Meopham Parish Council
Minutes of Meeting of a Planning & Projects Committee
held on Tuesday 20th September 2016 at 2.00pm
in the Windmill, Meopham Green

Committee Members present: Cllr D Bramer (Vice Chairman), Cllr M Bramer, Cllr S Buchanan, Cllr S Gofton,

In attendance: Mrs N Jerram (Clerical Assistant), Cllr B Wade, Mandy Cason (Community Warden)

Item 1 **To receive Apologies for Absence**

P.28 There were apologies from Cllr McTavish (holiday) and Cllr Knott (unwell)

Item 2 **To receive Declarations of Interests**

P.29 There were no declarations of interest.

Item 3 **To approve the minutes of previous meeting: 21.06.16**

P.30 The minutes of the meeting held on the 21.06.16 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**

P.31 Members noted the following:

Item 6, P.6 - Extended double yellow lines outside NFU building have been removed.

Item 12, P.18 – Meopham Village Hall will be applying to MPC for funding for an onsite defibrillator.

Cllr Gofton arrived at 2.10pm

Item 5 **Planning Applications**

5.1 To consider and make recommendations on Planning Applications:

2016/0792 – WHITEWAYS, HORNS OAK ROAD, MEOPHAM DA13 0BX

Continued use of existing garage/annex as a residential dwelling.

Cllr M Bramer proposed a motion of objection, seconded by Cllr Buchanan, on the basis the annex is to be used as a separate hereditament in the green belt. All members voted in favour.

2016/0674 - LAND AT ROSALIE, MEADOW LANE, CULVERSTONE

Erection of a three bedroom detached dwelling and detached garage.

Cllr D Bramer proposed a motion of objection on the grounds that the site is outside the Culverstone Village envelope and would constitute inappropriate development in the green belt, this was seconded by Cllr M Bramer and all members voted in favour.

2016/0784 - 56 BEECHWOOD DRIVE, MEOPHAM DA13 0TX

Erection of a front porch.

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

2016/0642 - 19 WILLOW WOOD ROAD, MEOPHAM DA13 0QT

Erection of a part two storey and part single storey side extension to form replacement garage, lounge and hall with two bedrooms and bathroom at first floor level.

Cllr M Bramer proposed a motion of objection, seconded by Cllr Buchanan, on the grounds of excessive bulk and over-development. All members voted in favour.

2016/0556 - IVY COTTAGE, LEAFY LANE, MEOPHAM DA13 0DR

Revised Description Erection of a single storey extension and external staircase to the upper floor accommodation in connection with the use of the loft space as office and the ground floor as ancillary accommodation in replacement of the existing ancillary accommodation within the loft space approved under application GR/2001/0194

On a motion proposed by Cllr D Bramer and seconded by Cllr Buchanan, it was agreed Meopham Parish Council would not be commenting on this application. All members voted in favour.

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2016/0547 - GENTLE SHEPHERD, VALLEY LANE, CULVERSTONE DA13 0DG

Erection of stable block and tack room.

On a motion proposed by Cllr D Bramer and seconded by Cllr M Bramer, it was agreed Meopham Parish Council would not be commenting on this application. All members voted in favour.

2016/0717 - WOODSIDE, CARTERS HILL LANE, MEOPHAM, DA13 0UG

Erection of a single storey rear extension and construction of a dormer window in the front roof slope.

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

2016/0827 - WHITE HOUSE WHITEPOST LANE CULVERSTONE DA13 0TZ
Erection of a two storey rear extension and erection of a front porch

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

2016/0834 - 28 CRICKETERS DRIVE, MEOPHAM DA13 0AX
Erection of single storey rear and side extensions, alterations to existing hipped roof to form a gable end and construction of a dormer window in the rear roof slope. Extension to the driveway and vehicle access

Cllr M Bramer proposed a motion of objection, seconded by Cllr D Bramer, on the grounds of over-development. 3 members voted in favour with 1 abstention.

