by Cllr McTavish. All voted in favour.

**Item 4: Matters Arising**

**A.20** A10 – obtaining quotes for It Consultants: - this would be carried forward to the next meeting

**Action: Clerk**

**Item 5: Financial Matters**

**5.1** To note all the Administration & Resources Committee Expenditure up to 18.09.20 for the 2020-2021 financial year

**A.21** This was noted. As money was left in the training budget, the Clerk was asked to encourage councillors to attend any future training.

**Action: Clerk**

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

**A.22** This was approved on a proposal by Cllr Buchanan and seconded by Cllr Ogden. All voted in favour.

## Meopham Parish Council

- 5.3 To note the bank reconciliations and to agree to sign off against the bank statements

**A.23** This was noted and Cllr M Bramer proposed signing the reconciliation against the bank statements. This was seconded by Cllr Ogden and all voted in favour.

- 5.4 To approve a virement of £269.00 from the pension budget to the salary budget and £500 from the contingency budget to the salary budget to cover any future overtime.

**A.24** Cllr M Bramer proposed approval of the above motion and this was seconded by Cllr McTavish. All voted in favour.

- 5.5 To note the signed off audit from PKF Littlejohn and to note that the Notice of conclusion of audit has been published on the Windmill site noticeboard and on the Parish Council Website.

**A.25** This was noted.

**Item 6: Meopham Parish Council's Budget proposals for 2021-2022**

- 6.1 To consider and if found satisfactory endorse the proposed Planning & projects Committee Budget for 2021-2022

**A.26** Following discussion on the budgets for the defibrillator and the Health and Wellbeing proposed budgets, Cllr Buchanan then proposed endorsement of the P&P budget. This was seconded by Cllr Ogden and all voted in favour.

- 6.2 To consider and if found satisfactory endorse the proposed Environment & Amenities Committee Budget for 2021-2022

**A.27** Following discussion on the budgets for the Service Contractor, Harvel Pond and Streetlights proposed budgets, Cllr Ogden then proposed endorsement of the E&A budget. This was seconded by Cllr McTavish and all voted in favour.

- 6.3 To consider and if found satisfactory approve the proposed Administration & Resources Committee Budget for 2021-2022

**A.28** Cllr Buchanan proposed endorsement of the A&R budget. This was seconded by Cllr Ogden and all voted in favour.

- 6.4 To note removal of the separate Judson's Pavilion Committee Budget for 2021-2022

**A.29** This was noted. Any unspent money from the project would be transferred to the E&A budget, to a Judson's Pavilion budget.

- 6.5 To consider and agree a composite budget for Meopham Parish Council for 2021-2022 for submission for Full Council for approval at it's meeting on 08.12.2020

- A.30** Cllr Ogden proposed approval of the budget for submission to Full Council for final approval. This was seconded by Cllr Buchanan and all voted in favour.

**Item 7: Policy Review**

- 7.1 To review and approve the Risk Assessment document for Meopham Parish Council

- A.31** Following discussion on the risk assessment, Cllr McTavish proposed that the Clerk creates separate risk assessment documents for the Parish Office, Judson's Pavilion and Pitfield Toilets for review at the next A&R meeting. This was seconded by Cllr Buchanan and all voted in favour.

Cllr Ogden then proposed approval of the risk assessment document and this was seconded by Cllr Buchanan.

**Action: Clerk**

**Item 8: Correspondence**

- 8.1 To note correspondence received

- A.32** Noted

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**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

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Cllr M Bramer proposed moving into closed session. This was seconded by Cllr Buchanan and all voted in favour.

**Item 9: Contract Review**

- 9.1 Invicta Law – Parish Council scheme, due for renewal on 26.02.2021

- A.33** Following discussion, Cllr M Bramer proposed approval of the Invicta Law Parish Council Scheme for a further year from 26.02.21. This was seconded by Cllr McTavish and all voted in favour.

**Item 10: New Contract**

- 10.1 Contract for the Youth Club – Service Level Agreement from The Grand

- A.34** Following reviewing the Service Level Agreement and the hire contract for Judson's Pavilion, members agreed that the Pavilion should be hired by the Grand not by MPC and that we need to make an agreement with the Grand so that Meopham Parish Council pays for the hall hire (or reimburses the Grand

## Meopham Parish Council

for paying for it as part of its overall fee) but are not liable for any hall hire issues.

The meeting closed at 9.00 pm

## Appendix 1

## Meopham Parish Council – Payments Approved under Item 5.1

| Our Ref                                                 | PAYEE              | Description                             | Amount (gross) |
|---------------------------------------------------------|--------------------|-----------------------------------------|----------------|
| <b>Lloyds Bank Treasurers accounts - Debit card</b>     |                    |                                         |                |
| 015/181020                                              | Zoom               | Virtual meeting facility fee Oct 2020   | £14.39         |
| 016/131020                                              | Amazon             | drawing pins                            | £5.30          |
| <b>Unity Trust Bank - Standing Orders/Direct Debits</b> |                    |                                         |                |
| 030/201020                                              | MI Bookkeeping     | Bookkeeping - Oct 20                    | £114.00        |
| 031-33/201020                                           | Staff Salaries     | Oct 20                                  | 3039.56        |
| 034/091120                                              | Arc Office Systems | Photocopier - Nov 20                    | £30.00         |
| 035/191120                                              | MI Bookkeeping     | Bookkeeping - Nov 20                    | £114.00        |
| 036-38/201120                                           | Staff Salaries     | Nov 20                                  | 3044.78        |
| <b>Unity Bank - online payments</b>                     |                    |                                         |                |
| 100/161020                                              | Kent Pension       | Staff Pensions - Oct 2020               | £794.02        |
| 104/231020                                              | GWT Media          | Email hosting - Oct 2020                | £18.72         |
| 105/231020                                              | EDF                | Parish Office - electricity bill        | £2.67          |
| 106/231020                                              | KALC               | Training - Cllr Bourke                  | £60.00         |
| 107/231020                                              | Arc Office Systems | Photocopier lease - Oct 20              | £30.00         |
| 109/231020                                              | Arc Office Systems | Printing July to Oct 20                 | £90.27         |
| 110/231020                                              | MPC                | Transfer from Unity Bank to Lloyds Bank | £60,000.00     |
| 111/231020                                              | NALC               | Training - Cllr McTavish                | £51.71         |
| 112/091120                                              | GWT Media          | IT email hosting - Nov 2020             | £18.72         |
| 115/091120                                              | May Harris         | Office cleaning - Oct 20                | £66.93         |
| 118/160920                                              | HMRC               | PAYE & NI - Nov 2020                    | £598.53        |
| 119/131120                                              | PKF Littlejohn     | External Audit Fee for 2019-20          | £720.00        |

