

Minutes of a meeting of Full Council
held on Tuesday 10th October 2017 at 7:30 pm
at the Cricket Pavilion, Meopham Green, Meopham

Present: Cllrs Buchanan, (Chairman), D Bramer, M Bramer, S Gofton, P Hasler,
P Howard, P Luxford, J McTavish, R Knott, D Powell and B Wade
In attendance: Mrs S Egglesden (Clerk)

Item 1: Apologies for absence

C.76 There were apologies from County Councillor B Sweetland, Borough Councillors J Burgoyne and D Shelbrooke, Community Warden M Cason and Cllr Ogden.

Item 2: Declarations of Interest

C.77 There were no declarations of interest.

Item 3: To approve minutes of the previous meetings (11.07.17 and 05.09.17)

C.78 The minutes of the meeting held on 11.07.17 were approved as a true and correct record on a proposal by Cllr Knott and seconded by Cllr Hasler. There were 10 votes in favour and 1 abstention.

The minutes of the meeting held on 05.09.17 were approved as a true and correct record on a proposal by Cllr Luxford and seconded by Cllr Knott. All voted in favour.

Item 4: To consider any matters arising from the above Minutes

C.79 There were not any matters arising.

Item 5: To receive reports from:-

5.1 County Councillors – no report

5.2 Borough Councillors – no report

5.3 Community Warden /PCSO

C.80 The Chairman read out a report from the Community Warden which would be circulated to members. The Chairman asked for it to be noted in the minutes that the council appreciates the work that M Cason carries out. It was agreed to include the Neighbourhood Watch contact details on the parish website.
Action: Clerk

Item 6: Public Session

C.81 There were no members of the public present.

Item 7: **To receive and note minutes of and/or to determine recommendations made by Standing Committees:**

7.1 Environment & Amenities Committee Meeting: 05.09.17

C.82 Minutes were received and noted by members

7.2 Planning & Projects Committee Meeting: 25.07.17 and 19.09.17

C.83 Minutes were received and noted by members.

7.2.1 Update on the CAT Meeting

C.84 Cllr McTavish reported that there is a meeting tomorrow evening and they are finalising the survey. They have been working on a website with the assistance of Cllrs M and D Bramer. It was agreed that Cllr McTavish would email members after the meeting.

Action: Cllr McTavish

1 member of public arrived at 7.45pm.

7.2.2 Update on the Affordable Housing Meeting at GBC

C.85 Cllrs M Bramer, D Bramer and McTavish attended a meeting at Gravesham Borough Council with Sharon Donaldson and Wendy Lane.

7.2.3 To note the minutes from the Parking Issues Working Group Meeting

C.86 The minutes were noted. A new Parking Services Manager has been appointed at Gravesham Borough Council and Cllrs McTavish and Ogden will meet with him at Camer Parade and he will attend the next working group meeting.

7.3 Administration and Resources Committee Meeting: 26.09.17

C.87 Minutes were received and noted by members.

7.3.1 To note that internet banking is to be set up for the parish council bank account and a staff debit card to be applied for with Lloyds Bank

C.88 This was noted by members. Cllr M Bramer reported that he would be reviewing the Internal Controls along with Cllr Ogden and the Clerk/RFO.

7.4 Judson's Pavilion Committee Meeting: 29.09.17

C.89 Minutes were received and noted by members.

7.5 Planning Committee Meetings: 25.07.17, 12.09.17 and 03.10.17

C.90 Minutes were received and noted by members.

Item 8: Parish Council representatives on external bodies: To receive a report

C.91 A report was circulated.

C.92 Darent Valley Trust – Cllr Hasler reported on the main points from the report circulated. It was agreed to ask Cllr Sweetland if any provision has been made for the Ebbsfleet development

Action: Clerk

C.93 Clay Cottage Trust – Cllr Gofton asked for an update on the latest position. Cllr Knott advised that there is approximately £14000 in bonds and £7000 in the bank account and currently there are only 2 members instead of 3 as per the constitution. Members offered help to Cllr Knott in looking at the constitution.

Item 9: Pitfield Green Toilets – update

C.94 Cllr Buchanan read out a card received today at the Parish Office from a resident thanking the Parish Council for agreeing to take on the running of the toilets. Cllr Luxford also reported that Harvel Village Hall Committee applauded the Parish Councils' decision.