2016/0826 - TREE TOPS WROTHAM ROAD MEOPHAM KENT DA13 0QW
Erection of a single storey side extension

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

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2016/0836 - HARVEST, DAVID STREET, MEOPHAM, GRAVESEND, KENT DA13 0BT

Erection of a single storey rear extension to form a kitchen/dining area

Cllr Buchanan proposed a motion of no objection, seconded by Cllr M Bramer, subject to compliance with green belt policy. All members voted in favour

On a proposal by Cllr D Bramer and seconded by Cllr Buchanan, the Vice Chairman proposed a motion to suspend standing orders and invited the Community Warden to speak on parking issues. All voted in favour.

Standing orders were then reinstated.

3.05pm – Mandy Cason (Community Warden) left the meeting.

Item 6 **Highway Issues:**

6.1 To update on meeting with KCC Highways

P.32 Members agreed that the Highways meeting was useful and it had been agreed that quarterly meetings would be held in future with the Highways Steward.

P.33 Cllr D Bramer spoke regarding the dirty road signage in the village. Members were asked to check in their ward for signs which need cleaning. Photographs of signs with location details to be reported to the parish office for forwarding to Highways.

P.34 Discussions took place regarding large lorries parking around Meopham Green. Members agreed there is no parking restrictions around the green and no damage had occurred, but concerns were raised in the event of emergency vehicles needing access.
It was agreed that the Community Warden would speak to the owners of the vehicles to find out why they were parking there.

Further discussions followed regarding the possibility of a road sign put in place advising lorry drivers that the road is "unsuitable for large vehicles" and it was agreed the clerk would look into this with KCC and copy in correspondence to County Cllr Bryan Sweetland.
Action: Clerk

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P.35 Members discussed email from KCC regarding available salt bags for Winter 2016 and it was agreed the Clerk would contact Wards Estate Agents and Meopham Village Hall to see if they could accommodate a salt bag.
Action: Clerk

P.36 Cllr D Bramer spoke about the KCC Highways Tracker Survey emailed to P&P committee and asked members to collate their views by the end of September for the parish office to submit. Also it was agreed the email should be forwarded to all council members for their comments.
Action: Clerk

P.37 Cllr D Bramer informed everyone of a further email received from a resident in Chapmans Hill regarding possible speed restriction enforcement. It was agreed the clerk would respond informing the resident that with regret the council did not have the power to enforce any further action and the resident should contact KCC directly if they wish to take this issue further.
Action: Clerk

P.38 Cllr D Bramer advised members of a call to the office from a resident from Hadley Close concerned by speeding cars at night along Whitehill Road and the possibility of traffic calming humps being introduced. It was agreed that this was something the resident would need to speak directly to KCC about as regrettably the Parish Council does not have the power to implement these changes.

3.35pm – Cllr Gofton left the room.

P.39 Cllr Buchanan spoke with reference to the above traffic concerns from residents and the future public meeting to be arranged by the Parish Action Team (PAT) which could focus on the traffic issues in the parish.

3.40pm – Cllr Gofton returned to the meeting.

Item 7 **Bus Shelter update**

P.40 The Clerical Assistant advised members that KCC would be revisiting the bus shelters in the parish to cut back overhanging vegetation and also to jet wash the shelters.
It was agreed the rose bushes by the bus stop near the public conveniences need weeding and pruning. Clerk to contact GBC.
Action: Clerk

Item 8 **Local Plan Strategy update**

P.41 Members noted the meeting to be held at 7.30pm, 20th September 2016 at Gravesham Borough Council, some members of the Planning & Projects Committee would be attending.

Item 9 **Affordable Housing update**

P.42 Members noted the date of the next Affordable Housing Meeting at GBC. 8th November 2016 at 10.30am.

P.43 It was discussed whether this was a suitable forum to mention finding out who is responsible for maintaining the land behind Evenden Road as several residents have made complaints to the Parish Council about vegetation encroachment.

After further discussion it was agreed the Parish Council would contact the Land Registry on behalf of the residents to clarify ownership.
Action: Clerk

Item 10 **Parish Plan**

10.1 Update on the Parish Action Team

P.44 Cllr Buchanan advised members the next PAT meeting organised by a team member was to be held on Wednesday 21st September and members agreed the last PAT meeting held had resulted in some residents taking an active role in taking this project forward.

10.2 To agree to delegate authority to the Clerk to authorise expenditure up to £250 for the Parish Action Team for promotional work and initial meeting costs

P.45 Members discussed the proposed Parish Action Team stand to be organised for the Xmas Fayre to be held at St. Johns Church on 19th November 2016.

