

Meopham Parish Council
Minutes of Meeting of a Planning & Projects Committee
held on Tuesday 28th March at 7.30pm
in the Windmill, Meopham Green

Committee Members present Cllrs McTavish (Chairman) D Bramer (Vice Chairman),
M Bramer, Buchanan, Gofton, Knott, Luxford

In attendance: Mrs N Jerram (Clerical Assistant), Cllr Wade,
1 Member of public

Item 1 **To receive Apologies for Absence**

P.105 No apologies were received.

Item 2 **To receive Declarations of Interests**

P.106 There were no declarations of interest.

Item 3 **To approve minutes of previous meeting (31.01.17)**

P.107 The minutes of the meeting held on the 31.01.17 were approved as a true record of the meeting on a proposal by Cllr Buchanan and seconded by Cllr Knott. All voted in favour.

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

P.108 Cllr McTavish asked if members had seen any Lorries parking around Meopham Green. Cllr Wade reported that occasionally a local company is parking their vans around Meopham Green and in Pitfield Drive. Members agreed to monitor the situation.

Item 5 **Planning Applications**

5.1 To consider and make recommendations on Planning Applications:

2017/0174 - 13 New Road, Meopham, DA13 0LS

Erection of single storey rear extension to form enlarged kitchen and dining room.

Cllr Buchanan proposed a motion of no objection, this was seconded by Cllr Gofton and all members voted in favour.

2017/0185 - White Cottage, Chapmans Hill, Meopham, DA13 0QP

Erection of single storey side extension to form an orangery and dining room.

Cllr M Bramer proposed a motion of no objection, subject to green belt policy, this was seconded by Cllr Luxford and all members voted in favour.

2017/0112 - The Beeches, Ridge Lane, Meopham, DA13 0DP

Erection of new front entrance porch, erection of a single storey rear extension incorporating a dormer extension in the rear roof slope, erection of a two storey side extension and internal alterations

Cllr D Bramer proposed a motion of objection on the grounds of excessive development in the Green Belt, this was seconded by Cllr M Bramer and all members voted in favour.

2017/0235 - Twin Trees, Ridge Lane, Meopham, DA13 0DP

Erection of a two storey rear extension.

Cllr M Bramer proposed a motion of objection on the grounds of excessive development in the Green Belt, this was seconded by Cllr Knott and all members voted in favour of objection.

2017/0126 - White Horse Riding Centre, White Horse Lane, Meopham DA13 0UE

Application for removal of condition 5 attached to planning permission reference number 20160707 relating to the construction of a horse walker and lunging ring; to allow the horse walker and lunging ring to be used for the carriage hire business and equestrian use.

Cllr M Bramer proposed a motion of objection on the grounds that without the safeguard of Condition 5 the permission already granted would be open to possible abuse at a later time. This motion was seconded by Cllr Luxford and all members voted in favour of objection.

2017/0215 - Land known as Twinville, Rhododendron Avenue, Meopham, DA13 0TZ

Erection of a detached dwelling.

Cllr D Bramer proposed a motion of objection on the grounds of inappropriate development in the Green Belt, this was seconded by Cllr M Bramer and all members voted in favour of objection.

2017/0192 - Waterditch Cottage, Wrotham Road, Meopham, DA13 0HP

Erection of a single storey outbuilding in the rear of garden to form a granny annexe to be used ancillary to the main dwelling and replacement of the

existing tiles on the low pitched, hipped roof on Waterditch Cottage with red clay tiles to match the existing peg tiled roof.

Cllr Gofton declared an interest in this property.

Cllr Knott proposed a motion of objection on the grounds that the annex would have an inappropriate impact on the listed building; this was seconded by Cllr Buchanan. 6 members voted in favour of objection with 1 abstention. The motion was therefore agreed.

2017/0192 - Meopham Lodge, Wrotham Road, Meopham, DA13 0QA

Variation of condition 3 attached to planning permission reference no. 20120155 erection of a detached building to provide garden room with wc and a double garage with access on to Pitfield Drive; to allow the retention of the building as a garage and ancillary living accommodation.

Cllr McTavish proposed a motion of no objection provided the detached building was not used as a separate hereditament. This motion was seconded by Cllr Luxford and all members voted in favour.