**MEOPHAM PARISH COUNCIL  
BUDGET FOR 2021-22**

**PLANNING & PROJECTS COMMITTEE**

Budget 2020-21

2021-22

|                                  |   |                 |   |                 |
|----------------------------------|---|-----------------|---|-----------------|
| Parish Plan                      | £ | -               | £ | -               |
| Festivities                      | £ | 1,500.00        | £ | 1,500.00        |
| Parking Safety Campaign          | £ | 150.00          | £ | 150.00          |
| Defibrillator Project            | £ | -               | £ | 500.00          |
| Venue Hire for consultations     | £ | 250.00          | £ | 250.00          |
| Over 60's Guide                  | £ | 1,000.00        | £ | -               |
| Local Council Award Scheme       | £ | 200.00          | £ | -               |
| Supporting Meopham               | £ | -               | £ | -               |
| Health & Wellbeing Agenda        | £ | -               | £ | 1,000.00        |
| Electric Vehicle Charging Points | £ | -               | £ | -               |
| <b>TOTAL P&amp;P COMMITTEE</b>   | £ | <b>3,100.00</b> | £ | <b>3,400.00</b> |

**ENVIRONMENT &  
AMENITIES COMMITTEE**

Budget 2020-21

2021-22

|                                             |   |                  |   |                  |
|---------------------------------------------|---|------------------|---|------------------|
| Service Contract                            | £ | 8,200.00         | £ | 8,200.00         |
| Litter Collection                           | £ | -                | £ | -                |
| Southdown Shaw, Maintenance                 | £ | 500.00           | £ | 500.00           |
| Notice boards                               | £ | 1,000.00         | £ | -                |
| Village Greens & Judson's Recreation Ground | £ | 2,500.00         | £ | 2,000.00         |
| Benches - Maintenance                       | £ | -                | £ | -                |
| Trees                                       | £ | 3,000.00         | £ | 3,000.00         |
| Judson's Play Area - Maintenance            | £ | 1,000.00         | £ | 1,000.00         |
| Judson's Play Area - sinking fund           | £ | 2,000.00         | £ | 2,000.00         |
| Grants                                      | £ | 3,000.00         | £ | 3,000.00         |
| Youth Provision                             | £ | -                | £ | -                |
| Harvel Pond                                 | £ | -                | £ | 250.00           |
| Pittfield Green Toilets                     | £ | 11,000.00        | £ | 12,000.00        |
| Pittfield Green Toilets - sinking fund      | £ | -                | £ | -                |
| Bus Shelter Repairs & Renewals              | £ | 1,000.00         | £ | 500.00           |
| Bus Shelter Cleaning                        | £ | 1,200.00         | £ | 1,200.00         |
| Village Sign & Flagpole                     | £ | -                | £ | -                |
| streetlight                                 |   |                  | £ | 5,000.00         |
| Judson's Pavilion                           |   |                  | £ | -                |
| <b>TOTAL E&amp;A COMMITTEE</b>              | £ | <b>32,400.00</b> | £ | <b>38,650.00</b> |

**ADMINISTRATION &  
RESOURCES COMMITTEE**

Budget 2020-21

2021-22

|                                   |   |                  |   |                  |
|-----------------------------------|---|------------------|---|------------------|
| Staff Salaries, Tax & NIC         | £ | 45,812.00        | £ | 48,820.00        |
| Staff Pension                     | £ | 7,500.00         | £ | 8,170.00         |
| Cllr and Clerk Expenses           | £ | 400.00           | £ | 400.00           |
| Prof Fees                         | £ | -                | £ | -                |
| Subscriptions                     | £ | 2,248.00         | £ | 2,485.00         |
| Chairman's Allowance              | £ | 100.00           | £ | 100.00           |
| Training                          | £ | 700.00           | £ | 1,000.00         |
| General Administration            | £ | 6,420.00         | £ | 6,650.00         |
| MPC Accounts Management and Audit | £ | 2,899.00         | £ | 3,118.00         |
| Printing & Copying                | £ | 1,105.00         | £ | 800.00           |
| Communications & IT               | £ | 1,968.00         | £ | 3,050.00         |
| Elections sinking fund            | £ | 2,000.00         | £ | 2,000.00         |
| Contingencies                     | £ | 2,000.00         | £ | 2,000.00         |
| <b>TOTAL A&amp;R COMMITTEE</b>    | £ | <b>73,152.00</b> | £ | <b>78,593.00</b> |

**JUDSONS PAVILION COMMITTEE**

2020-21 Budget

2021-22

|                                  |   |   |   |   |
|----------------------------------|---|---|---|---|
| Judson's Pavilion and Ground     | £ | - | £ | - |
| Judson's Pavilion - Improvements | £ | - | £ | - |
| <b>TOTAL JPC COMMITTEE</b>       | £ | - | £ | - |

|                                           |   |                   |   |                   |
|-------------------------------------------|---|-------------------|---|-------------------|
| <b>TOTAL ALL COMMITTEES</b>               | £ | <b>108,652.00</b> | £ | <b>120,643.00</b> |
| Income (see below)                        | £ | 1,826.00          | £ | 1,576.00          |
| Receipts (transfer from General Reserves) |   |                   |   |                   |
| <b>PRECEPT (less receipts)</b>            | £ | <b>106,826.00</b> | £ | <b>119,067.00</b> |

|                                                                |   |                 |   |                 |
|----------------------------------------------------------------|---|-----------------|---|-----------------|
| <b>TAX BASE 2021-22 (figure received from GBC on 17.11.20)</b> | £ | <b>3,057.65</b> | £ | <b>3,059.59</b> |
| Allocation of Provisional Grant                                | £ | -               | £ | -               |
| Amount Levied upon taxbase (Parish Precept Amount)             | £ | 106,826.00      | £ | 119,067.00      |
| Amount Payable per Band D Household for the previous year      | £ | 31.44           | £ | 34.94           |
| Amount Payable per Band D Household for the year shown         | £ | 34.94           | £ | 38.92           |
| Increase/(Decrease) per Household (£.p per annum)              | £ | 3.50            | £ | 3.98            |
| Increase/(Decrease) per Household (% per annum)                |   | 11.12%          |   | 11.38%          |

**Estimated Income**

| Income source           | Amount           | Amount           |
|-------------------------|------------------|------------------|
| Allotments              | £385.00          | £385.00          |
| Football Club           | £200.00          | £200.00          |
| Wayleave - EDF          | £170.00          | £170.00          |
| Cricket Club rent       | £1.00            | £1.00            |
| Bank Interest           | £20.00           | £20.00           |
| Youth Club fees         | £250.00          | £0.00            |
| Community Toilet Scheme | £800.00          | £800.00          |
| <b>Total</b>            | <b>£1,826.00</b> | <b>£1,576.00</b> |

**Meopham Parish Council**  
**Minutes of a Planning Committee**  
**held on Tuesday 27<sup>th</sup> October 2020 at 7.30pm**  
**Virtual Meeting via Zoom**

**Committee Members present:** Cllrs Wade (Chairman), Luxford, Buchanan, M Bramer, D Bramer, Rose, McTavish, Gofton, Ogden, Green and Bourke

**In attendance:** Borough Cllrs Harding and Wardle  
 J Barker and N Jerram (Clerical Assistants)  
 Eighteen Members of Public

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

**P.25** No apologies received.

**Item 2** **To receive Declarations of Interests**

**P.26** Cllr Rose declared an interest in Meopham Lawn Tennis Club as he is a member on their committee.

**Item 3** **To approve the minutes from the previous meeting (22.09.20)**

**P.27** The minutes from the meeting of 22.09.20 were approved on a proposal by Cllr Buchanan and seconded by Cllr Luxford. 9 voted in favour and 2 abstained due to not being present at the previous meeting.