It was agreed that the £250 expenditure authorised to the Clerk for promotional work would include the cost of £15.00 for the above stand at the Xmas Fayre. This motion was proposed by Cllr Buchanan and seconded by Cllr Gofton and all voted in favour.

Item 11 **Community Festivities – Update**

P.46 Cllr Gofton spoke regarding the proposed project for 'Gourmet on the Green'. This is to be organised for September 2017. The idea is to do something along the lines of Cobham's 'Munches on the Meadow' and to speak to them about their programme and guidelines. Discussions followed on budget costs for this project to be agreed at the pre-budget meeting in October.

Item 12 **To consider any potential P&P Projects for 2017-18 in preparation for the forthcoming Pre-Budge meeting in October**

P.47 Cllr Buchanan mentioned the possibility of a future project involving the local schools in a pageant e.g. The History of Meopham.

Cllr D Bramer asked members to forward any ideas for future projects to her or the parish office before the pre-budget meeting on 11th October.

Item 13 **Financial Matters**

13.1 To note expenditure for the Planning and Projects Committee Expenditure from 21st June 2016 to 14th September 2016

P.48 It was noted by all members.

13.2 To note the Planning and Projects Committee Income and Expenditure to date for the 2016/17 financial year

P.49 It was noted by all members.

Item 14 **To note correspondence received**

P.50 Members noted list of correspondence.

P.51 Members also noted letter from KCC regarding planning decision on Meopham Library.

P.52 Members discussed email from a resident concerned by the location of bus stop at Nash Bank. It was agreed to reply to the resident informing them that this bus stop had recently been improved for disabled access but was also outside Meopham Parish.
Action: Clerk

Meeting closed at 4.10pm

Minutes of a meeting of the Parish Action Team Held at 7.30pm on Monday 5th September 2016 at Meopham Cricket Pavilion

Attendees: Cllr Sheila Buchanan (Chairman, MPC), Cllrs Dawn Bramer, Jo McTavish and Barbara Wade (MPC) Jim Boot (Community Planner), Sarah Egglesden (MPC Clerk), Laura Vines, Jacqueline Fuller (KCC Community Warden), Gillian Willsher and Ken Dare (Meopham & District Footpath Group), Keith Walters (Meopham Colts and Meopham Country Club), Trixie Leyshon (Meopham Village Hall), Ann Kneif (Historical Society), Barry Ellis, Janice Ellis, Melissa Waterson (Meopham Community Academy), Alan Everett (Meopham Scouts), Mandy & Andrew Braisted, Roy Lingham, Janice Fuller and Glynis Stoten (Meopham Evening WI), Susan McNally

Cllr Jo McTavish welcomed everyone to the meeting.

1. To agree the minutes from the meeting held on 18th July 2016

The minutes were agreed as a true record of the meeting.

2. To consider any Matters Arising from the above minutes

Terms of reference were not agreed at the last meeting. It was agreed that these should be left to be set by the people involved in the Steering Group.

3. Parish Plan Re-cap for New Members of the Team

Jim Boot, Community Planner spoke on this. The last Parish Plan was completed in 2008. A Parish Plan is holistic and looks at a list of activities, actions and improvements such as new play equipment or outdoor gym equipment. It can look at issues such as affordable housing. It works through community engagement with other bodies such as KCC and Gravesham Borough Council. At a previous meeting in December 2015, Neighbour Plans, Parish Plans or doing nothing in the parish was discussed. The decision was taken to do a new Parish Plan and then follow up with a Neighbourhood Plan if required. Since then we have been doing a lot of scoping to find people to take the project forward. It is all done by volunteer residents with help from a Community Planner or groups such as CPRE or Kent Downs AONB, both who can offer free advice.

The previous Parish Plan is available on the Parish Council website or residents can request a copy to be emailed to them from the Clerk.

Discussion followed regarding what could be put in a Parish Plan. It is about identifying an action or improvement, finding the money to implement it and then doing it. Jim Boot suggested looking at the last plan to start with, looking at what was achieved and was wasn't and seeing if it is still relevant.

