

**Minutes of Full Council Meeting
held on Tuesday 19th July 2022 at 7.30pm
at the Cricket Pavilion, Meopham**

Members:

Cllr Buchanan – Chairman
Cllr Green – Vice Chairman
Cllr M Bramer
Cllr D Bramer
Cllr Gofton
Cllr Price
Cllr Wade
Cllr McTavish
Cllr Sims
Cllr Ogden

In attendance:

C Collings – Assistant Clerk
One member of the public

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

FC.77 Apologies were received and accepted from:
PCSO Kirsty Lowe

No other apologies received

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

FC.78 No declarations of members interests were received.

Item 3: To approve the minutes of the previous meetings:

FC.79 **31.05.22 minutes:** PROPOSED: Cllr McTavish. SECONDED: Cllr Wade. All in favour

FC. 80 **21.06.22 minutes:** PROPOSED: Cllr Green. SECONDED: Cllr Sims. All in favour

Item 4: Chairman's Update

FC.81 Noted

Item 5: To receive reports from:

FC.82 **5.1 County Councillor** – Chairman Cllr Buchanan gave an update from a meeting with Cllr Brian Sweetland.

FC.83 Amongst the matters covered in the update was the Meopham School Planning Application for expansion. County Councillor Sweetland had explained that it was being recommended to members of the KCC Planning Committee when it met on 20th July that they should not determine it themselves given the objection to the development by Sport England but refer it for decision to the Secretary of State with a recommendation for approval.

The actual recommendation was: the Application be referred to the Secretary of State for Levelling Up, Housing and Communities as a departure from the Development Plan on Green Belt grounds, and to consider the Sport England objection, and that SUBJECT TO his decision, and completion of a Memorandum of Understanding regarding the required monetary contribution for the School Travel Plan and Public Transport Capacity Improvements planning permission to be granted, subject to conditions.

Sport England had objected strongly to a loss of a playing field which the scheme entails.

Councillor Sweetland had explained that the Secretary of State will consider the application and has 21 days to decide whether to call in the application or allow KCC to determine whether to approve the application or not. Either way, there will be no further consultation undertaken. He had suggested, given the above, that there was no point in the Parish Council sending a representative down to address the KCC Planning Committee on this issue.

The Chairman accordingly proposed that we do not send a representative to the said committee meeting.

The Chairman thanked Mr. Graham Price for obtaining drone footage of the congestion occurring on the A227 at the relevant times and noted that this had been sent to County Councillor Sweetland who had passed it to the KCC Planning Officer.

Cllr Green proposed that the Chairman's recommendation be accepted and that additionally the Parish Council write urgently to the local MP with a copy of the footage asking him to bring our objection on highway grounds to the attention of the said Secretary of State.

Councillor Ogden seconded the motion which was carried unanimously.

FC.84 **5.2 Borough Councillors – no report received**

FC.85 **5.3 Community Warden and PCSO - no report received**

Item 6: Public Session:

FC. 86 No questions from the public received

Item 7: Financial Matters:

FC.87 **7.1 To approve expenses claimed by the Clerk and Assistant Clerk**

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

FC.88 **7.2 To receive the Schedule of payments in accordance with Financial Regulations**

Cllr Gofton requested a breakdown report be sent out with the minutes regarding item number 16.

PROPOSED: Cllr Green. SECONDED: Cllr McTavish. All in favour

Item 8: Committee Minutes and Recommendations: To note the minutes and consider any recommendations

8.1 Administration and Resources Committee: 21.06.22

FC.89 Minutes noted.

8.1.1 Upon the recommendation of the A&R committee, to consider amendments to the standing Orders.

FC.90 PROPOSED: Cllr M Bramer. SECONDED: Cllr Green. All in favour

8.1.2 Upon the recommendation of the A&R committee, to consider amendments to the Code of Conduct

FC.91 PROPOSED: Cllr M Bramer. SECONDED: Cllr Green. All in favour

8.1.3 Upon the recommendation of the A&R committee, to consider amending the Co-option Policy and review the induction process for new councillors.