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

**P.28** There were no matters arising.

**Item 5** **Planning Applications**

**5.1 To consider and make recommendations on Planning Applications:**

**P.29** **20200898 - Meopham Valley Vineyard, Meopham Green, Meopham Gravesend Kent**

Erection of a Winery and Visitor Centre set into the hillside with associated landscaping, access track to existing vehicular entrance on Whitehill Road and on site parking.

4 members of the public spoke on this planning application.

Cllr Luxford requested that the voting was recorded on this application.

Cllr Buchanan proposed no objection subject to satisfactory highways report, no late evening use and the site not being used other than for agricultural purposes, this was seconded by Cllr Ogden. 5 voted in favour (Cllrs D Bramer, M Bramer, Buchanan, Ogden and Rose) and 6 voted against (Cllrs Bourke, Gofton, Green, Luxford, McTavish and Wade). The proposal was not agreed.

Cllr Green then proposed objection on Highways and Green Belt grounds. This was seconded by Cllr McTavish, 6 voted in favour (Cllrs Bourke, Gofton, Green, Luxford,

McTavish and Wade) and 5 voted against (Cllrs D Bramer, M Bramer, Buchanan, Ogden and Rose). The proposal was therefore agreed.

14 members of public left the meeting plus Borough Cllrs Wardle and Harding left the meeting at 20.36pm.

It was proposed by Cllr Wade and seconded by Cllr Luxford that planning application 20200453 be brought forward on the agenda. All voted in favour.

**20200453 - 10 Willow Wood Road, Meopham, Gravesend Kent DA13 0QT**  
REVISED PLANS Erection of a first floor extension, to storey side extension and single storey rear extension.

1 member of public spoke about this planning application.

Cllr D Bramer proposed an objection on the grounds of bulk, design, street scene and inadequate plans. This was seconded by Cllr Buchanan, 10 voted in favour and there was 1 abstention.

1 member of public left the meeting.

**20200936 - Meopham Lawn Tennis Club, Rear Of Village Hall, Wrotham Road, Meopham Gravesend Kent**

The installation of new low level LED floodlighting to two existing outdoor floodlit tennis courts (numbers 4 and 5) to be operated on a seasonal basis.

Cllr Buchanan proposed no objection, this was seconded by Cllr Ogden. 9 voted in favour and there were 2 abstentions.

**20200965 - 27 Pitfield Drive, Meopham, Gravesend Kent DA13 0AY**  
Erection of a two storey rear extension, side first floor extension and new porch.

Cllr Wade proposed no objection subject to neighbours concerns. This was seconded by Cllr Rose, 10 voted in favour and there was 1 abstention.

**20200945 - Linden, Whitehill Road, Meopham, Gravesend Kent**  
Erection of a single storey attached garage, workshop and lean-to bin/garden storage

Cllr Wade proposed no objection providing the workshop is not used for commercial use. This was seconded by Cllr Buchanan and all voted in favour.

**20200872 - Rosemead, Whitepost Lane, Culverstone, Gravesend Kent DA13 0TH**

Erection of a first floor level to existing dwelling and alterations to raise the roof, and erection of a single storey annex ancillary to the main dwelling in the rear garden

Cllr Rose proposed no objection providing the annexe is not used as a separate hereditament. This was seconded by Cllr M Bramer and all voted in favour.

**20200947 - Meopham Court Farm, Wrotham Road, Meopham, Gravesend Kent DA13 0QJ**

Demolition of existing storage buildings and erection of a detached 4 bedroom chalet bungalow with associated parking and amenity space

Cllr Buchanan proposed no objection, this was seconded by Cllr Ogden, 3 voted in favour, 7 against and there was 1 abstention.

Cllr Luxford then proposed objection due to over development in the Green Belt, this was seconded by Cllr Wade, 7 voted in favour, 3 voted against and there was 1 abstention.

**20200928 - 9 Hadley Close, Meopham, Gravesend Kent DA13 0NX**

Erection of area roof extension to create covered patio area.

Cllr Wade proposed no objection, this was seconded by Cllr Buchanan and all voted in favour.

**20200975 - Fairby House, Chapmans Hill, Meopham, Gravesend Kent DA13 0QP**

Demolition of existing conservatory and erection of a two storey rear extension

Cllr Luxford proposed objection due to over development in the Green Belt. This was seconded by Cllr Wade, 6 voted in favour, 1 voted against and there were 4 abstentions.

**20200978 - 93 Cheyne Walk, Meopham, Gravesend Kent DA13 0PP**

Erection of a two storey side and single storey rear extension

Cllr Buchanan proposed no objection, this was seconded by Cllr Luxford and all voted in favour.

**20200968 - 9 Strand Close Meopham, Gravesend Kent DA13 0EG**

Erection of a single storey rear extension and construction of a subterranean outbuilding in rear garden for use as a sports room including associated access and enclosure works.

Cllr Ogden proposed no objection subject to any neighbours objecting. This was seconded by Cllr Buchanan, 8 voted in favour, 2 against and there was 1 abstention.

**20200995 - 2 Hart Lane, Meopham, Gravesend Kent DA13 0DS**

Erection of a single storey rear extension

Cllr Luxford proposed no objection, this was seconded by Cllr Buchanan, 10 voted in favour and there was 1 abstention.

**20200979 - Foxdene, Wrotham Road, Meopham, Gravesend Kent DA13 0QG**

Erection of a double car port and workshop

Cllr Luxford proposed no objection providing the workshop is not used for commercial use. This was seconded by Cllr Buchanan and all voted in favour.

**20200868 - Land Adjacent Glengowie, Dean Lane, Harvel, Gravesend Kent DA13 0BS**

Erection of a detached 3 bedroom bungalow.

Cllr M Bramer proposed an objection to this proposal as it is inappropriate development in the Green Belt. This was seconded by Cllr Gofton and all voted in favour.

**20201013 - Redgates, Priestwood Road, Meopham, Gravesend Kent DA13 0DA**  
Erection of a single storey rear extension to provide an enlarged lounge area and orangery

Cllr Rose proposed no objection, this was seconded by Cllr Buchanan, 10 voted in favour and 1 against.

**20201028 - Barnsfield, Norwood Lane, Meopham, Gravesend Kent DA13 0YF**  
Erection of a single storey rear extension.

Cllr Gofton proposed no objection, this was seconded by Cllr Ogden and all voted in favour.

**20200985 - Keren, Whitehill Road, Meopham, Gravesend Kent DA13 0NY**  
Removal of 3 rear pitched roof dormers and erection of a full width dormer with balcony.

Cllr Wade proposed no objection, this was seconded by Cllr Buchanan and all voted in favour.

**20200706 - Chestnuts, Carters Hill Lane, Meopham, Gravesend Kent DA13 0UG**  
Erection of a ground and first floor side extension to holiday let cottage.

Cllr M Bramer proposed objection as it is excessive development in the Green Belt. This was seconded by Cllr Green, 10 voted in favour and there was 1 abstention.