4. How do we take the plan forward?

Sample project plans are available and we should build on what has already been done. ACRE can provide guidance on how to write a plan. Jim Boot suggested the following procedure:-

- Open meeting to form a committee
- Review previous plan
- Special events (to try and engage with people)
- Photographic walkabout (send people out to take photos in the village of things you do and don't like. Post this on the council's website)
- Individual and group consultations (get a pack together for groups to take away)
- Schools (they could produce a village asset map to look at what we have got as people often not aware of what is available)
- Prepare a questionnaire (to check you are on the right lines)
- Present results/event (keep people informed)
- Themed workshops (for difficult issues eg traffic)
- Visioning and action plan (it is about prioritising what you can get done quickly and what will take longer)
- Draft a plan
- Consult on draft plan (with for example KCC, GBC, EA)

The aim now is to identify people who have time to take this project on; 8 to 12 people to form a Steering Group working on it between now and September 2017.

5. What are the issues in Meopham

Discussion took place on the previous Parish Plan and what had been achieved and the unresolved issues to take forward such as traffic issues which had also been identified in the recent exercises. The new plan should also focus on lower level issues that can be achieved Issues such as traffic, which are not within the power of MPC to do anything about, could be taken to a workshop and issues worked through with experts such as KCC Highways.

6. Discussion about the possibility of holding a public meeting to discuss the Parish Plan and to focus on one of the main 'issues for Meopham'

It was agreed that the message about the Parish Plan is not currently getting out to all residents in the parish and that this needs to be worked on. Suggestions for improving communication to the

parish were discussed with ideas for:-

- Using the Parish Councils lines of communications effectively: Meopham Review, Mercury, social media, website and notice boards
- Volunteers throughout the parish to deliver a leaflet to each household
- Putting banners up in the parish

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- Residents present tonight to talk to their friends and neighbours about the Parish Plan plus groups within the parish to inform other members in their group to help spread the word
- Schools assisting by putting a leaflet in school book bags
- Holding a meeting regarding a 'big issue' in the parish, such as traffic, to get residents interest
- Using other parish communications to insert a leaflet such as Handy Pages magazine

7. Next Steps

Cllr McTavish asked if anyone present would be interested in joining the Steering Group. Laura Vines, Susan McNally, Andrew Braisted and Mandy Braisted were all interested. It was agreed to set up a small task group including the above residents along with Keith Walters, Cllr Dawn Bramer and Cllr Sheila Buchanan to work on organising a public meeting to gain the interest in the project from residents, to then form a Steering Group. There were offers of help from other residents and it was agreed to keep everyone present informed so they could offer their help where needed.

8. Timetable

Members on the task group would work towards holding a public meeting in November 2016. The group agreed to make arrangements to meet soon to work on this.

9. Any other Business

Nothing to report.

10. Date and time of next meeting

It was agreed not to set a date and to wait and see what happens next.

Cllr McTavish thanked Jim Boot and residents for coming along to the meeting.

The meeting closed at 9.15pm.

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Meopham Parish Plan Steering Group Meeting

Date: 21.9.2016

Present:

Susan McNally	Chair
Laura Vines	Minutes
Amanda Braisted	
Andrew Braisted	
Sheila Buchanan	
Keith Walters	

The first meeting of the Meopham Parish Plan Steering Group was held on the 21st September to discuss and set a date for a public meeting to enrol a broad spectrum of local residents willing to contribute their time, expertise and knowledge to join the Meopham Parish Plan Steering Group (MPPSG) with the objective of driving forward initiatives to create a successful Meopham Parish Plan. It was agreed another 6 – 8 members were needed.

There was some detailed discussion around how to market the public meeting to ensure residents are fully aware of the date, time and venue to ensure a good attendance.

It was suggested to place banners in key strategic areas around the village, in the same areas where the village hall roof banners will be placed, after the banners are removed. Also to print flyers and leave in areas such as:

- Library
- Meopham Medical Centre
- Meopham Leisure Centre
- Veterinary Surgery
- Meopham Primary School – approach school and ask for flyers to be handed to pupils to give to parents
- Meopham Secondary School – approach school and ask for flyers to be handed to pupils to give to parents
- Village hall groups
- Culverstone Primary School

Actions:

1. **Keith to ask his secretary if she could put together a template for the banner.**

2. **Laura to ask Design and Print Gurus to quote for flyers and banners once the artwork is completed and we have an idea of how many (1500 was mentioned).**

3. **Susan said she would find out from Roy LIngham who they are using to produce the village hall roof banners and believes John Ogden may also know someone.**

Members agreed a meeting in January would gain more interest once the Christmas and New Year holidays were out of the way and Monday 23rd January was put forward as a possible date, with St Johns Church being a practical and suitable venue. The group agreed to invite Jim Boot (Community Planner) to the meeting to share his expertise.