FC.92 PROPOSED: Cllr M Bramer. SECONDED: Cllr Green. All in favour

8.2 Environment and Amenities Committee: 14.06.22

FC.93 Minutes Noted.

8.3 Planning and Projects Committee: 12.07.22

FC.94 Minutes Noted.

8.4 Planning applications Working Group: 05.07.22

Minutes Noted.

Item 9. Council Reserves: To note the current reserve levels and consider the recommendations of the report issued by the clerk.

FC.95 Cllr Green proposed deferring this item to the next full Council meeting (9/8/22). Council reserves would be discussed after the Council Restructure item.

PROPOSED: Cllr Green. SECONDED: Cllr Ogden. 8 In favour, 1 against and 1 abstention. The motion was carried.

Item 10. Meopham Leisure Centre: To note any update with the future of the Leisure Centre.

FC.96 Noted

Item 11. Meopham Colts: To note the offer of a £1000 donation from Meopham Colts and to consider this offer.

- FC.97 Chairman of the Council, with the Clerk to send a letter declining the very kind offer, but instead for the Colts to choose to donate to one of many Meopham Charities (list to be provided).

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

- Item 12. Work Experience: To note the advice received from NALC regarding the status of work experience.**

- FC.98 We are still awaiting advice from NALC so deferred until the next Full Council meeting.

NALC guidelines for email responses is approximately 15 working days.

- Item 13. Motion From Councillor D Bramer: To consider requiring that all postings on behalf of the Council placed in the public domain via Facebook, Meopham Review, the press should be read, approved and potentially amended by at least one involved councillor before submission.**

- FC.99 **Cllr Green moved the following amendment to the motion:**

“This Council confirms that the duty of conducting Public Relations on behalf of the Council to include placing postings on behalf of the Council in the public domain via Facebook, Meopham Review is a function delegated to the Clerk.

The Council further confirms that the Clerk is not expected to consult any Member of the Council when complying with this duty if the matter to be publicised is routine. However where the subject matter has been the subject of significant debate at a meeting of the Council or a standing committee, particularly if that debate has not led to a clear conclusion, or is the subject of significant public interest as evidenced by activity in the media including social media, the Clerk is required to continue his practise of consulting with the Chairman of the Council or another Councillor nominated by the Chairman, or if the matter arises from a meeting of a standing committee, in the alternative with the Chairman of that standing committee, before issuing a press release or posting on social media.”

PROPOSED: Cllr Green. SECONDED: Cllr Ogden.

The amendment then became the substantive motion and this was carried with 1 abstaining, 9 In favour.

- Item 14. Parish Representatives on External Bodies: To note reports.**

- FC.100 Noted.

- Item 15. Correspondence List: To note correspondence received**

Full Council – 19.07.2022

FC.101 Noted

The meeting closed at 7.37pm

Signed:

Date:

Meopham Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1 MPC Accounts Management ;	01/04/2022		Unity Bank	001/010422	Scribe subscription	Scribe	S	558.00	111.60	669.60
2 General Administration	01/04/2022		Unity Bank	002/010422	Water supply	Business Stream	Z	173.09		173.09
3 General Administration	01/04/2022		Unity Bank	003/040422	Rent	The Meopham Windmill Trusts	Z	1,250.00		1,250.00
4 General Administration	04/04/2022		Unity Bank	004/040422	Cleaning services	May Harris	S	640.72	128.14	768.86
5 Communications & IT	07/04/2022		Unity Bank	005/070422	E Mail hosting	GWT Media	S	15.60	3.12	18.72
6 Training	07/04/2022		Unity Bank	006/070422	Training	KALC	S	50.00	10.00	60.00
7 Trees	14/04/2022		Unity Bank	007/140422	Tree work	Kevin Watt	S	120.00	24.00	144.00
8 Trees	14/04/2022		Unity Bank	008/140422	Tree work	Kevin Watt	S	650.00	130.00	780.00
9 General Administration	14/04/2022		Unity Bank	009/140422	Post box lock	Amazon	S	8.74	1.75	10.49
11 Notice Boards	14/04/2022		Unity Bank	011/140422	Notice boards	Greenbarnes Ltd	S	392.62	78.52	471.14
30 Bus Shelter Cleaning	14/04/2022		Unity Bank	021/140422	Bus shelter cleaning	Element UK	S	190.00	38.00	228.00
10 Training	14/04/2022		Unity Bank	010/140422	membership fee	SLCC	Z	341.67		341.67
22 Cleansing & Litter Collection	19/04/2022		Unity Bank	017/190422	Service contract	Highview Tree Services	Z	475.00		475.00
21 General Administration	20/04/2022		Unity Bank	016/200422	A4 Paper	Amazon	S	24.91	4.98	29.89
20 General Administration	20/04/2022		Unity Bank	015/200422	Electricity	EDF	L	39.47	1.97	41.44
12 Staff Salaries Tax & NIC	20/04/2022		Unity Bank	012/200422	Salary	S Fishenden	X	1,420.61		1,420.61
13 Staff Salaries Tax & NIC	20/04/2022		Unity Bank	013/200422	Salary	C Collings	X	1,399.10		1,399.10
14 Staff Salaries Tax & NIC	20/04/2022		Unity Bank		ER NI	HMRC	X	336.74		336.74
15 Staff Salaries Tax & NIC	20/04/2022		Unity Bank		EE NI	HMRC	X	279.24		279.24
16 Staff Salaries Tax & NIC	20/04/2022		Unity Bank		EE Pension	KCC	X	138.78		138.78
17 Staff Pensions	20/04/2022		Unity Bank		ER Pension	KCC	X	448.36		448.36
18 Staff Pensions	20/04/2022		Unity Bank		PAYE	HMRC	X	515.80		515.80
19 MPC Accounts Management ;	20/04/2022		Unity Bank		Bookkeeping & Payroll	MIPayroll Services	Z	114.00		114.00
23 Cllr & Clerk Expenses	22/04/2022		Unity Bank	018/220422	Mileage	C Collings	X	16.89		16.89
25 Communications & IT	22/04/2022		Unity Bank	019/220422	drop box renewal	S Fishenden	S	79.90	15.98	95.88
26 Village Greens & Judson's Re	22/04/2022		Unity Bank	019/220422	cable ties	S Fishenden	S	4.99	1.00	5.99
27 General Administration	22/04/2022		Unity Bank	019/220422	toilet rolls	S Fishenden	S	3.04	0.61	3.65
28 Communications & IT	22/04/2022		Unity Bank	019/220422	zoom	S Fishenden	S	11.99	2.40	14.39
29 General Administration	22/04/2022		Unity Bank	020/220422	flag	Amazon	S	7.91	1.58	9.49
24 Communications & IT	22/04/2022		Unity Bank	019/220422	Google workshops	S Fishenden	Z	58.10		58.10
31 Pitfield Green Toilets	28/04/2022		Unity Bank	22/280422	Water supply	Business Stream	Z	399.91		399.91
32 Village Greens & Judson's Re	28/04/2022		Unity Bank	23/280422	Water supply	Business Stream	Z	9.69		9.69
33 Training	28/04/2022		Unity Bank	24/280422	Training	Mulberry & Co	Z	304.17		304.17
34 Festivities	04/05/2022		Unity Bank	25/040522	Hall hire	Meopham Village Hall	Z	235.20		235.20
39 General Administration	04/05/2022		Unity Bank		Hall hire	St Johns Meopham	Z	23.50		23.50
35 Streetlights	04/05/2022		Unity Bank	26/040522	streetlights	Streetlights	S	217.75	43.55	261.30