**20201036 - The Haven, Brimstone Hill, Meopham, Gravesend Kent DA13 0BN**  
Application for variation of condition 2 attached to Planning Consent reference number 20160443 allowed on Appeal (APP/K2230/D/16/3156172) being for the construction of a subterranean building comprising a swimming pool, changing room, shower, plant room and garage for three vehicles with canopy, erection of gabion retaining walls and entrance staircase with alterations to the ground level; as varied by reference number 20181027 to allow enlarged basement comprising of additional garden equipment store room, games area and storage room; to allow a revised internal layout.

Cllr McTavish proposed no objection, this was seconded by Cllr Ogden, 9 voted in favour, 1 voted against and there was 1 abstention.

## **5.2 Planning Enforcement Issues Update – to note**

### **P.30**

These were noted.

### **Item 6**

#### **To note the Chairman for the next Planning Committee Meeting on 17.11.2020**

It was noted that Cllr D Bramer would be Chairman for the next planning committee meeting to be held on 17<sup>th</sup> November 2020.

3 members of the public remained in the meeting until the meeting closed.

Meeting closed at 9.54pm

**Meopham Parish Council**  
**Minutes of a Planning Committee**  
**held on Tuesday 17<sup>th</sup> November 2020 at 7.30pm**  
**Virtual Meeting via Zoom**

**Committee Members present:** Cllrs D Bramer (Chairman), Buchanan, M Bramer, Wade, Rose, McTavish, Green and Bourke

**In attendance:** J Barker Clerical Assistant

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

**P.31** Apologies accepted from Cllr Gofton, Luxford and Ogden.

**Item 2** **To receive Declarations of Interests**

**P.32** None

**Item 3** **To approve the minutes from the previous meeting (27.10.20)**

**P.33** The minutes from the meeting of 27.10.20 were approved on a proposal by Cllr Buchanan and seconded by Cllr M Bramer, all voted in favour.

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

**P.34** There were no matters arising.

**Item 5** **Planning Applications**

**5.1 To consider and make recommendations on Planning Applications:**

**P.35** **20201085 - 29 Huntingfield Road, Meopham, Gravesend Kent DA13 0EY**  
Demolition of existing garage and rear conservatory and erection of part two storey and part single storey side extension, erection of single storey rear extension and formation of hardstanding in front garden.

Cllr D Bramer proposed no objection, this was seconded by Cllr McTavish and all voted in favour.

**20201088 - 10 Cricketers Drive, Meopham, Gravesend Kent DA13 0AX**  
Retrospective application for conversion of existing garage to habitable room and erection of a single storey extension to side

Cllr Wade proposed no objection, this was seconded by Cllr M Bramer and all voted in favour.

**20201100 - Graveney Lodge, Wrotham Road, Meopham, Gravesend Kent DA13 9AQ**  
Erection of a single storey dwelling house.

Cllr Buchanan proposed no objection, this was seconded by Cllr Rose, 6 voted in favour and there were 2 abstentions.

**20201115 - 50 Southfield Shaw Park Homes, Harvel Road, Meopham, Gravesend Kent DA13 0RH**

Erection of a double garage to replace two existing garages to store disability equipment.

Cllr Rose proposed no objection, this was seconded by Cllr Buchanan and all voted in favour.

**20201125 - Muttis Haus, Ridge Lane, Meopham, Gravesend Kent DA13 0DP**

Erection of dormer windows to front and rear roof slopes and associated roof alterations

Cllr D Bramer proposed no objection, this was seconded by Cllr Wade and all voted in favour.

**20201132 - Woodstock Farm, Priestwood Road, Meopham, Gravesend Kent DA13 0DA**

Application for approval of condition 3 attached to planning permission reference number 20190780 relating to above ground works.

Cllr M Bramer proposed no objection, this was seconded by Cllr Rose and all voted in favour.

**20201136 - 54 Nursery Road, Meopham, Gravesend Kent DA13 0NF**

Conversion of the existing garage into habitable rooms with alterations to the roof.

Cllr McTavish proposed no objection, this was seconded by Cllr M Bramer and all voted in favour.

**20201145 - Land Known As Twinville, Rhododendron Avenue, Meopham Gravesend Kent**

Erection of a Double Garage for vehicle and storage of grounds equipment including earthworks and construction of access drive, vehicle hardstanding and retaining walls.

Cllr Rose proposed objection on the grounds of inappropriate development in the Green Belt. This was seconded by Cllr Wade and all voted in favour.

**20201158 - The Haven, Wrotham Road, Meopham, Gravesend Kent DA13 0HX**

Application for the approval of condition 3 attached to planning permission reference number 20170732 relating to samples of bricks and tiles.

Cllr McTavish proposed no objection, this was seconded by Cllr Green and all voted in favour.

**5.2 Lawful Development Certificates: - to note**

**P.36**

**20201080 - Barn At, Oaklands, Leywood Road, Meopham, Gravesend Kent DA13 0UD**

Application for a Lawful Development Certificate in respect of the proposed conversion and change of use of an agricultural building to a class C1 guest house under Class R of the permitted development rights.

Noted.

**5.3 Planning Enforcement Issues Update – to note**

**P.37**

These were noted.

**Item 6**

**To note the Chairman for the next Planning Committee Meeting on 15.12.2020**

It was noted that Cllr Gofton would be Chairman for the next planning committee meeting to be held on 15<sup>th</sup> December 2020.

Meeting closed at 7.55pm

**Meopham Parish Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

2 December 2020 (2020 - 2021)

**Planning & Projects Committee**

| Code             | Title                           | Receipts |                 |              | Payments        |                 |              | Net Position         |
|------------------|---------------------------------|----------|-----------------|--------------|-----------------|-----------------|--------------|----------------------|
|                  |                                 | Budgeted | Actual          | Variance     | Budgeted        | Actual          | Variance     | +/- Under/over spend |
| 4                | Defibrillator Project           |          | 461.00          | 461          |                 | 508.69          | -509         | -48                  |
| 52               | Defibrillator Reserve           |          |                 |              | 1,586.31        | 1,586.31        |              |                      |
| 2                | Festivities                     |          | -711.00         | -711         | 1,500.00        | 58.49           | 1,442        | 731                  |
| 7                | Local Council Award Scheme      |          |                 |              | 200.00          |                 | 200          | 200                  |
| 6                | Over 60's Guide                 |          |                 |              | 1,000.00        |                 | 1,000        | 1,000                |
| 1                | Parish Plan (Reserves)          |          |                 |              | 4,157.86        |                 | 4,158        | 4,158                |
| 3                | Parking Safety Campaign         |          |                 |              | 150.00          |                 | 150          | 150                  |
| 66               | Parking Safety Campaign (Reserv |          |                 |              | 398.12          |                 | 398          | 398                  |
| 40               | Supporting Meopham              |          | 1,250.00        | 1,250        |                 | 905.42          | -905         | 345                  |
| 5                | Venue Hire for Consultations    |          |                 |              | 250.00          | 25.60           | 224          | 224                  |
| <b>SUB TOTAL</b> |                                 |          | <b>1,000.00</b> | <b>1,000</b> | <b>9,242.29</b> | <b>3,084.51</b> | <b>6,158</b> | <b>7,158</b>         |