9.1 To agree to set up a Working Group, elect members and agree terms of reference

C.95 The terms of reference were approved on a proposal from Cllr Luxford and seconded by Cllr Howard. There were 10 votes in favour and 1 abstention.

Cllr Wade suggested members already working on this project continue – Cllrs Buchanan, M Bramer and Ogden. Cllr Luxford offered help with sponsorship and Cllr Howard offered help with health and safety aspects. Cllr Luxford therefore proposed the above membership and this was seconded by Cllr McTavish and all voted in favour.

9.2 Legal Matters – to agree the Deed of Surrender for Pitfield Green Toilets as drafted by the Parish Council's solicitor, subject to agreement by Gravesham Borough Council's solicitor and to the note the estimated fee.

C.96 Discussion took place on the information circulated from Invicta Law. Cllr Hasler proposed that this is referred to the Working Group to deal with then circulate to members and this was seconded by Cllr Luxford. All voted in favour.

Action : Pitfield Green Toilets Working Group**Item 10: General Power of Competence – to consider adoption of this power**

C.97 Members noted the paper circulated. Cllr M Bramer proposed adoption of the General Power of Competence and this was seconded by Cllr Buchanan. There were 7 votes in favour, 3 against and 1 abstention.

Item 11: To consider a request from Meopham & District Footpath Group to place a storage facility at the container site at the Windmill site, subject to any necessary permission

C.98 Cllr Wade suggested that the M&DFG look at the area behind the container as there is a flat area. Cllr Luxford proposed agreement to the request subject to the permission from Meopham Windmill Trust and the Conservation Officer. This was seconded by Cllr Powell and all voted in favour.

8.50pm - member of public left.

Item 12. Remembrance Sunday

12.1 Marshalls required for this event

C.99 Cllrs Buchanan, Gofton, Hasler, Howard, Knott, Luxford, McTavish and Wade all offered to help. Cllrs D Bramer and M Bramer would possibly be able to help. Cllr Buchanan confirmed that volunteers would need to be available from 2pm for the service at 3pm.

C.100 The Clerk reported on the War Memorial cleaning. The writing on the flat stone needs looking at. Cllr D Bramer proposed looking at getting the work done and looking into funding for this. This was seconded by Cllr Luxford and all voted in favour.

Action: Clerk

Item 13. Volunteer Support Community Warden

13.1 To consider if the council wishes KCC to re-advertise for this position for Meopham

C.101 Cllr Luxford proposed that the position is re-advertised and this was seconded by Cllr McTavish. All voted in favour.

Action: Clerk

Item 14: Financial Matters

14.1 To note Meopham Parish Council's Income and expenditure up to the 31.09.2017

C.102 This was noted by members

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

C.103 The schedule of payments (appendix 1) was approved on a proposal by Cllr M Bramer and seconded by Cllr Howard. All voted in favour.

14.3 To note the conclusion of the Annual Return for 2016-17

C.104 This was noted. The Clerk confirmed that the audit is displayed on the notice board and on the parish website.

Item 15 **To note correspondence received**

C.105 Members noted correspondence list.

Item 16 **Chairman's Announcements**

C.106 Cllr Buchanan reminded members to submit their planning comments to the parish office in time for the meetings.

C.107 Cllr Buchanan reported on attendance at the Rest Centre Training Day at Culverstone Community Centre. Cllr Wade advised that the emergency box in the container needs to be checked.

Action: Cllr Buchanan and Wade

The meeting closed at 9.08pm

Appendix 1

CHQ	DATE	PAYEE	DETAILS	GROSS	VAT	NET
1941	22/09/2017	The Friends Of Meopham Parish Church	Christmas Fayre Stall - Parking issues/MPC info	£15.00		£15.00
1943	25/09/2017	H. Antwiss	Emergency repair to allotment fence	£190.00		£190.00
1952	10/10/2017	N. Jerram	Expenses - mileage & Postage 07/17 to 4/10/17	£35.75		£35.75
1953	10/10/2017	S Egglesden	Expenses - mileage & Postage 08/17 to 4/10/17	£38.73		£38.73

**Meopham Parish Council
Environment & Amenities Committee Meeting
held on 31st October 2017 at 7.30 p.m.
at the Windmill, Meopham Green**

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

In attendance: N Jerram (Clerical Assistant)
Ken Dare and Gillian Willsher (M&DFG),
Ian Carey – Harvel Pond Warden
1 member of public

Item 1 To receive Apologies for Absence

E.72 No apologies received

Item 2 To receive Declarations of Interest

E.73 There were no declarations of interest.