Meopham Parish Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
37 General Administration	05/05/2022		Unity Bank	028/050522	Office supplies	Amazon	S	76.45	15.29	91.74
38 Streetlights	05/05/2022		Unity Bank	029/050522	streetlights	Streetlights	S	976.50	195.30	1,171.80
40 Printing & Copying	05/05/2022		Unity Bank		Photo copier	ARC	S	25.00	5.00	30.00
41 Bus Shelter Cleaning	05/05/2022		Unity Bank	30/050522	Bus shelter cleaning	Element UK	S	230.00	46.00	276.00
36 General Administration	05/05/2022		Unity Bank	027/050522	Insurance	Zurich	X	2,149.72		2,149.72
69 General Administration	16/05/2022		Unity Bank		flag	Amazon	S	-7.91	-1.58	-9.49
63 Pitfield Green Toilets	20/05/2022		Unity Bank	035/200522	Pitfield toilets	May Harris	S	683.00	136.60	819.60
64 Communications & IT	20/05/2022		Unity Bank	037/200522	E Mail hosting	GWT Media	S	7.80	1.56	9.36
42 MPC Accounts Management :	20/05/2022		Unity Bank	033/200522	Bookkeeping & Payroll	MPayroll Services	Z	114.00		114.00
43 Cleansing & Litter Collection	20/05/2022		Unity Bank	034/200522	Service contract	Highview Tree Services	Z	475.00		475.00
50 Staff Salaries Tax & NIC	20/05/2022		Unity Bank	038/200522	Salary	Shaun Fishenden	X	1,420.61		1,420.61
51 Staff Salaries Tax & NIC	20/05/2022		Unity Bank	040/200522	Salary	C Collings	X	1,399.10		1,399.10
65 Printing & Copying	23/05/2022		Unity Bank	039/230522	Photo copier	GWT Media	S	35.62	7.12	42.74
48 Cllr & Clerk Expenses	31/05/2022		Unity Bank	045/310522	Mileage	C Collings	X	20.25		20.25
44 Festivities	31/05/2022		Unity Bank	043/310522	Jubilee tea expenses	Jo McTavish	S	66.65	13.33	79.98
47 General Administration	31/05/2022		Unity Bank	044/310522	flag	S Fishenden	S	6.50	1.30	7.80
57 Subscriptions	31/05/2022		Unity Bank	048/310522	Subscription	KALC	S	1,655.00	331.00	1,986.00
52 Staff Pensions	31/05/2022		Unity Bank	040/310522	ER Pension	KCC	X	678.44		678.44
53 Staff Salaries Tax & NIC	31/05/2022		Unity Bank	040/310522	EE Pension	KCC	X	210.00		210.00
45 General Administration	31/05/2022		Unity Bank	043/310522	Refreshments	Jo McTavish	Z	29.30		29.30
46 General Administration	31/05/2022		Unity Bank	044/310522	Google workspace	Google	Z	62.10		62.10
49 Training	31/05/2022		Unity Bank	045/310522	Training	C Collings	Z	100.00		100.00
58 Subscriptions	31/05/2022		Unity Bank	049/310522	Subscription	ACRK	Z	115.00		115.00
59 Subscriptions	31/05/2022		Unity Bank		Subscription	Spaces Society	Z	45.00		45.00
60 Subscriptions	31/05/2022		Unity Bank	047/310522	Subscription	St Johns Meopham	Z	12.00		12.00
61 Subscriptions	31/05/2022		Unity Bank		Subscription	Kent County Playing Fields	Z	20.00		20.00
62 Printing & Copying	01/06/2022		Unity Bank	042/310522	Photo copier	ARC	S	25.00	5.00	30.00
70 Staff Salaries Tax & NIC	06/06/2022		Unity Bank	050/010622	Salary refund	C Collings	X	-71.22		-71.22
54 Staff Salaries Tax & NIC	07/06/2022		Unity Bank	051/070622	EE NI	HMRC	X	279.24		279.24
55 Staff Salaries Tax & NIC	07/06/2022		Unity Bank	051/070622	ER NI	HMRC	X	336.74		336.74
56 Staff Salaries Tax & NIC	07/06/2022		Unity Bank	051/070622	PAYE	HMRC	X	515.80		515.80
66 Pitfield Green Toilets	07/06/2022		Unity Bank	052/070622	Water supply	Business Stream	Z	176.77		176.77
67 Village Greens & Judson's Re	07/06/2022		Unity Bank	052/070622	Water supply	Business Stream	Z	3.68		3.68
68 Village Greens - Reserves	07/06/2022		Unity Bank	054/070622	Registration	Invicta Law	S	1,347.93	256.99	1,604.92
72 Trees	08/06/2022		Unity Bank	060/080622	Replacement Jubilee Tree	Providence Nurseries	S	161.63	32.33	193.96
87 Staff Salaries Tax & NIC	08/06/2022		Unity Bank	057/170622	PAYE	HMRC	X	-290.37		-290.37
73 Pitfield Green Toilets	13/06/2022		Lloyds Bank	067/130622	Electricity	Southern Electric	L	74.14	3.70	77.84
79 General Administration	14/06/2022		Unity Bank	059/140622	Electricity	EDF	L	38.29	1.91	40.20
71 Bus Shelter Repairs & Renew	15/06/2022		Unity Bank	061/150622	Bus Shelter Panel Replacement	GW Shelter Solutions Ltd	S	513.92	102.78	616.70