**Environment & Amenities Comm**

| Code             | Title                                | Receipts |                 |              | Payments         |                  |               | Net Position         |
|------------------|--------------------------------------|----------|-----------------|--------------|------------------|------------------|---------------|----------------------|
|                  |                                      | Budgeted | Actual          | Variance     | Budgeted         | Actual           | Variance      | +/- Under/over spend |
| 12               | Benches Maintenance (reserves)       |          |                 |              | 4,000.00         |                  | 4,000         | 4,000                |
| 59               | Bus Shelter - Reserves               |          |                 |              | 250.00           | 250.00           |               |                      |
| 22               | Bus Shelter Cleaning                 |          |                 |              | 1,200.00         | 748.50           | 452           | 452                  |
| 21               | Bus Shelter Repairs & Renewals       |          |                 |              | 1,000.00         | 350.00           | 650           | 650                  |
| 8                | Cleansing & Litter Collection (Serv  |          |                 |              | 6,200.00         | 3,800.00         | 2,400         | 2,400                |
| 16               | Grants                               |          |                 |              | 3,000.00         |                  | 3,000         | 3,000                |
| 18               | Harvel Pond (Reserves)               |          |                 |              | 150.00           |                  | 150           | 150                  |
| 62               | Judson's Play Area - Reserve         |          |                 |              | 300.00           | 160.00           | 140           | 140                  |
| 65               | Judson's Play area - S Fund (Rese    |          |                 |              | 20,000.00        |                  | 20,000        | 20,000               |
| 14               | Judson's Play Area Maintenance       |          | 1,353.10        | 1,353        | 1,000.00         | 758.92           | 241           | 1,594                |
| 15               | Judson's Play Area Sinking Fund      |          |                 |              | 2,000.00         |                  | 2,000         | 2,000                |
| 10               | Notice Boards                        |          |                 |              | 1,000.00         | 70.00            | 930           | 930                  |
| 54               | Noticeboards - Reserves              |          |                 |              | 1,980.00         | 822.96           | 1,157         | 1,157                |
| 63               | Pitfield G Toilets Reserves (Sinking |          |                 |              | 6,000.00         |                  | 6,000         | 6,000                |
| 19               | Pitfield Green Toilets               |          | 5.35            | 5            | 11,000.00        | 5,455.84         | 5,544         | 5,550                |
| 55               | Pitfield Green Toilets Reserves      |          |                 |              | 554.48           | 554.48           |               |                      |
| 9                | Southdown Shaw Maintenance           |          |                 |              | 500.00           | 260.00           | 240           | 240                  |
| 13               | Trees                                |          |                 |              | 3,000.00         |                  | 3,000         | 3,000                |
| 11               | Village Greens & Judson's Recrea     |          |                 |              | 2,500.00         | 1,099.90         | 1,400         | 1,400                |
| 56               | Village Greens - Reserves            |          |                 |              | 1,291.00         | 560.00           | 731           | 731                  |
| 23               | Village Sign & Flagpole              |          |                 |              |                  |                  |               |                      |
| 17               | Youth Provision (Reserves)           |          |                 |              | 4,169.00         |                  | 4,169         | 4,169                |
| <b>SUB TOTAL</b> |                                      |          | <b>1,358.45</b> | <b>1,358</b> | <b>71,094.48</b> | <b>14,890.60</b> | <b>56,204</b> | <b>57,562</b>        |

**Administration & Resources Con**

| Code | Title                 | Receipts |        |          | Payments |        |          | Net Position         |
|------|-----------------------|----------|--------|----------|----------|--------|----------|----------------------|
|      |                       | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 29   | Chairman's Allowance  |          |        |          | 100.00   |        | 100      | 100                  |
| 26   | Cllr & Clerk Expenses |          |        |          | 400.00   | 150.78 | 249      | 249                  |

**Meopham Parish Council**  
**Summary of Receipts and Payments**  
 All Cost Centres and Codes

30.  
2 December 2020 (2020 - 2021)

|                                 |         |      |                  |                  |               |               |
|---------------------------------|---------|------|------------------|------------------|---------------|---------------|
| 34 Communications & IT          |         |      | 1,988.00         | 793.32           | 1,175         | 1,175         |
| 37 Contingencies                | -500.00 | -500 | 2,000.00         |                  | 2,000         | 1,500         |
| 36 Elections Sinking Fund       |         |      | 2,000.00         |                  | 2,000         | 2,000         |
| 57 Gen. Admin - Reserves        |         |      | 343.25           | 93.24            | 250           | 250           |
| 31 General Administration       |         |      | 6,420.00         | 4,681.72         | 1,738         | 1,738         |
| 53 IT & Comms Reserves          |         |      | 280.60           | 273.00           | 8             | 8             |
| 58 MPC Accounts - Reserves      |         |      | 790.00           | 790.00           |               |               |
| 32 MPC Accounts Management & Au |         |      | 2,899.00         | 1,928.85         | 970           | 970           |
| 33 Printing & Copying           |         |      | 1,105.00         | 420.37           | 685           | 685           |
| 25 Staff Pensions               | -269.00 | -269 | 7,500.00         | 4,217.98         | 3,282         | 3,013         |
| 24 Staff Salaries Tax & NIC     | 769.00  | 769  | 45,812.00        | 26,954.30        | 18,858        | 19,827        |
| 28 Subscriptions                |         |      | 2,248.00         | 1,778.00         | 470           | 470           |
| 30 Training                     |         |      | 700.00           | 358.09           | 342           | 342           |
| <b>SUB TOTAL</b>                |         |      | <b>74,565.85</b> | <b>42,439.65</b> | <b>32,126</b> | <b>32,126</b> |

**Judsons Pavilion Committee**

| Code Title                        | Receipts |                   |                | Payments         |                   |                 | Net Position         |
|-----------------------------------|----------|-------------------|----------------|------------------|-------------------|-----------------|----------------------|
|                                   | Budgeted | Actual            | Variance       | Budgeted         | Actual            | Variance        | +/- Under/over spend |
| 61 Judson's Pav & G - Reserves    |          |                   |                | 412.68           | 61.39             | 351             | 351                  |
| 60 Judson's Pav Refurb Reserve    |          |                   |                | 17,914.70        | 28.00             | 17,887          | 17,887               |
| 38 Judson's Pavilion & Ground     |          |                   |                |                  |                   |                 |                      |
| 39 Judson's Pavilion Improvements |          | 114,124.00        | 114,124        |                  | 123,054.03        | -123,054        | -8,930               |
| <b>SUB TOTAL</b>                  |          | <b>114,124.00</b> | <b>114,124</b> | <b>18,327.38</b> | <b>123,143.42</b> | <b>-104,816</b> | <b>9,308</b>         |