2017/0228 – Woodlands View, 73 Rhododendron Avenue, Culverstone

Erection of a single storey rear extension.

Cllr M Bramer proposed a motion of no objection, this was seconded by Cllr Buchanan and all members voted in favour.

2017/0248 – Fairlight, Melliker Lane, Meopham, DA13 0HY

Erection of a detached garage.

Cllr McTavish proposed a motion of no objection, this was seconded by Cllr Buchanan and all members voted in favour.

2017/0249 - Fairlight, Melliker Lane, Meopham, DA13 0HY

Erection of a single storey side extension with alterations to roof providing 1no. dormer to the rear and 2 no. dormers to the front roof slope. Conversion of roof space into habitable rooms.

Cllr McTavish proposed a motion of no objection, this was seconded by Cllr Buchanan and all members voted in favour.

2017/0240 – Greenleigh, Wrotham Road, Culverstone DA13 0RE

Erection of a conservatory to the rear elevation.

Cllr Luxford proposed a motion of no objection. This was seconded by Cllr D Bramer and all members voted in favour.

2016/00009/ENF - Rose Small Holdings, Harvel Road, Meopham, DA13 0RN

Appeal against the service of an enforcement notice in relation to the unauthorised creation and retention of an area of concrete hardstanding.

Members noted the above Appeal.

2016/0792 - White Ways, Horns Oak Road, Meopham DA13 0BX

Conversion of existing garage/annexe into a separate residential dwelling
Planning Appeal – reference 2017/000001/REF

Members noted the above Appeal.

5.2 To agree a response to a resident regarding a letter received on the planning application 20161076 Downend Norwood Lane Meopham DA13 0YE

P.109

Discussions followed and members agreed to ask the clerk to inform the resident that the contents of the letter had been noted by the parish council but would advise all comments be directed to Gravesham Borough Council Planning Department who make the decision.

Action: Clerk

5.3 To consider if the council wishes to pay to continue to receive paper copies of planning applications from Gravesham Borough Council

P.110

Discussions followed and members agreed to delegate authority to the clerk to purchase paper copies of planning applications if felt necessary. This motion was proposed by Cllr McTavish, seconded by Cllr Knott. 6 members voted in favour with 1 abstention. The motion was therefore agreed.

Item 6

Highways Issues

6.1 To ratify the membership of the Parking Issues Working Group and approve the aims and objectives of the Working Group

P.111

Cllr McTavish confirmed the members of the Working Group as Cllrs Buchanan, Knott, Ogden and McTavish. On a proposal by Cllr M Bramer, seconded by Cllr Buchanan, all members agreed to the aims and objectives set for the Working Group.

6.2 To discuss email from resident of School Close and to agree a response

- P.112** Cllr McTavish confirmed to members that a response to the resident was in hand with the Clerk. On a proposal by Cllr M Bramer, seconded by Cllr McTavish all members agreed to the Clerk's response to the resident.
Action: Clerk

Cllr McTavish spoke regarding a grant which had been obtained from KCC with reference to a campaign for parking issues in the parish to be led by the Working Group. The Working Group will be meeting next month with schools and initiating a survey to shopkeepers and residents on parking issues. The aim is to involve children from the local schools in the design material to use for the campaign and to launch this initiative at the beginning of September.

Item 7 **Bus Shelters**

7.1 Update on the vegetation cutback to certain shelters in the parish

- P.113** Clerical assistant informed members that GBC had confirmed that they will cease to cut the vegetation around the bus shelters in the parish as of 1st April 2017. It will be KCC's responsibility to maintain these areas and the parish office has been informed that a new contractor is in place to carry out these works. Cllr McTavish asked if the clerk could find out who the new contractor is.

Action: Clerk

- P.114** Members discussed the excessive amount of fly posters in the bus shelters, telephone boxes and telegraph poles in the parish.

On a proposal by Cllr Buchanan and seconded by Cllr M Bramer, all members agreed to suspend standing orders to allow a member of public to speak on the problem of fly posters and litter in the village.

Standing orders were then reinstated.

Members agreed to ask the clerk to find out from GBC who would be responsible for removing the fly posters from various places in the parish.