Item 3 To approve minutes of the previous meeting

E.74 Cllr Luxford advised members of a typing error on page 3, E.43 resident's name incorrectly spelt. The minutes of the meeting held on 05.09.17 were then approved as a correct record on a proposal by Cllr Buchanan, seconded by Cllr Hasler and all voted in favour.

Item 4 To consider matters arising from the above Minutes

E.75 Item 7, E.43, Cllr Luxford asked if a spare key for Harvel Pond gate could be held at the parish office. The pond warden said he would organise this.

Item 5 Village Greens/Harvel Pond
5.1 To note the results of the annual survey of the Village Greens, Judson's Recreation Ground and Southdown Shaw and to approve any work required

E.76 Members noted the results of the survey and discussed the condition of various benches within the parish. Cllr Gofton suggested the maintenance of benches should be reviewed and would speak to the clerk. Cllr D Bramer said the split Ash tree on Priestwood Green should be checked by the tree surgeon.

Action: Clerk

5.2 To note the cleaning of the war memorial**E.77**

Members agreed that the cleaning of the war memorial by a specialist contractor had been successful. Cllr Gofton reported that the clerk would be looking into possible funding available for the re-engraving of the WW1 names which had faded.

Action: Clerk

5.3 To receive an update on Harvel Pond**E.78**

Cllr Gofton proposed a motion to suspend standing orders to allow Ian Carey, the Pond Warden to speak. This was seconded by Cllr Luxford and all voted in favour.

I. Carey advised that the padlock on the pond gate had been fixed and he had two sets of keys. He reported that the pond was re-establishing well; the ducks that were on the pond had now flown. I. Carey confirmed that the floating duck house is work in progress and will be completed for the spring. Cllr Luxford asked if a depth gauge was to be installed and I. Carey said he is happy to make and install one. He also informed members that daffodil bulbs were to be planted shortly.

Cllr Gofton thanked I. Carey for all the work he does and thanked him for his report.

E.79

Members agreed to bring forward Item 11.2 whilst out of standing orders to allow a resident from Harvel to speak regarding fly-tipping.

The resident reported that fly-tipping in Harvel and surrounding areas has increased considerably and GBC who were initially very good at getting the rubbish removed were now inundated with requests. The resident suggested Harvel residents would like the parish council to be more involved in putting pressure on the relevant authorities to remove the rubbish more quickly as waste left uncollected is being added to.

Discussions followed on ways to address the increase in fly-tipping and members agreed that the Parish Council would write to GBC raising the above concerns. Members also agreed that fly-tipping be put forward as an Agenda item for the next Chairman's Meeting.

Action: Clerk

Standing orders were then reinstated

5.4 To note date of tree work to be carried out by OTS on Meopham Green, Pitfield Green and Edmund Green (7th November

E.80 Members noted the tree work to be carried out on 7th November.

5.5 Pitfield Green - to discuss information received from Woodland Trust on suggested planting and maintenance

E.81 Cllr Gofton advised members of her site meeting with Cllr Buchanan and a resident regarding planting trees on Pitfield Green alongside a boundary fence. Members read the advice received from the Woodland Trust.

Discussions followed and members agreed that due to the costs involved in the maintenance of further trees, the area should initially be tidied and made good with a view to monitoring the area in the future. On a proposal from Cllr Buchanan, seconded by Cllr Luxford, all members voted in favour to spend up to £200 'making good' the area. The clerk was asked to write to the resident informing them of this decision.

Action: Clerk

2 members of public left the meeting.

5.6 Weeds/dandelions on side greens – to discuss response from Horticultural Services Manager, GBC

E.82 Members discussed the email received from the Horticultural Services Manager. Cllr Wade suggested that the weeds germinate before GBC start cutting the grass and removing the grass cuttings would help. Members agreed that GBC should be reminded to cut the grass earlier in the year before the weeds take hold and asked the clerk to make a diary action to remind GBC in future.