**Income**

| Code Title                | Receipts |                   |                | Payments |        |          | Net Position         |
|---------------------------|----------|-------------------|----------------|----------|--------|----------|----------------------|
|                           | Budgeted | Actual            | Variance       | Budgeted | Actual | Variance | +/- Under/over spend |
| 45 Bank Interest Received |          |                   |                |          |        |          |                      |
| 42 Bench Donations        |          | 1,000.00          | 1,000          |          |        |          | 1,000                |
| 43 Donations Subs Legal   |          |                   |                |          |        |          |                      |
| 41 Donations Received     |          |                   |                |          |        |          |                      |
| 44 Grants                 |          |                   |                |          |        |          |                      |
| 48 Insurance Claims       |          |                   |                |          |        |          |                      |
| 47 Other Income           |          | 39,592.65         | 39,593         |          |        |          | 39,593               |
| 46 Precept                |          | 106,826.00        | 106,826        |          |        |          | 106,826              |
| 51 Receipts               |          |                   |                |          |        |          |                      |
| 50 Rental Income          |          | 200.00            | 200            |          |        |          | 200                  |
| 49 Wayleaves              |          |                   |                |          |        |          |                      |
| <b>SUB TOTAL</b>          |          | <b>147,618.65</b> | <b>147,619</b> |          |        |          | <b>147,619</b>       |

**Summary**

|                    |             |                   |                |                   |                   |                |                |
|--------------------|-------------|-------------------|----------------|-------------------|-------------------|----------------|----------------|
| <b>NET TOTAL</b>   | <b>0.00</b> | <b>264,101.10</b> | <b>264,101</b> | <b>173,230.00</b> | <b>183,558.18</b> | <b>-10,328</b> | <b>253,773</b> |
| <b>V.A.T.</b>      |             | <b>6,040.00</b>   |                |                   | <b>25,421.48</b>  |                |                |
| <b>GROSS TOTAL</b> |             | <b>270,141.10</b> |                |                   | <b>208,979.66</b> |                |                |

# AGENDA ITEM 9.2 (\* HIGHLIGHTED YELLOW ITEMS TO BE APPROVED)

FC - 08.12.20

| DATE                                                                    |          | PAYEE                          | DETAILS                                                         |  |  | GROSS   | VAT    | NETT   | CTTEE | BUDGET      | APPROVAL       | PRIOR APPROVAL/CONTRACT |
|-------------------------------------------------------------------------|----------|--------------------------------|-----------------------------------------------------------------|--|--|---------|--------|--------|-------|-------------|----------------|-------------------------|
| Lloyds Bank Treasurers Account - Debit Card Payments                    |          |                                |                                                                 |  |  |         |        |        |       |             |                |                         |
| 018/021220                                                              | 02.12.20 | TSOHOST                        | Website hosting - 1 year                                        |  |  | £105.48 | £17.58 | £87.90 | A&R   | IT & Comms  | approved       | contract                |
| 019/181120                                                              | 18.11.20 | Zoom                           | Virtual meeting facility - Nov 20                               |  |  | £14.39  | £2.40  | £11.99 | A&R   | gen. admin  | approved       | contract                |
| Lloyds Bank Treasurers Account - Direct Debit / Standing Order Payments |          |                                |                                                                 |  |  |         |        |        |       |             |                |                         |
| DD                                                                      | 16.11.20 | SSE                            | Electricity Bill toilets up to 29.10.20                         |  |  | £       | £      | £      | £     | £           | £              | contract                |
| Lloyds Bank Treasurers Account - Cheque Payments                        |          |                                |                                                                 |  |  |         |        |        |       |             |                |                         |
| 2049                                                                    | 04.11.20 | The Royal British Legion       | Wreath for remembrance                                          |  |  | £18.50  |        | £18.50 | P&P   | Festivities | To be approved |                         |
| Unity Trust - Online Payments                                           |          |                                |                                                                 |  |  |         |        |        |       |             |                |                         |
| 11/09/1120                                                              | 09.11.20 | Maldstone Signs                | 2 x signs - Judsons                                             |  |  | £       | £      | £      | £     | £           | £              | JPC - 01.10.20          |
| 11/09/1120                                                              | 09.11.20 | Barbara Wade                   | Reimbursement - replacement christmas tree lights               |  |  | £       | £      | £      | £     | £           | £              | clerk                   |
| 11/09/1120                                                              | 09.11.20 | James Farrin                   | Reimbursement - mobile phone top up (supporting Meopham)        |  |  | £       | £      | £      | £     | £           | £              | clerk                   |
| 12/01/1120                                                              | 13.11.20 | H. Antwiss (Toolbox)           | Rack and re-seed Hook Green and Harvel Green - emergency work   |  |  | £       | £      | £      | £     | £           | £              | clerk                   |
| 12/01/1120                                                              | 13.11.20 | H. Antwiss (Toolbox)           | Install 2 x signs at Judsons, one on backing board of gate      |  |  | £       | £      | £      | £     | £           | £              | JPC - 01.10.20          |
| 12/13/1120                                                              | 13.11.20 | A Day                          | Post installation work - Meopham Green                          |  |  | £       | £      | £      | £     | £           | £              | E&A - 27.10.20          |
| 12/31/1120                                                              | 13.11.20 | Highview Trees                 | Service contract - 15.09.20 to 14.10.20                         |  |  | £       | £      | £      | £     | £           | £              | contract                |
| 12/41/1120                                                              | 13.11.20 | Highview Trees                 | Service contract - 15.10.20 to 14.11.20                         |  |  | £       | £      | £      | £     | £           | £              | contract                |
| 12/24/1120                                                              | 26.11.20 | Kent Pension                   | Staff Pension - November 2020                                   |  |  | £       | £      | £      | £     | £           | £              | contract                |
| 12/24/1120                                                              | 26.11.20 | HMRC                           | PAYE & NI - Nov 2020 (2108)                                     |  |  | £       | £      | £      | £     | £           | £              | contract                |
| 12/24/1120                                                              | 26.11.20 | St John's Church               | MPC Grant                                                       |  |  | £       | £      | £      | £     | £           | £              | E&A - 10.11.20          |
| 12/24/1120                                                              | 26.11.20 | Harvel Village Hall            | MPC Grant                                                       |  |  | £       | £      | £      | £     | £           | £              | E&A - 10.11.20          |
| 12/24/1120                                                              | 26.11.20 | MD&FG                          | MPC Grant                                                       |  |  | £       | £      | £      | £     | £           | £              | E&A - 10.11.20          |
| 13/02/1120                                                              | 26.11.20 | Alzheimer's & Dementia Support | MPC Grant                                                       |  |  | £       | £      | £      | £     | £           | £              | E&A - 10.11.20          |
| 13/12/1120                                                              | 26.11.20 | KALC                           | H&S workshop - clerk                                            |  |  | £       | £      | £      | £     | £           | £              | clerk                   |
| 13/25/1120                                                              | 26.11.20 | KPS Office Supplies            | Stationery for parish office                                    |  |  | £       | £      | £      | £     | £           | £              | clerk                   |
| 13/25/1120                                                              | 26.11.20 | KALC                           | Clerk - effective working in a virtual world workshop (18.6.20) |  |  | £       | £      | £      | £     | £           | £              | clerk                   |

## Agenda item 11

**From:** MWLP@kent.gov.uk <MWLP@kent.gov.uk>

**Sent:** 20 November 2020 10:44

**Subject:** Kent County Council Safeguarding SPD and Statement of Community Involvement

Dear Sir/Madam,

The County Council as minerals and waste planning authority is currently undertaking public consultations on an updated Statement of Community Involvement and an updated Safeguarding Supplementary Planning Document.