Meopham Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
85 Staff Salaries Tax & NIC	17/06/2022		Unity Bank	057/170622	EE Pension	KCC	X	243.99		243.99
86 Staff Pensions	17/06/2022		Unity Bank	058/170622	ER Pension	KCC	X	788.25		788.25
88 Streetlights	17/06/2022		Unity Bank	068/170622	streetlights	Streetlights	S	106.25	21.25	127.50
76 General Administration	17/06/2022		Unity Bank	064/170622	Hall hire	Meopham Scouts	Z	25.00		25.00
89 Festivities	17/06/2022		Unity Bank		Hall hire	Meopham Village Hall	Z	-100.00		-100.00
77 MPC Accounts Management	20/06/2022		Unity Bank	063/200622	Bookkeeping & Payroll	MPayroll Services	Z	114.00		114.00
90 General Administration	20/06/2022		Unity Bank	062/200622	Pitfield toilets	May Harris	S	60.61	12.12	72.73
75 Communications & IT	20/06/2022		Unity Bank	065/200622	E Mail hosting	GWT Media	S	7.80	1.56	9.36
78 Pitfield Green Toilets	20/06/2022		Unity Bank	062/200622	Pitfield toilets	May Harris	S	636.38	127.28	763.66
80 Staff Salaries Tax & NIC	20/06/2022		Unity Bank	055/200622	Salary	S Fishenden	X	1,420.61		1,420.61
81 Staff Salaries Tax & NIC	20/06/2022		Unity Bank	056/200622	Salary	C Collings	X	1,293.89		1,293.89
82 Staff Salaries Tax & NIC	20/06/2022		Unity Bank	057/170622	EE NI	HMRC	X	279.24		279.24
83 Staff Salaries Tax & NIC	20/06/2022		Unity Bank	057/170622	ER NI	HMRC	X	336.74		336.74
84 Staff Salaries Tax & NIC	20/06/2022		Unity Bank	057/170622	PAYE	HMRC	X	515.80		515.80
74 Cleansing & Litter Collection	20/06/2022		Unity Bank	066/200622	Service contract	Highview Tree Services	Z	475.00		475.00
91 Festivities	01/07/2022		Unity Bank		Jubilee Grant	Meopham Womens Institute	X	100.00		100.00
Total								30,975.73	1,913.04	32,888.77