Action: Clerk

5.7 Registering of Village Greens

5.7.1 To note the costs incurred to date

E.83 Members noted the costs to date.

5.7.2 To note the further cost for this work and to consider a virement to the Village Green's budget

E.84 Members noted the further cost for the work and on a proposal from Cllr Gofton, seconded by Cllr Buchanan, all members agreed to a virement of £1,000 to be transferred from the youth provision to the village greens budget to allow for these further costs.

Action: Clerk

Item 6 **Rights of Way, including Footpaths Groups**
6.1 Update from Meopham & Districts Footpath Group

E.85 Cllr Buchanan proposed that standing orders were suspended to allow Ken Dare, M&DFG to speak. This was seconded by Cllr Luxford and all voted in favour.

K. Dare thanked Cllrs Buchanan and Luxford for attending M&DFG AGM on 13th October and informed members of:

- Machines/Tools in for servicing
- A new Footpaths Officer had been appointed.
- Planned walk to the Mausoleum from Lodge Lane starting 10am on 1st November
- A new Schedule of walks in progress.

Cllr Luxford asked about the new storage facility for tools. K Dare confirmed this was work in progress.

Cllr Gofton thanked Ken and Gillian for attending the meeting. Standing orders were then reinstated.

Item 7 **Recreation Ground and Playground Equipment**
7.1 Wetpour – To note advice from Abacus Playgrounds following survey

E.86 Cllr Gofton spoke on the site meeting with Abacus she attended with Cllr Luxford and members noted the advice received. Following discussion members agreed to wait for the annual inspection of the playground by GBC due in November before any further action.

Item 8 **Youth Club**
8.1 Update regarding the response from The Grand

E.87 Cllr Gofton informed members that The Grand were looking into the availability of youth workers for a Friday evening youth club to be held at Meopham Leisure Centre. Subject to the availability of 2 youth workers, Cllr Gofton proposed a trial period of 4 weeks with 2 staff supervising from 6-8pm. This was seconded by Cllr Luxford, 5 voted in favour with 2 against. The proposal was therefore agreed.

Action: Clerk

Item 9 **Litter Pick**
9.1 Update on litter pick on 28th October

- E.88** Cllr Gofton informed members that 9 people attended the litter pick resulting in approximately 19 bags of rubbish being collected.

9.2 To agree dates for litter pick 2018

Cllr Gofton asked if the clerk could diary in quarterly litter picking dates for 2018 and confirm to members.

Action: Clerk

Item 10 **Financial Matters**

10.1 To consider and approve the small grant applications submitted

- E.89** Members considered the applications received and agreed to honour the following:

1. Meopham Village Hall - £460
2. Meopham & District Footpaths Group - £340
3. Meopham Windmill Trust - £500
4. Meopham Historical Society - £273
5. Culverstone Community Centre - £500
6. Meopham Toddler Group - £300

9.15pm – Ken Dare and Gillian Willsher (M&DFG) left the meeting.

10.2 To approve the Environment and Amenities Committee Schedule of Payments in accordance with the Financial Regulations

- E.90** On a proposal from Cllr Gofton, seconded by Cllr Luxford, all voted in favour of approval of the above. – see appendix 1.

10.3 To note the Environment and Amenities Committee expenditure up to 2017/2018

- E.91** Members noted the above.

10.4 To consider and approve the proposed Environment and Amenities Committee budget for the 2018/2019 financial year

- E.92** Cllr D Bramer proposed a motion to approve the proposed Environment & Amenities Committee budget 2018/2019; this was seconded by Cllr Buchanan, 4 voted in favour with 3 abstentions. The motion was therefore agreed.

Item 11 **Correspondence**

11.1 To note correspondence received

E.93 Members noted the correspondence list.