## Statement of Community Involvement (SCI)

The SCI sets out how the Council will engage communities and other stakeholders on its preparation of minerals and waste planning policy and planning applications determined by the County Council and how local communities can engage and contribute to those planning decisions and the formulation of minerals and waste planning policy across the county.

This consultation can be viewed at:

[https://consult.kent.gov.uk/portal/statement\\_of\\_community\\_involvement\\_2020](https://consult.kent.gov.uk/portal/statement_of_community_involvement_2020)

**The consultation period for the SCI runs from Friday 20 November 2020 – Friday 15 January 2021 at midnight.**

## Safeguarding Supplementary Planning Document (SPD)

The revised SPD has been prepared to fulfil a commitment given by the County Council to provide further clarification on the implementation of adopted safeguarding policies in an updated SPD. This commitment was made in response to representations made during the recent 'Early Partial Review' of the Kent Minerals and Waste Local Plan.

This consultation can be viewed at:

[https://consult.kent.gov.uk/portal/safeguarding\\_supplementary\\_planning\\_document\\_2020](https://consult.kent.gov.uk/portal/safeguarding_supplementary_planning_document_2020)

**The consultation period for the SPD runs from Friday 20 November 2020 – Wednesday 23 December 2021 at midnight.**

Should you have any queries then please contact a member of the team on 03000 422370.

Kind regards

**Alice Short**

Planning Officer | Planning Applications Group & Minerals and Waste Planning Policy | Kent County Council | Invicta House, Maidstone, ME14 1XX  
[www.kent.gov.uk/planning](http://www.kent.gov.uk/planning)

## **KALC COMMUNITY AWARDS SCHEME 2021**

**Supported by the High Sheriff of Kent, Kent County Council and Medway Council**

### **OUTLINE**

Aim of the Scheme: To acknowledge and give recognition to those that have made a significant contribution to their local community.

Implementation: The 2021 Awards Scheme was launched on 23 November 2020, with a closing date for nominations of 12 February 2021 so that the presentation of the awards can take place at the 2021 Parish, Town and Community Council or Parish Meeting (Local Council) Annual Meetings, which take place between March and 1 June 2021. It is recognised that some Local Councils already have their own well-established Community Awards Schemes in place. Where that is the case the KALC Scheme could be presented as an additional award.

It is also recognised that some principal authorities have their own Awards Scheme for their area. The KALC Awards Scheme will operate on a more local level and should therefore avoid duplication or overlap with the principal authority.

#### Who can be nominated for an Award?

Anyone that the Local Council/public think merits an Award for having made a significant contribution to their local community. The person/group must live or work within the Local Council boundary. We are unable to accept nominations for campaign groups due to the importance of the High Sheriff of Kent, KCC Chairman and Mayor of Medway needing to remain impartial.

#### What is the nomination process?

The Local Council would make their own decision as to how they want to identify those that have made a significant contribution to the local community. For example, the Local Council might already know who that person might be or they might decide to formally invite nominations from their local community with the winner being the one with the most nominations.

#### What is the criteria for making an Award?

There will be no pre-determined criteria on what a "significant contribution to the local community" might be, although as above we are unable to accept nominations for campaign groups. These criteria would be determined by the Local Council taking into account what was important to them locally. However, some examples of criteria that Local Councils might want to consider are set out in Annex A.

What does the winner receive?

This will be a Certificate signed by the High Sheriff of Kent, the Chairman of Kent County Council/Mayor of Medway and the KALC Chairman. The Local Council will provide no more than 30 (thirty) words that they would like inserted on the Certificate to explain the reason for the Award. The Local Council can decide whether it wants to also present something to the winner or to all nominees.

Who presents the Award?

The Award should be presented by the Local Council Chairman/Mayor at their 2021 Annual Meeting. The High Sheriff of Kent, Chairman of Kent County Council/Mayor of Medway or the KALC Chairman could also participate in the presentation of the Awards if they are invited by the Local Council and are available. The Awards would provide an opportunity to promote the Local Council and the Award winner in the local media.

Is there any funding available to support the Award?

The Award Scheme has been designed to avoid creating undue time or financial burdens on the Local Council. The cost of the Certificates and frames will be met by Kent County Council.

**ANNEX A****Examples of possible criteria**

A significant contribution to the local community could be any or all of the following:

- a) Long and sustained service to the community or part of it;
- b) Achievements or actions of an inspiring nature to the local community;
- c) Such other activities which have reflected credit on or brought benefits to the village/town or its people;

In reaching its decision, the Council might want to take into account any or all of the following:

- The level of commitment shown;
- Any obstacles that had to be overcome;
- The amount of benefit derived by the community;
- The number of people benefited or affected;
- The length of service;
- Such other matters that in the opinion of the Council promote the purpose of the Award.

## Meopham Parish Council

The Windmill, Meopham Green, Meopham, Kent DA13 0QA - Tel: 01474 813779  
Clerk: Mrs S Eggesden Email: [clerk@meopham.org](mailto:clerk@meopham.org) Website: [www.meopham.org](http://www.meopham.org)



### PROPOSED SCHEDULE OF FULL COUNCIL AND STANDING COMMITTEE MEETINGS FOR 2021/2022

|                |    |                                                                |
|----------------|----|----------------------------------------------------------------|
| June 2021      | 1  | Environment & Amenities                                        |
|                | 15 | Administration & Resources                                     |
|                | 22 | Planning Applications                                          |
|                | 29 | Planning & Projects                                            |
| July 2021      | 13 | <b>FULL COUNCIL *</b>                                          |
|                | 20 | Planning Applications Committee                                |
| August 2021    |    | <b>RECESS</b>                                                  |
|                | 24 | Provisional Planning Applications Committee – only if required |
| September 2021 | 7  | Environment and Amenities Committee                            |
|                | 21 | Administration and Resources Committee                         |
|                | 28 | Planning Applications Committee                                |
| October 2021   | 5  | Planning & Projects Committee (Budget)                         |
|                | 19 | <b>FULL COUNCIL *</b>                                          |
|                | 26 | Planning Applications Committee                                |
| November 2021  | 2  | Environment and Amenities Committee (Budget)                   |
|                | 16 | Administration & Resources Committee (Budget)                  |
|                | 23 | Planning Applications Committee                                |
| December 2021  | 7  | <b>FULL COUNCIL – (final budget approval) *</b>                |
|                | 14 | Planning Applications Committee                                |
| January 2022   | 18 | Planning Applications Committee                                |
|                | 25 | Environment and Amenities Committee                            |
| February 2022  | 8  | Administration and Resources Committee                         |
|                | 15 | Planning Applications Committee                                |
| March 2022     | 1  | Planning and Projects Committee                                |
|                | 15 | Planning Applications Committee                                |
|                | 29 | <b>FULL COUNCIL *</b>                                          |
| April 2022     | 12 | Planning Applications Committee                                |
|                | 26 | <b>ANNUAL PARISH MEETING*</b>                                  |
| May 2022       | 10 | Planning Applications Committee                                |
|                | 17 | <b>ANNUAL COUNCIL MEETING *</b>                                |