Action:
Sheila agreed to ask Pam Wickens (church secretary) if the church is available on Monday 23rd January 2017 @ 8-9.30pm.

The group agreed to meet again beginning of November for an update and to set an agenda for the January public meeting.

Action:
Laura to offer dates, see below:-

Monday seems to be the most suitable day of the week, therefore:

Monday:
31st October
7th November
14th November
21st November

Minutes of a meeting of the Administration and Resources Committee held on Tuesday 4th October 2016 at 7:30pm at the Windmill, Meopham Green

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

In attendance: Mrs S Egglesden (Clerk)

Item 1: Apologies for absence:

A.28 Apologies were received from Cllr McTavish (holiday)

Item 2: Declarations of Interest:

A.29 There were no declarations of interest.

Item 3: To approve minutes of previous meetings (05.07.2016):

A.30 The minutes of the meeting held on 05.07.16 were approved as a true and correct record on a proposal by Cllr M Bramer and seconded by Cllr Ogden. All voted in favour and the minutes were approved.

Item 4: Matters Arising:

A.31 It was noted that all the policies in item 7 had been approved by Full Council.

A.32 It was noted that there is not any further update regarding the Emergency Plan. (item A18)

A.33 It was noted that no-one had attended the Flood Warden event in July 2016. (item A19)

Item 5: Parish Office and the Windmill Chamber

5.1 To note a meeting with the Windmill Trust to discuss improvements

A.34 Cllr M Bramer and the Clerk reported on the meeting they had with the Windmill Trust to discuss potential work in the office and windmill chamber in respect of landlord/tenant responsibilities. Cllr M Bramer reported that following the meeting, a grant application has been submitted to the Gravesham Rural Forum for new windows and front door for the parish office to improve the insulation issues. Other issues were discussed

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including the heating in the parish office and improving the car parking area; moving the posts and putting in a new surface.

5.2 **To authorise the Clerk to spend up to a specified amount to improve the office and the windmill chamber for staff and councillors**

A.35 Discussion took place regarding the heating in the office, toilet area and windmill chamber. It was agreed that the Clerk would contact an electrician to find out about suitable heating solutions and the cost. Subject to checking on the responsibilities for any fixed heaters, Cllr M Bramer proposed that the Clerk is authorised to spend up to £500 to improve the heating, to come out of general administration budget. This was seconded by Cllr Ogden and all voted in favour.

Action: Clerk

5.3 **To authorise the Clerk to obtain costings for improving the car parking at the Windmill site**

A.36 Although this is a landlord responsibility, members agreed that the council could get quotes to present to the Windmill Trust and assist with potential grants. Therefore Cllr Buchanan proposed that the Clerk is authorised to obtain costings for improving the car parking area at the windmill site. This was seconded by Cllr Ogden and all voted in favour.

Action: Clerk

Item 6: **Parish Council Website**

6.1 **To invite comments from members on possible improvements to the website**

A.37 Cllr M Bramer invited comments from members on possible improvements to the website to feed back to the Clerk and himself over the next few weeks. It is then planned to hold a meeting with GWT Media if necessary. It was also noted that it not clear from the contract if the council own the website and it was agreed that this needs to be clarified with GWT Media.

Action: All members/Clerk

Item 7: **Financial Matters**

7.1 To approve setting up payment for the LGPS Pension via BACS (recommended payment method from Kent Pension Scheme)

A.38 Cllr M Bramer proposed the above motion and this was seconded by Cllr Ogden. All voted in favour.

Action: Clerk

7.2 To note that the invoices for BT have been set up to be paid via quarterly Direct Debit for line rental, unlimited calls and 10GB broadband, saving £18 per quarter

A.39 This was noted by members. The Clerk confirmed the process for direct debits would be the same as the cheques, with a signed payment process slip attached to the invoice, signed by 2 councillors and recorded in the expenditure spreadsheet which members receive at each committee meeting.