11.2 To consider email from resident regarding concerns with increased fly-tipping in Harvel

E.94 The above had been discussed under item 5.3, E.79

CLOSED SESSION - Pursuant to Section 1(2) of the Public Bodies Admission to Meetings Act 1960, that due to the confidential nature of the next item the public and press will be asked to leave the meeting

Item 12 To consider and approve the following quotations

12.1 Tree work at Judson's Recreation Ground

12.1.1 To review, and if appropriate, consider the quotations received for hedge/tree work on the perimeter fence behind the fenced in play area

E.95 Cllr Gofton spoke of the proposed works to be carried out on the trees at Judson's Recreation Ground. Members considered the quotations received and discussions followed. Cllr Wade suggested quotations were obtained for the area immediately behind the MUGA only. Gofton asked for clarification from past E&A minutes that the E&A Committee had agreed to obtain quotations for this work.

Action: Clerk

12.1.2 If agreed to proceed with the work, to consider a motion to transfer a virement from the reserves to the tree budget for this work, to be approved at Full Council

This item was deferred.

Meeting closed at 9.50pm

Appendix 1
E&A - 31.10.17

Payments from 6.9.17 to 31.10.17

CHQ	DATE	PAYEE	DETAILS	GROSS	VAT	NET
1937	15/09/2017	Highview Tree Services	Service Contract up to 14.9.17	£450.00		£450.00
1943	25/09/2017	H,. Antwiss	Emergency repair to allotment fence	£190.00		£190.00
1947	28/09/2017	RBLI	Parish Office sign	£44.64	£7.44	£37.20
1958	27/10/2017	Highview Tree Services	Service contract - up to 14.10.17	£450.00		£450.00

Payments to be approved

1962	27/10/2017	P Hasler	bulbs for the parish containers	£9.00		£9.00
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Meopham Parish Council – Full Council 12.12.17

Agenda Item 7.1.1 - To consider obtaining quotations for the work, as listed on the attached proposed specification for the tree work at Judson's Recreation ground

Judson's Recreation

Proposed specification for the tree work at Judsons as marked on attached plan

Zone 1 (from the car park to the MUGA)

All trees on MPC land

T1 – cherry – sever ivy

T2 – Ash – sever ivy

T3 – Cherry – sever ivy, remove rambling rose and remove elderflower

T4 – Maple – sever ivy

T5 – Cherry – sever ivy

Zone 2 (behind the MUGA)

All trees on MPC land

T6 –Maple – sever ivy

T7 – dead tree – take out

T8 – hawthorn – sever ivy

T9 – spruce – covered in ivy, cut to MUGA height

T10 – spruce - covered in ivy, cut to MUGA height

T11 – hawthorn situated at the base of T10 – cut to the MUGA height

Zone 3 (behind the fenced in play area)

Trees on land owned by the scouts (permission to be obtained from the Scouts)

T12 - Conifer – covered in ivy and presenting a hazard – would now like to cut to the MUGA height

T13 - Hawthorn – remove overhanging branches

T14 - sycamore sapling (no work)

T15 - (previously reduced) – further reduce/cut back to 4 metres

Between T15 and T16 – cut back ivy to the fence line and height

T16 - (previously reduced) – further reduce/cut to 4 metres

T17 – row of young sycamore trees – remove overhanging branches

T18 – Fir tree (behind baby swings) – remove overhanging branches

*Sever ivy on any of the above trees

Zone 4 (from edge of play area to far end of play area)

Most trees on MPC land, except 1 that requires removal is on scout land

T19 – group of maples, reduce to height of scout building

T20 – Hawthorn – reduce to height of scout building and server ivy

From the gate in the fence to the end of the zone 4

Cherry tree – remove this but leave the saplings

Elder – remove as dead (on scout land – permission to be obtained)