~~All meetings will be virtual until further notice.~~ All public meetings may be recorded. (Standing Committee meetings may be subject to change in accordance with council policy)

## Agenda Item - 15

|            |                                                                                                                    |
|------------|--------------------------------------------------------------------------------------------------------------------|
|            | <b>Correspondence List for the Full Council Committee – 08.12.2020</b>                                             |
| 16.11.2020 | Email from Zurich RE: Beech trees in Edmund Close - 12192124439                                                    |
| 17.11.2020 | Email from GBC Agenda for Planning Committee, Wednesday, 25 November 2020, 7.00 pm                                 |
| 17.11.2020 | Email from Citizens Advice New Contact Details: CANWK Adviceline telephone number – now free to call               |
| 18.11.2020 | Email from KALC Updated Government Guidance for the safe use of multi-purpose community facilities                 |
| 18.11.2020 | Email from KALC KCC Member Environment Briefing - November 2020                                                    |
| 18.11.2020 | Email from GBC Minutes for Community & Leisure Cabinet Committee, Thursday, 12 November 2020, 7.30 pm              |
| 18.11.2020 | Email from resident [Website feedback] Dogs on Meopham Green                                                       |
| 19.11.2020 | Email from Zurich RE: Meopham Parish Council - Policy no YLL - 122019 – 3773 – update to policy re new noticeboard |
| 19.11.2020 | Email from Kent Police NHW Newsletter and E-Watch                                                                  |
| 20.11.2020 | Email from KCC Kent County Council Safeguarding SPD and Statement of Community Involvement                         |
| 20.11.2020 | Email from GBC Decision sheet for Operational Services Cabinet Committee, Tuesday, 17 November 2020, 7.30 pm       |
| 20.11.2020 | Email from Kent Police re damage to Priestwood Green                                                               |
| 20.11.2020 | Email from NALC CHIEF EXECUTIVE'S BULLETIN                                                                         |
| 20.11.2020 | Email from Lower Thames Crossing Lower Thames Crossing DCO Application - Update                                    |
| 20.11.2020 | Email from GBC Agenda for Strategic Environment Cabinet Committee, Monday, 30 November 2020, 7.30 pm               |
| 20.11.2020 | Email from GBC Minutes for Cabinet, Monday, 9 November 2020, 7.30 pm                                               |
| 21.11.2020 | Email from IDOX Kent 4 Community Newsletter 21 November 2020                                                       |
| 21.11.2020 | Email from Kent Police 20112020 - KFAS ALERT                                                                       |
| 23.11.2020 | Email from resident – Planning query                                                                               |
| 23.11.2020 | Email from KALC KALC CEO Bulletin - November 2020                                                                  |
| 23.11.2020 | Email from KALC Additional Papers for the KALC AGM 28 November 2020                                                |
| 23.11.2020 | Email from GROWC Virtual November GROWC meeting - Chairman's Autumn/ Winter 2020 Update                            |
| 23.11.2020 | Email from KALC KALC Community Awards Scheme 2021                                                                  |
| 24.11.2020 | Email from GBC judson playsite check                                                                               |
| 24.11.2020 | Email from GBC Agenda for Gravesham Joint Transportation Board, Wednesday, 2 December 2020, 7.30 pm                |
| 24.11.2020 | Email from GBC Agenda for Council, Tuesday, 1 December 2020, 7.30 pm                                               |
| 24.11.2020 | Email from KALC Local Government Bulletin 23 November                                                              |
| 24.11.2020 | Email from KALC KALC Webinar - Getting in Front of the Camera - January 2021                                       |

## Agenda Item - 15

|            |                                                                                                                |
|------------|----------------------------------------------------------------------------------------------------------------|
| 24.11.2020 | Email from Census.gov.uk Census Engagement Manager - Census 2021                                               |
| 25.11.2020 | Email from KALC COVID-19 update - 24 November 2020                                                             |
| 25.11.2020 | Email from CPRE re Banners                                                                                     |
| 25.11.2020 | Email from GBC Minutes for Finance and Audit Committee, Wednesday, 11 November 2020, 7.30 pm                   |
| 25.11.2020 | Email from GBC Minutes for Operational Services Cabinet Committee, Tuesday, 17 November 2020, 7.30 pm          |
| 25.11.2020 | Email from KCC re Pensions                                                                                     |
| 25.11.2020 | Email from resident Site Allocations and Development Management Policies Document                              |
| 25.11.2020 | Email from resident Fw: Planning Application Meeting on Tuesday 27th October at 7.30pm.                        |
| 26.11.2020 | Email from KCC RE: EV charger application                                                                      |
| 26.11.2020 | Email from Kent Community Warden KCC Community warden re newsletter                                            |
| 26.11.2020 | Email from GBC RE: New COVID alert posters                                                                     |
| 26.11.2020 | Email from Cllr Gofton Cobham PC -local plan guide                                                             |
| 26.11.2020 | Email from GBC Minutes for Performance and Administration Cabinet Committee, Monday, 23 November 2020, 7.30 pm |
| 26.11.2020 | Email from KALC 'TIER 3' ANNOUNCEMENTS - KENT COUNTY COUNCIL AND MEDWAY COUNCIL MEDIA STATEMENTS               |
| 27.11.2020 | Email from GBC COVID-19 Update                                                                                 |
| 27.11.2020 | Email from Lower Thames Crossing Lower Thames Crossing - details of Planning Inspectorate feedback             |
| 27.11.2020 | Email from GBC RE: Culverstone Community Centre and playground area                                            |
| 27.11.2020 | Email from KCC RE: Bus Shelter Grant applications - Meopham Parish Council                                     |
| 27.11.2020 | Email from GBC Decision sheet for Planning Committee, Wednesday, 25 November 2020, 7.00 pm                     |
| 27.11.2020 | Email from GBC Minutes for Planning Committee, Wednesday, 25 November 2020, 7.00 pm                            |
| 27.11.2020 | Email from KCC Urgent Road Closure - Downs Road, Istead Rise - 27th November 2020 (Gravesham)                  |
| 27.11.2020 | Email from GBC Minutes for Overview Scrutiny Committee, Thursday, 19 November 2020, 7.30 pm                    |
| 27.11.2020 | Email from GBC Supplement: Supplementary Pack to the agenda for Council, Tuesday, 1 December 2020, 7.30 pm     |
| 28.11.2020 | Email from IDOX Kent 4 Community Newsletter 28 November 2020                                                   |
| 29.11.2020 | Email from resident FAO: Cllr Sheila Buchanan   RE: Planning Applications Committee – Tudor House              |
| 30.11.2020 | Email from Cllr Bryan Sweetland Re: UK Power Networks re work near Camer Park                                  |
| 30.11.2020 | Email from Rural Kent Oast to Coast                                                                            |
| 30.11.2020 | Email from Kent Police Parish Council Newsletter - Nov 2020                                                    |
|            |                                                                                                                |
|            |                                                                                                                |