7.3 To approve a virement from contingencies for £1000 into the salary budget for overtime payments

A.40 Cllr M Bramer advised that the previous authorised overtime budget of £500, which came out of the salary budget had now been used up. Following discussion, Cllr M Bramer proposed the above motion and this was seconded by Cllr Buchanan. All voted in favour.

Action: Clerk

7.4 To recommend to Full Council that £3000 is transferred from the reserves to the salary budget for the pension scheme for October 2016 to March 2017

A.41 It had been agreed at Full Council to start paying the pension for staff from 1 October 2016. The salary budget would need to be increased to accommodate this. Cllr Buchanan therefore proposed the above motion and this was seconded by Cllr Ogden and all voted in favour.

Action: Clerk

7.5 To review the current mileage allowance and make a recommendation to Full Council and to agree to draft a policy regarding councillors travel expenses

A.42 Information on mileage rates from the government website had been circulated. Mileage rate for cars had increased from 40p (current parish council rate) to 45p per mile for the first 10,000 business miles in 2011. Cllr Ogden therefore proposed a recommendation to Full Council that the mileage rate for staff should be increased to 45p per mile for the first 10,000 business miles with immediate effect. This was seconded by Cllr Buchanan and all voted in favour.

A.43 Cllr Buchanan proposed a recommendation to Full Council that a policy for councillors is put in place for mileage to clarify this: 45p will be paid for councillors for council business outside the parish only but could also

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be paid for mileage within the parish for exceptional circumstances with prior approval from the Chairman. This was seconded by Cllr Ogden and all voted in favour.

Action: Clerk

7.6 To approve, where appropriate, the outstanding Administration and Resources Committee Expenditure from 5th July 2016 (*)

A.44 Cllr Buchanan proposed approval of the expenditure and this was seconded by Cllr Ogden. All voted in favour.

A.45 It was agreed that the Clerk would contact the internal auditor to check on the information that should be published on the website regarding the council accounts, in particular in respect of staff salaries.

Action: Clerk

7.7 To note the Administration and Resources Committee Income and Expenditure to date for the 2016/2017 financial year (*)

A.46 This was noted by all members.

A.47 Cllr M Bramer raised a question regarding the overspend on the professional fees budget and the clerk confirmed that money would be due back to the council for legal fees in respect of the easement.

Item 8: Correspondence:

8.1 To note the correspondence received.

A.48 This was noted by all members.

A.49 It was noted that the Civic Service at St John's Church has now been cancelled.

The meeting ended at 8.22pm

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

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36.

GOV.UK

- HM Revenue & Customs (https://www.gov.uk/government/organisations/hm-revenue-customs)

See more information about this Guidance (https://www.gov.uk/government/publications/rates-and-allowances-travel-mileage-and-fuel-allowances)

Guidance

Travel - mileage and fuel rates and allowances

Published 13 June 2013

Contents

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Approved mileage rates from tax year 2011 to 2012 to present date

From tax year 2011 to 2012 onwards	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	45p	25p
Motor cycles	24p	24p
Bicycles	20p	20p

Approved mileage rates for the 9 tax years from 2002 to 2011

For the 9 tax years from 2002 to 2011	First 10,000 business miles in the tax year	Each business mile over 10,000 in the tax year
Cars and vans	40p	25p
Motor cycles	24p	24p
Bicycles	20p	20p

Passenger payments - cars and vans

5p per passenger per business mile for carrying fellow employees in a car or van on journeys which are also work journeys for them. Only payments specifically for carrying passengers count and there is no relief if you receive less than 5p or nothing at all.

Meopham Parish Council

Policy for Mileage Allowance for Parish Councillors

45p* will be paid for councillors for council business outside the parish only but could also be paid for mileage within the parish for exceptional circumstances with prior approval from the Chairman.

Recommended by Administration& Resources Committee – 4/10/2016 (minute ref: A.43)

Approved by Full Council - .....