Action: Clerk

Item 8 **Local Plan Core Strategy – update**

- P.115** Cllr McTavish confirmed there was no update.

Item 9 **Lower Thames Crossing – to report on any update**

- P.116** Members discussed the decision for the Lower Thames Crossing had not been announced to date. Cllr McTavish suggested members should revisit the parish council's involvement once a decision has been made.

Item 10 **Affordable Housing**

10.1 To agree a response, if appropriate on the DCLG consultation 'Fixing our broken housing market'

- P.117** Cllr McTavish agreed to look at the DCLG Consultation and find the relevant points related to rural housing for a response to be agreed.

10.2 Update from Affordable Housing Meeting with Gravesham Borough Council on 8/11/2016.

- P.118** Cllr McTavish notified members that Moat Housing had agreed to open discussions again with GBC regarding plans for the next phase of affordable housing within the parish.

Item 11 Community Festivities

11.1 Update on arrangements for a community event

- P.119** Cllr McTavish confirmed members involved with arrangements for a community event as Cllrs Gofton, Knott and McTavish. Cllr McTavish informed members that another 'Picnic on the Green' was planned following the positive feedback from residents who attended the picnic last year.

9.20pm – Member of public left the meeting.

11.2 To note the arrangements for the Rural Kent Coffee and Information Project in Harvel Village Community Action Plan

- P.120** Cllrs D and M Bramer reported on a positive meeting they attended with a member of Rural Kent and a member of the Harvel Residents Association regarding the above project. It was agreed that this is an initiative worth pursuing, aimed at bringing parishioners together who may feel lonely or isolated. Cllr D Bramer confirmed negotiations are in hand for dates the coffee shop will be visiting Harvel Village.

Item 12 PAT Meeting – Update

- P.121** Cllr Buchanan informed members that there was a good attendance at the PAT meeting and the Constitution and Terms of Reference had been agreed. Moving forward the PAT team will be looking at the points raised by residents, consulting the last Parish Plan completed in 2008 and arrangements for a formal survey.

Item 13 Annual Parish Meeting - Update

- P.122** Cllr McTavish confirmed to members that arrangements were in hand. The Major of Gravesham would be attending the Annual Parish Meeting and the speaker had confirmed attendance.

Item 14 **Financial Matters****14.1 To note, and approve if appropriate, expenditure for the Planning and Projects Committee Expenditure from 25/1/17 to 22/3/17****P.123** Members noted.**14.2 To note the Planning and Projects Committee expenditure to date for the 2016/17 financial year****P.124** Members noted**14.3 To recommend any earmarked reserves to Full Council for approval****P.125** Members discussed and it was agreed to clarify any earmarked reserves with the clerk.**Item 15** **Correspondence - to note correspondence received****P.126** Members noted correspondence.

Meeting closed 9.40pm

SERVICE CONTRACT**FOR THE CLEANSING OF THE BUS SHELTERS OWNED BY****MEOPHAM PARISH COUNCIL****1. Introduction**

1.1 Meopham Parish Council proposes to establish a Service Contract with Element UK Limited, Industrial & Contract Cleaning Specialists, Unit 6C, Lewisham Enterprise Centre, Juno Way, London SE14 5RW, to cleanse the bus shelters owned by Meopham Parish Council

1.2 The Contract will be based on a three-year period, from 1st May 2017 until 30th April 2020, with a review and mutual exit clause at each financial year-end. The Supplier will provide their own transport, materials and equipment with no additional payment being made for any expenses.

2. Provision of the Service

2.1 The service required is to cleanse ~~six~~ seven bus shelters bi-monthly (~~six times per year in June, August, October, December, February and April~~). This will entail the following work being carried out on each bus shelter:

- Place works in progress safety signage out for duration of clean
- Remove graffiti from all surfaces, if applicable
- Wash down all surfaces using sterilization solution
- Clean down all surfaces including floors using the dry-vapour steam cleaning process
- Leave all vision panels smear free and report any defects to shelter
- ~~Clearing the interior of any litter/debris~~
- ~~jet washing all interior and exterior surfaces~~
- ~~cleaning all windows~~