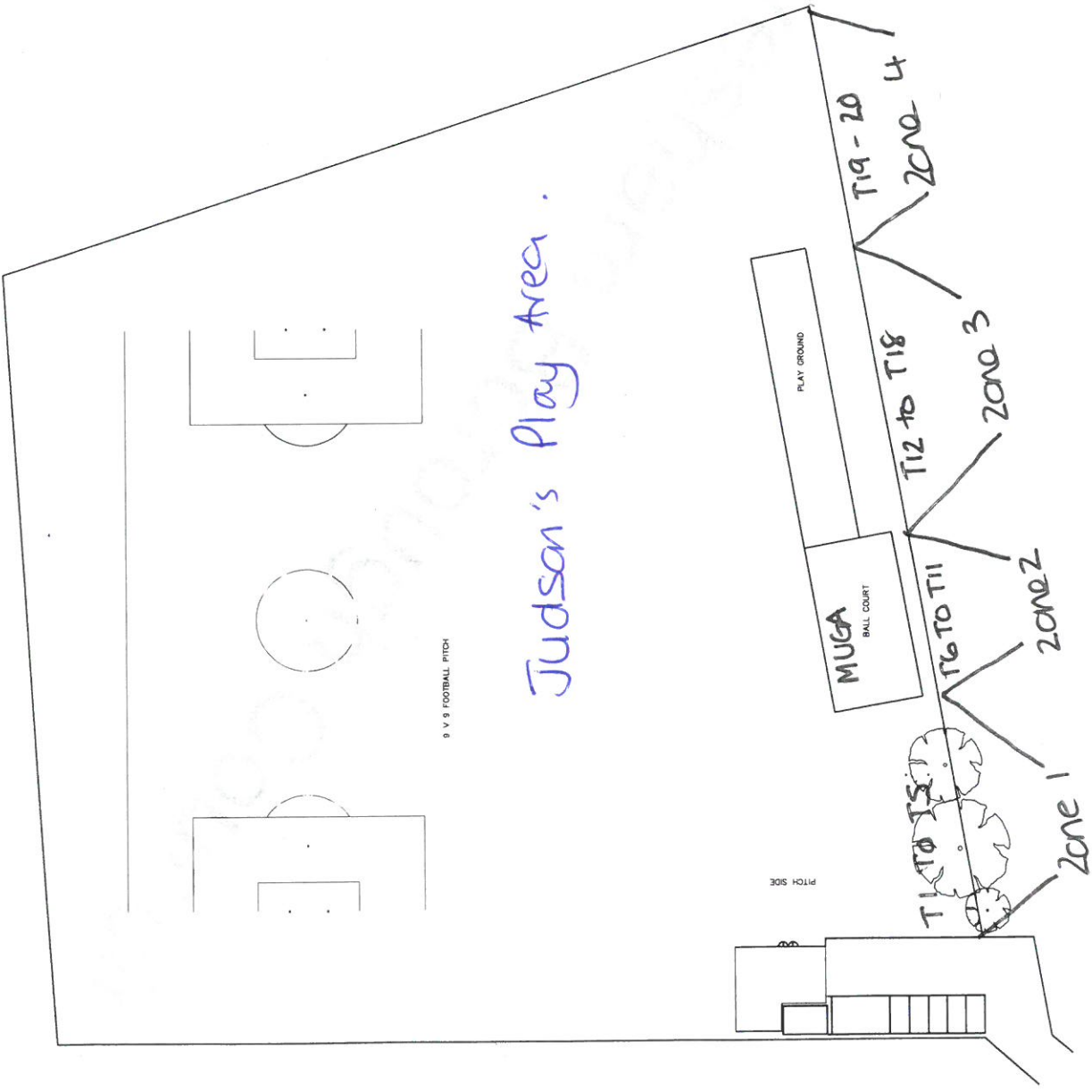
Other work to be carried out at Judson's – to note

Play area surface – to obtain a quote for a professional clean and advice on how frequently this should be done.

MUGA surface area – agreed Paul to pressure wash and treat with MMC



A B C D E



Meopham Parish Council
Minutes of Planning & Projects Committee
held on Tuesday 14th November 2017 at 7.30pm
in the Windmill, Meopham Green

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

In attendance: Borough Councillor Harding, N Jerram (Clerical Assistant)

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

Item 1 **To receive Apologies for Absence**

PP.69 Apologies were received from Cllr Gofton (family commitment), Cllr Luxford (family commitment) and Cllr Wade

Item 2 **To receive Declarations of Interests**

PP.70 There were no declarations of interest.

Item 3 **To approve minutes of previous meeting (19/09/17)**

PP.71 The minutes of the meeting held on the 19.09.17 were approved as a true record of the meeting on a proposal by Cllr Buchanan and seconded by Cllr M Bramer. All voted in favour.