*Approved mileage rate from tax year 2011-2012 to the present date for cars for the first 10,000 business miles in the tax year (HM Revenue & Customs)

Meopham Parish Council
Judson's Pavilion Committee

Minutes of a Judson's Pavilion Committee meeting held on Wednesday 21st September 2016 at 11.00 am at the Windmill, Meopham Green

Committee Members: Cllrs. M Bramer, Buchanan, Hasler, Howard (Vice Chairman), Ogden (Chairman) and Wade
Meopham Colts – Bob Hemmings and Keith Walters

In attendance: Clerk – Sarah Egglesden and 1 member of public

Item 1 **Apologies for Absence**

J1 There were apologies from Cllr Gofton.

Item 2 **Declarations of Interest**

J2 There were no declarations of interest

Item 3 **Approve the Minutes of the previous meeting (26/04/16)**

J3 The minutes of the meeting held on 26/04/16 were approved as a correct record on a proposal by Cllr Buchanan and seconded by Cllr Wade. All voted in favour.

Item 4 **Matters Arising**

J4 There were no matters arising.

Item 5 **To note the revised Terms of Reference as agreed by Full Council on 10/05/16**

J5 Members noted the Terms of Reference

Item 6 **To co-opt two representatives from Meopham Colts on the Judson's Pavilion**

J6 Cllr Wade proposed Bob Hemmings and Keith Walters to be co-opted on to the Committee. This was seconded by Cllr Buchanan and all voted in favour.

Item 7 **Update on the current situation**

7.1 **GBC Planning Application**

J7 B Hemmings had printed copies of the plans in A1 format for the GBC Planning which he had with him.

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7.2 **Funding for All meeting**

J8 Cllr Ogden reported on the funding fair which the he had attended with the Clerk in June. Encouraging talks were had regarding applying for a Sports England grant again. A meeting has been arranged with Nigel Turley and Sophie Ward (Sports England representative and Funding for All mentor) for 10/10/16 which Cllr Ogden and the Clerk will attend along with the 2 Meopham Colts (MC) representatives.

7.3 **Update on funding – Meopham Colts**

J9 K Walters confirmed that MC have raised £40,000 to put towards this project so with MPC's earmarked money there is now a total of £110,000.

Item 8 **To agree the next steps**

J10 K Walters advised it is the clubs 20th anniversary next year and it would be good to work towards getting the Pavilion open for this. It was agreed that once plans are approved the council can go out to tender and if necessary the plans could tweaked at a later stage to enable costs to be reduced, although the footprint would remain the same. It was agreed to ask builders quoting to provide a cheaper option.

J11 Members agreed it would need to approach other groups interested in using the pavilion such as the Helen Alison School.

J12 Actions to be carried out before the next meeting:

- B Hemmings to take plans to GBC
- To view the FA's grant criteria (clerk)

J13 The next meeting was agreed to be held on 25th October at 10am.

Cllr Wade proposed Standing orders were suspended to allow a resident to speak and this was seconded by Cllr Buchanan. All voted in favour.

A question was asked about if the Pavilion would be providing a Youth Club facility. It was confirmed that provision had been provided in the plans to use the pavilion for the youth club to meet.

Standing Orders were then reinstated.

Item 9 **Financial Matters**

9.1 **To note expenditure from the Judson's Pavilion Committee from 1st April 2016 to 14th September 2016.**

J14 Members noted this.

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9.2 **To note the Judson's Pavilion Committee Income and Expenditure to date for the 2016/17 financial year.**

J15 Members noted this.

The meeting closed at 11.50am

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

DRAFT

1. Income

		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Balance (£)
2202	VAT Refund													-	-
4000	Donations Received													-	-
4002	Bench Donations													-	-
4003	Donations - Subs - Legal													-	-
4004	Judsons Pavilion Refurb													-	-
4100	Grants													-	-
4200	Precept	75,190.00												75,190.00	75,190.00
4201	Localised Support													-	-
4701	Bank Interest Received	1.56	1.33	1.47	1.51	1.37	1.47	1.47						10.18	10.18
4800	Other Income			25.00										25.00	25.00
4804	Wayleaves													-	-
4901	Rental Income		340.00				150.00							490.00	490.00
	Totals	75,191.56	341.33	26.47	1.51	1.37	151.47	1.47	-	-	-	-	-	75,715.18	75,715.18