2.2 All of the bus shelters are in Meopham and are situated at the following locations:

- Outside Meopham Secondary School, Wrotham Road;
- Junction of Meadfield Road/Wrotham Road;
- Junction of Green Lane/Wrotham Road;
- Junction of Huntingfield Road/Wrotham Road;
- Junction of Cheshunt Close/Wrotham Road; and
- Outside the Railway Tavern Public House, Wrotham Road.
- ~~Adjacent to The George Public House, Wrotham Road~~

3. Tender Price

- 3.1 Year One - £171.50 plus VAT per clean
 Year Two - £175.00 plus VAT per clean
 Year Three - £178.50 plus VAT per clean

4. Terms and Conditions

4.1 The Contractor shall perform the service with all reasonable care, skill and diligence, and in accordance with good industry practice, complying with current legislation as outlined in the method statement and generic risk assessment provided by the Contractor. Any third persons engaged by the Contractor for the performance of the service shall have the qualifications, skills and experience necessary for the proper performance of this service.

4.2 If Meopham Parish Council deem that it considers any part of the service to be inadequate, the Contractor shall, at their own expense, re-schedule and carry out the work correctly within five working days to the satisfaction of Meopham Parish Council. In the event the Contractor fails to re-schedule and carry out the work satisfactorily, Meopham Parish Council may, without prejudice to its other rights, invite or procure a third party to provide such part of the service as necessary. In this event Meopham Parish Council may charge the Contractor any reasonably incurred costs in respect of any part of the service provided by a third party.

4.3 The Contract shall not be varied or amended unless Meopham Parish Council and the contractor agree such variation or amendment in writing.

4.4 Where any investigation is undertaken by a person or body empowered to conduct such investigation and/or proceedings are instituted in connection with any matter relating to the Contractor being in contravention of any equalities legislation, the Contractor shall, free of charge:

- provide any information requested by Meopham Parish Council within the prescribed timescale.
- attend any meetings as required and permit any employee's agents or sub-contractors to attend.
- allow prompt access to, and investigation of, any documents or data deemed to be relevant.
- allow any employees agents or sub-contractors to appear as witnesses in any ensuing proceedings.
- co-operate fully and promptly in every way requested by the person or body conducting such an investigation during the course of the investigation.

4.5 Where any investigation is conducted, or proceedings are brought under equalities legislation, which arise directly or indirectly out of any act or omission of the Contractor, its employees, agents or sub-Contractors, and where there is a finding against the Contractor in such investigation or proceedings, the Contractor shall indemnify Meopham Parish Council with respect to all costs, charges and expenses (including legal and administrative expenses) arising out of, or in connection with any related loss that Meopham Parish Council may suffer, including the payment of costs, expenses or compensation to any third party.

~~4.6—The Contractor must provide, within their tender response, a statement confirming that they have never had a finding made against them by a Court or regulator in respect of any discrimination claim.~~

4.6 Neither party shall be liable to the other party for any delay in or failure to perform its obligations under the Contract (other than a payment of money) if such delay or failure results from an event beyond the reasonable control of such party.

4.7 This Contract shall be governed by and interpreted in accordance with English law and the parties submit to the exclusive jurisdiction of the courts of England and Wales.

4.8 The Contractor warrants that the information, representations and other information provided to Meopham Parish Council by the Contractor in connection with or arising out of this Contract are true and complete in all material respects.

4.9 The Contract constitutes the entire agreement between the parties relating to the subject matter of the Contract. The Contract supersedes all prior negotiations, representations and undertakings, whether written or oral, except that this Clause shall not exclude liability in respect of any fraudulent misrepresentation.

5. Indemnities and Insurance

5.1 Neither party excludes or limits liability to the other party for death or personal injury caused by its negligence or for any breach of any obligations implied by the Supply of Goods and Services Act 1982.

5.2 The Contractor shall indemnify Meopham Parish Council and keep them indemnified against injury (including death) to any persons or loss of or damage to any property which may arise out of the act, default or negligence of the Contractor, any sub-Contractor or their respective employees or agents, and against all claims, demands, proceedings, damages, costs, charges and expenses whatsoever in respect thereof or in relation thereto arising from the provision of the Services. Without thereby limiting their responsibilities under Clause 4.1 the Contractor shall, before commencing the execution of the Contract, insure with a reputable insurance company against all loss of, and damage to, property and injury to persons (including death) arising out of or in the consequence of the Contractor's obligations under the Contract and against all actions, claims, demands, costs, and expenses in respect thereof. The contractor shall procure and maintain Public Liability Insurance for a minimum of £5,000,000 (amount in pounds) per claim or series of claims so as effectually to indemnify Meopham Parish Council against all claims.