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

PP.72 **Item 4, PP.39** - No information had been received from the Scouts District Commissioner regarding arrangements for the lighting of the Beacon at Hopehill Scouts for 'A Nations Tribute' 11/11/18. Members discussed and it was agreed the clerk continues to try and make contact. **Action: Clerk**

Item 5 **Highways Issues**
Parking Issues - Working Group
5.1.1 Update on the launch event

PP.73 Members agreed that the launch of the Parking Issues Campaign on Monday 13th November was very well attended and a success. Cllr McTavish

thanked all those involved and Cllr Buchanan gave special thanks to the Clerk, Cllr McTavish and the Clerical Assistant for their hard work arranging the event.

Going forward Cllr McTavish confirmed the next Working Group Meeting scheduled for 22nd November would be to discuss the next phase of the campaign.

5.1.2 Update on expenditure from the grant and to consider making a donation from the remainder of the budget to go towards the cost of a Christmas event for children which would have a road safety theme

PP.74 Members considered the grant expenditure to date and agreed to discuss any donations from the remainder of the budget at the Working Group meeting next week.

5.2 Update on traffic concerns on the A227

PP.75 Cllrs McTavish explained that she had asked the clerk to contact Kent County Councillor Bryan Sweetland for advice with reference to setting up a meeting with KCC Highways and the Police. The Parish Office has received an email confirming KCC's Schemes Manager will be in contact upon his return from leave with a view to taking this forward.

5.3 Update from the KCC Highways Seminar on 23/10/17

PP.76 Cllr McTavish advised that Cllrs D Bramer, Buchanan and Luxford attended the seminar. Cllr D Bramer reported that useful information was provided relating to figures and statistics. Cllr McTavish thanked the councillors concerned for attending on behalf of MPC.

Item 6 **6 Bus Shelters**

6.1 To note the results of the survey on parish council owned bus shelters and consider any potential work that needs actioning immediately and any work to be considered for future grant applications

PP.77 Members discussed the results of the survey and decided to ask the service contractor to quote for vegetation removal from certain bus shelters and any minor repair works needed. On a proposal from Cllr McTavish, seconded by Cllr Buchanan, all members agreed to spend up to £250 for these works.
Action: Clerk

Item 7 **Local Plan Core Strategy**

7.1 Update on the Cabinet Meeting (Item withdrawn from agenda)

PP.78 Cllr McTavish confirmed to members that the above item had been withdrawn from the Cabinet Meeting Agenda, to be reinstated in January 2018.

Item 8 **Lower Thames Crossing – update**

PP.79 Cllr McTavish advised that there had not been any recent meetings on the above. A project update by email had been received in the parish office from LTC and circulated to all councillors for information.

Item 9 **Affordable Housing**
9.1 Update from the meeting with GBC on 27/09/17

PP.80 Cllr McTavish said members had a constructive meeting with GBC. Discussions followed on various locations to be considered and Cllr McTavish mentioned she would be speaking to GBC with regard to possible interest from English Rural Housing on future affordable housing development in Meopham.

Item 10 **Community Festivities/Events**
10.1 Picnic on the Green

PP.81 **To note the date agreed with the cricket club (12.08.18)**
Members noted the date. Cllr Buchanan proposed a motion that the clerk write to the cricket club to confirm the date for picnic on the green next year, this was seconded by Cllr M Bramer and all voted in favour. Members discussed future dates and agreed the clerk ask the cricket club for a date in June for 2019.
Action: Clerk

PP.82 **To agree type of event to be held**
Members discussed and agreed that the event would be similar to 2017 with a few more attractions which will be considered by the Working Group in January. Cllrs D Bramer suggested the WG look into sponsorship for the event.

10.2 To report on any update on a potential event to be organised to commemorate the anniversary of the end of WW1

PP.83 Following discussions Cllr McTavish volunteered to speak to the Chairman of Meopham Historical Society regarding any arrangements. Cllr McTavish suggested involving local schools and possibly contacting residents who had been involved in any conflict of war.
Action: Cllr McTavish

10.3 Christmas Events

To approve costs for the purchase and erection of a Christmas tree on Meopham Green

PP.84 Cllr Buchanan proposed a motion to approve the costs for the purchase and erection of the Christmas tree on Meopham Green, this was seconded by Cllr M Bramer and all voted in favour.