5.3 If applicable, the Contractor shall procure and maintain Employers Liability insurance with a minimum level of £5,000,000 (amount in pounds) per claim or series of claims.

5.4 Prior to commencement of this contract, the Contractor shall furnish Meopham Parish Council with Certificates of Insurance together with the receipt or receipts for premiums evidencing that all relevant insurances are in force. The Contractor will also be required to produce the renewal certificates annually with the receipt or receipts for premiums evidencing that all relevant insurances remain in force. Failure to provide will automatically deem the contract to be in breach and terminated forthwith.

6. Termination of Contract

6.1 Meopham Parish Council or the Contractor may terminate this contract at each year-end by giving 30 days' notice in April 2018 or April 2019. Such notice must be made in writing and be posted to, or left at, the address given at the head of

this contract for the relevant party or such other address as they notify in writing to the other party.

6.2 Meopham Parish Council may cancel the contract and recover from the Contractor the amount of any loss resulting from the cancellation if at any time there are reasonable grounds to believe that the Contractor or any person employed by the Contractor or acting on his behalf whether with or without the knowledge of the Contractor has:

- offered, given or agreed to give any inducement or reward to any person or body in relation to the obtaining or execution of this Contract.
- committed an offence in relation to this contract with Meopham Parish Council under the prevention of Corruption Acts 1889 to 1916 or section 117(3) Local Government Act 1972
- communicated to any person other than Meopham Parish Council the details of the Contractor's proposed tender
- entered into any agreement or arrangement with any person or body to ensure that he shall refrain from tendering or manipulating the proposed charges of any tender from said person or body.

6.3 Meopham Parish Council may terminate the Contract by notice in writing with immediate effect where:

- a petition is presented for the Contractor's bankruptcy.
- a bankruptcy order is made against the Contractor.
- the Contractor makes any composition or arrangement with or for the benefit of creditors.
- the Contractor passes a resolution for winding up or dissolution (otherwise than for the purposes of, and followed by, an amalgamation or reconstruction) or if an application is made for an administration order in relation to it.
- a party gives or files notice of intention to appoint an administrator or if such an administrator is appointed.
- the court makes a winding-up order.
- an administrative receiver, receiver, manager or supervisor is appointed by a creditor or by the Court.
- the Contractor is unable to pay its debts within the meaning of Section 123 of the Insolvency Act 1986, or if any similar event occurs under the Law of any other jurisdiction within the United Kingdom.

6.4 Meopham Parish Council may terminate the Contract by written notice to the Contractor with immediate effect if the Contractor fails to provide the contracted service.

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

Sheila Buchanan, Chairman, Meopham Parish Council

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

John Ogden, Vice Chairman, Meopham Parish Council

Witnessed by:.....Date.....

Sarah Egglesden, Clerk, Meopham Parish Council, The Windmill, Meopham Green,
Meopham, Kent DA13 0QA

SignedDate.....

Name in block capitals

On behalf of Element UK Limited, Industrial & Contract Cleaning Specialists, Unit
6C, Lewisham Business Centre, Juno Way, London SE14 5RW

Witnessed by:.....Date.....

Name in block capitals

Address

Meopham Parish Council Administration and Resources Committee Terms of Reference

Approved by Full Council 10.05.2016

1. Objective

- 1.1. The Administration and Resources Committee is established to manage, review and oversee the administration arrangements of the Council and this shall include (but not be limited to) the following responsibilities: internal procedures including Standing Orders, policies, risk management, Emergency Plan, the financial accounts and audit arrangements, Standing Committee budgets and expenditure, contracts, administration costs, office equipment, systems and software (including the website), member and staff training, publications and any other administrative tasks allocated by the Council.
- 1.2. The Committee may determine planning application recommendations to the LPA.

2. Membership

- 2.1. The Committee shall consist of up to **SEVEN** Councillors, which will include the Parish Council Chairman, and where possible, 2 members from each Ward, appointed at the Annual Council Meeting each year in May
- 2.2. The Chairman and Vice Chairman will be elected at the Annual Council Meeting in May.
- 2.3. The Quorum for a meeting will be a minimum of three Councillors

3. Meetings

- 3.1. The Committee meets at least 4 times per annum
- 3.2. The Parish Council will produce a Schedule of Standing Committee Meetings at its Annual Council Meeting in May
- 3.3. The Committee will have no meeting in August unless for urgent business

4. Voting

- 4.1. The Councillors' Code of Conduct will apply to all members of the Committee
- 4.2. The conduct of the meetings (declarations of interest, debate, voting etc) will be governed by the Council's Standing Orders.
- 4.3. Decisions will be taken by a majority vote

5. Rights and Powers

- 5.1. The Committee will have limited delegated powers to:
 - 5.1.1. to spend up to the limit of its designated budget heading or make a virement amongst them
 - 5.1.2. make recommendations to the Council for consideration and approval
 - 5.1.3. Take action on behalf of the Council on the matters specified in 6.2

- 5.2. The Committee may appoint appropriate sub-committees or working group(s) and their members to facilitate the work of the committee unless previously appointed by the council.
- 5.3. The Committee may convene special meetings in accordance with the Council's Standing Orders
- 5.4. The Committee may delegate actions to employees, as per appendix 1, to be carried out in consultation with the Chairman and Vice Chairman of the Committee.

6. Responsibilities

- 6.1. The Committee is responsible for the production of written estimates of the proposed expenditure by the Committee for the next financial year, broken down under a number of budget headings, for submission to the Full Council for approval.
- 6.2. The Committee is to take action on behalf of the council on the following:-
 - Risk Management
 - Emergency Plan
 - Publicity and Media Relations
 - Parish Website
 - Accounting and Audit Arrangements
 - Training
 - Planning applications
 - Approval of contracts for up to £5000 and up to 3 years duration, provided that the proposal has been approved by the relevant committee
- 6.3. To advise the Council on the following:-
 - Standing Orders
 - Policies
 - Contracts
 - Setting of Standing Committee Budgets
 - Approval of Annual Accounts
 - Contracts over £5000 or greater than 3 year's duration
- 6.4. To monitor the following on behalf of the council and make any necessary recommendations:-
 - Administration Costs
 - Internal Procedures
 - Standing Committee Expenditure
- 6.5. When recommending undertaking a new activity/event/service provision to MPC, the Committee will provide an assessment of potential risks/benefits and estimated cost of the undertaking

7. Training

- 7.1. Members of the Committee are encouraged to attend training as appropriate for the Administration and Resources Committee

**Minutes of a meeting of the
Administration and Resources Committee held on
Tuesday 11th April 2017 at 7:30pm
at the Windmill, Meopham Green**

Committee Members Present: Cllrs M Bramer (Chairman) Buchanan, McTavish and Wade

In attendance: Mrs N Jerram (Clerical Assistant)

Item 1: Apologies for absence:

A.92 Apologies were received from Cllr Ogden

Item 2: Declarations of Interest:

A.93 Cllr Buchanan declared an interest in expenses to be paid.

Item 3: To approve minutes of previous meetings (14.02.17):

A.94 The minutes of the meeting held on 14.02.17 were approved as a true and correct record on a proposal by Cllr Buchanan and seconded by Cllr Wade. All voted in favour and the minutes were approved.

Item 4: Matters Arising:

A.95 Item A.56 – Letter to the Cricket Club has been sent.

Item A.61 – Skills audit - Carried forward to action.

Item A.65 – Following a land registry search, it is confirmed that the land in front of Meopham School (woodland area) is owned by Meopham School.

Item A.70 – Volunteer Support Warden Scheme - Action completed.

Item A.72 – Meeting of Gravesham Clerks – Carried forward to action.

Item A.77 – Social Media Working Group - Action still pending.

Item A.78 – NALC Media Policy - Completed by clerk and approved.

Item A.79 – Policy for Travel and Expenses - Approved by council.

Item A.80 – Public Participation Protocol - Approved by Council.

Item A.81 - Hits on MPC Website – Carried forward to action.