To note the arrangements for turning on the lights for the Christmas tree on Meopham Green

PP.85 Members noted the arrangements - Wednesday 20th December at 8pm.

To note the arrangements for the carol singing event on Meopham Green

PP.86 Members noted arrangements were the same as above.

Item 11 **Community Action Team - update**

PP.87 Cllr McTavish reported that following resignations received from team members, the future of the Community Action Team will be discussed at the next meeting on 15th November. Cllr McTavish said she will be attending the meeting.

Item 12 **Consultations Received:-**
12.1 KCC Highways Tracker Survey – Closing date Friday 1st December 2017

PP.88 Members agreed not to respond on the above survey

12.2 KFRS Consultation – deadline 9.00am 15th January 2018

PP.89 Members agreed not to respond on the above consultation

12.3 The Boundary Commission for England Review of Parliamentary Constituencies – deadline 11th Dec 2017

PP.90 Members discussed the above and Cllr McTavish said she would look into this consultation and decide on a response. All members agreed to this action.
Action: Cllr McTavish

Item 13 **Parish Guides**
13.1 To note the lead times for publication for 2018

- PP. 91** Members noted the lead times for future publications of Parish Guides. Cllr McTavish mentioned that the Over 60's Guide was very popular and it was agreed that Cllrs Buchanan and McTavish would work on the editorial in the new year. Members also discussed looking into sources of funding for the guides.

Item 14 **Financial Matters**

14.1 To approve the Planning and Projects Committee schedule of payments in accordance with Financial Regulations 5.2 (Appendix 1)

- PP.92** Cllr M Bramer proposed a motion to approve the above, this was seconded by Cllr Buchanan and all members voted in favour.

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

- PP.93** Members noted expenditure.

14.3 To consider and approve the proposed Planning & Projects Committee Budget for the 2018/2019 financial year

- PP.94** Cllr D Bramer queried the proposed budget for Festivities. Discussions followed and Cllr M Bramer explained as festivities for this financial year had been fully funded by a grant it had been suggested that the remaining budget from this year is earmarked for next year's picnic event, although it is hoped to obtain a further grant or sponsorship if possible. Earmarked reserves would be set before the end of the financial year.

- PP.95** Cllr Buchanan suggested a Meopham Village calendar for 2019. All members agreed this was a good idea. Item to be added to Full Council Agenda in December.

- PP.96** Cllr Buchanan then proposed a motion to approve the Proposed Planning & Projects Committee Budget for the 2018/19 financial year, this was seconded by Cllr McTavish and all members voted in favour.

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

- PP.97** Members noted correspondence list.

15.1 To note email received from resident regarding changes to train timetable for May 2018

- PP.98** Members discussed the above and agreed to ask the Clerk to respond to the resident's email informing them that MPC will be writing to Southeastern

Railways highlighting concerns on residents not being consulted on the timetable changes for 2018 and the implications of these changes. Members also agreed that MP Adam Holloway should be included in correspondence.

Action: Clerk/Cllr McTavish

Cllr McTavish thanked everyone for attending the meeting.

Meeting closed at 9.18pm

DRAFT

Appendix 1

CHQ	DATE	PAYEE	DETAILS	GROSS	VAT	NET
P&P Meeting - 14.11.17						
1941	22/09/2017	The Friends Of Meopham Parish Church	Christmas Fayre Stall - Parking issues/MPC info	£15.00		£15.00
1949	10/10/2017	Harvel Village Hall Management	Harvel Pop Up Café - donation (S.137)	£100.00		£100.00
1964	02/11/2017	Element UK Limited	Bus Shelter cleansing - 18/10/17	£205.80	£34.30	£171.50
Payments to be approved						
1965	02/11/2017	HFE Signs	Banners - parking campaign	£324.00	£54.00	£270.00
1977	09/11/2017	We Brand it	pedometers (paid for by a grant)	£255.00	£42.50	£212.50
1978	09/11/2017	Design Shack Limited	Flyers, posters & design fee (paid for by a grant)	£252.80	£11.20	£241.50
1981	14/11/2017	H Antwiss	Erect banners/ deliver exhibition board/supply stakes	£138.00		£138.00