A.96 Cllr McTavish referred back to Item A.65 and suggested the parish council write to KCC regarding the lack of car parking spaces planned at Meopham School/Library rebuild. All members agreed to this action. **Action: Clerk**

Item A.82 – Notice Board Policy – Approved by Council.

Meopham Parish Council

Item A.83 – Protocol for Recording or Reporting of Council – Approved by Council.

Item A.85 – Draft Agreement for Meopham Village Hall - Approved by Council.

Item A.86 – Installation of Defibrillator - Action completed.

Item A.87 – Pitfield Green Toilets Update - Action completed.

Item A.89 – Debit Card and BACS payments – Carried forward to action.

Item 5: Contracts

5.1 To note the proposal for the renewal of the Service Contract for the cleansing of the Bus Shelters owned by Meopham Parish Council and to recommend approval to Full Council, subject to the proposed amendments

A.97 Members noted the proposal for the renewal of the service contract for the bus shelters. Cllr Buchanan then proposed that the amended service contract is recommended to Full Council for adoption, this was seconded by Cllr M Bramer and all voted in favour.

A.98 Discussions followed on excessive flyposting in the village advertising a local event. On a proposal by Cllr Buchanan, seconded by Cllr M Bramer, all members agreed that the clerk write and inform those persons responsible that it is illegal to fly post and ask them to cease flyposting in the parish. **Action: Clerk**

5.2 To endorse a recommendation to Full Council to change the responsibilities of the A&R Committee in its Terms of Reference, in respect of contracts, as follows:-

6.2 add 'Approval of contracts for up to £5000 and up to 3 years duration'

A.99 Cllr Buchanan proposed an amendment to the proposal that 'on the recommendation of the appropriate committee' is added to the motion. This was seconded by Cllr Wade and all voted in favour. Cllr Buchanan then proposed the approval with the changes is recommended to Full Council for final approval. This proposal was seconded by Cllr Wade and all members voted in favour.

6.3 add 'Contracts over £5000 or greater than 3 year's duration'

A.100 Cllr Buchanan proposed that the changes are recommended to Full Council for final approval. This proposal was seconded by Cllr Wade and all members voted in favour.

Item 6 Office Equipment

6.1 To consider the purchase of new computer equipment for the parish office for use by the Clerical Assistant.

A.101 Following discussion, Cllr McTavish proposed that a figure of up to £1000 be spent on the purchase of new computer equipment for use by the Clerical Assistant. This proposal was seconded by Cllr Buchanan and all members

voted in favour. Members agreed that Cllr M Bramer and the Clerk would look into the purchase of the equipment. **Action: Cllr M Bramer/Clerk**

Item 7 Publicity and Media Relations

7.1 to delegate authority to the clerk to

a) forward an article to the Meopham Review monthly in consultation with the Chairman of Council

A.102 On a proposal by Cllr Buchanan, seconded by Cllr M Bramer, all members voted in favour of delegating authority to the clerk.

b) Meopham Mercury – to produce in consultation with councillors and to arrange the distribution

A.103 On a proposal by Cllr Buchanan, seconded by Cllr M Bramer, all members voted in favour of delegating authority to the clerk.

Item 8 Training Budget

8.1 To authorise the clerk to arrange any staff or councillor training for 2017-18 within the agreed training budget

A.104 Cllr M Bramer proposed a motion that members agree to an upper limit of £150 per event. This was seconded by Cllr Buchanan and all Members voted in favour.

On a proposal by Cllr M Bramer, seconded by Cllr Buchanan, all members voted in favour of the amended version.

Item 9 Emergency Planning

9.1 Rest Centre Training at Culverstone Community Centre on 10 October 2017 to confirm councillor attendance

A.105 Cllr M Bramer felt attendance at this event was very important. Discussions followed and it was agreed that a number of councillors would attend the training day and the Chairman would circulate an email encouraging attendance at this important event. It was agreed there would be an update at the next A&R Committee Meeting.

Item 10 Financial Matters

10.1 To consider and if found satisfactory approve the Administration and Resources Committee Expenditure from 7/2/17 to 5/4/17

A.106 Cllr Buchanan proposed that the expenditure is approved and this was seconded by Cllr M Bramer, all members voted in favour.

10.2 To note all the Administration & Resources Committee Expenditure for the 2016-2017 financial year

A.107 This was noted by all members.

10.3 To consider a paper from the Chairman of A&R entitled 'Notes on Committee Budget Out-turns in financial year 2016-17 and

recommendations for earmarked reserves in 2017-18' and if considered appropriate endorse it and pass it on to Full Council for its next meeting

- A.108** Cllr M Bramer explained the proposals for changes to the earmarked reserves to be considered. Discussions followed and Cllr Buchanan then proposed that the proposals are endorsed by the A&R committee members for recommendation to Full Council. This was seconded by Cllr McTavish and all voted in favour.

10.4 To note the arrangements for the Annual Audit for 2016-17

- A.109** This was noted by members.

Cllr M Bramer suggested that the Clerk ask the Internal Auditor what is a reasonable level for general reserves and also advice with reference to previous Item 5.2. All members agreed to this action. **Action: Clerk**

Item 11 Correspondence

11.1 To note the correspondence received

- A.110** Members noted the correspondence list.

Meeting closed at 8.49pm

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

**Minutes of a Judson's Pavilion Committee meeting
held on Tuesday 11th April 2017 at 7.15pm
at the Windmill, Meopham Green**

Committee Members: Cllrs. M Bramer, Buchanan, Hasler, Howard (Vice Chairman) and Wade

In attendance: Clerical Assistant – N Jerram

Item 1 **Apologies for Absence**

J44 Apologies were received from Cllr Ogden

Item 2 **Declarations of Interest**

J45 There were no declarations of interest

Item 3 **Approve the Minutes of the previous meeting (24/02/17)**

J46 The minutes of the meeting held on 24/02/17 were approved as a correct record on a proposal by Cllr M Bramer and seconded by Cllr Buchanan. All voted in favour.

Item 4 **Matters Arising**

J47 There were not any matters arising.

Item 5 **To approve the fee for the revised planning application for the Judson's Pavilion**

J48 Members agreed that Bob Hemming had worked hard to ensure all the paperwork was in place for the revised application. Cllr Buchanan congratulated everyone on a good job.

On a proposal by Cllr Buchanan, seconded by Cllr M Bramer, all members voted in favour to approve the fee of £385.00 for the revised planning application for Judson's Pavilion.

The meeting closed at 7.20pm

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

EARMARKED RESERVES - TO BE APPROVED BY FULL COUNCIL FOR THE FINANCIAL YEAR 2017-18

PLANNING AND PROJECTS COMMITTEE				FY 2017-18		Duration
STATUS	COMPANY	Details		AMOUNT	BUDGET	
		Parish Plan		£4,157.86	Parish Plan	indefinite
TOTAL				£4,157.86		
ENVIRONMENT AND AMENITIES COMMITTEE				FY 2017-18		Duration
STATUS	COMPANY	DETAILS		AMOUNT	BUDGET	
		Memorial Benches		£2,500.00	5207 - Bench Maintenance	indefinite
		Judsons Play Area Sinking Fund		£14,000.00	5211 - Judson's Play Area Maintenance	indefinite
Instructed	Highview Tree Services	Vegetation Clearance at Pitfield Green		£600.00	5206 - Village Greens & Harvel Pond	FY 2017-18 only
Instructed	Highview Tree Services	Replanting Maple Tree at Judson's Recreation Ground		£190.00	5208 - Trees	FY 2017-18 only
Total				£17,290.00		
ADMINISTRATION AND RESOURCES COMMITTEE				FY 2017-18		Duration
STATUS	COMPANY	DETAILS		AMOUNT	BUDGET	
in dispute	KCC Legal Services	Legal fees for Cricket Club lease (delayed payment due to invoice dispute with KCC Legal Services)		£204.00	5408 - General Admin	FY 2017-18 only
Total				£204.00		
JUDSON'S PAVILION COMMITTEE				FY 2017-18		Duration
STATUS	COMPANY	DETAILS		AMOUNT	BUDGET	
		Judsons Pavilion Refurbishment		£70,000.00	5213 - Judson's Pavilion improvements	Indefinite
Total				£70,000.00		
				£91,651.86		