1. Planning and Projects Committee

		O/Budget (£)	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Balance (£)	Virement	Earmarked	Balance (£)
															-	-			-
5004	Bus Shelter Repairs & Ren	1,200.00					1,520.00								1,520.00	(320.00)		1,520.00	1,200.00
5005	Bus Shelters Cleaning	800.00				168.00		168.00							336.00	464.00			464.00
5006	Parish Plan	1,000.00			183.30	123.30		218.30							524.90	475.10		4,500.00	4,975.10
5007	Planning Fees / Investigations	200.00														200.00			200.00
5010	Festivities	500.00	50.00	688.19	48.97	68.30	50.00								905.46	(405.46)			(405.46)
	Totals	**3,700.00**	**50.00**	**688.19**	**232.27**	**359.60**	**1,570.00**	**386.30**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	3,286.36	413.64	-	6,020.00	6,433.64

2. Environment & Amenities Committee

		O/Budget (£)	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Totals	Balance (£)	Virement	Earmarked	Balance (£)
5203	Cleansing & Litter Contract	6,000.00	450.00	450.00	450.00	450.00	450.00	450.00							2,700.00	3,300.00			3,300.00
5204	Southdown Shaw Maint	200.00			90.00										90.00	110.00			110.00
5205	Notice Boards	800.00		300.00											300.00	500.00		300.00	800.00
5206	Village Greens & Harvel	3,000.00	15.06												15.06	2,984.94		983.00	3,967.94
5207	Memorial Benches - maint	500.00													-	500.00		2,500.00	3,000.00
5208	Trees, inc Comm Woodland	4,500.00		300.00	995.00	160.00		680.00							2,135.00	2,365.00		995.00	3,360.00
5209	Environmental Imp Scheme	500.00													-	500.00			500.00
5210	Judson's Play Area - maint	2,500.00	20.00												20.00	2,480.00		2,520.00	5,000.00
5211	Judson's Play Area - sinking	2,000.00													-	2,000.00		12,000.00	14,000.00
5214	Grants	2,300.00													-	2,300.00			2,300.00
5215	Youth Provision	3,000.00														3,000.00			3,000.00
	Totals	**25,300.00**	**485.06**	**1,050.00**	**1,535.00**	**610.00**	**450.00**	**1,130.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	5,260.06	20,039.94	-	19,298.00	39,337.94

3. Administration & Resources Committee

		O/Budget (£)	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Totals	Balance (£)	Virement	Earmarked	Balance (£)
5401	Clerks Salaries, Tax & NI	30,000.00	2,626.26	2,490.36	2,597.38	2,759.07	2,539.07	2,496.75							15,508.89	14,491.11			14,491.11
5403	Cllr & Clerks Expenses	400.00			34.77	119.06		114.12							267.95	132.05			132.05
5404	Professional Fees	700.00	93.00	144.00	314.00	331.00	186.50	442.50	25.00						1,536.00	(836.00)			(836.00)
5405	Subscriptions	2,050.00	1,235.00				36.00								1,271.00	779.00			779.00
5406	Chairman's Allowance	200.00			63.60										63.60	136.40			136.40
5407	Training	700.00	40.00		160.00										200.00	500.00			500.00
5408	General Admin	5,250.00	135.94	2,588.70	480.97	73.28	178.87	168.44							3,626.20	1,623.80			1,623.80
5409	MPC Accounts Admin	1,700.00	75.00	135.00	75.00	504.25	200.00	100.00	100.00						1,189.25	510.75			510.75
5411	Printing & Copying	1,044.00	235.63			151.35		177.50	151.35						715.83	328.17			328.17
5412	Comms & IT	1,696.00	157.00	143.20	235.40	121.99	112.86	181.32	177.90						1,129.67	566.33			566.33
5413	Contingencies	1,000.00													-	1,000.00			1,000.00
	Totals	**44,740.00**	**4,597.83**	**5,501.26**	**3,961.12**	**4,060.00**	**3,253.30**	**3,680.63**	**454.25**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	25,508.39	**19,231.61**	-	-	19,231.61

4. Judson's Pavilion Committee

		O/Budget (£)	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Totals	Balance (£)	Virement	Earmarked	Balance (£)
5212	Judson's Pavilion & Ground	500.00			34.04	7.62		20.48							62.14	437.86		480.00	917.86
5213	Judson's Pavilion - improve	1,500.00		8,925.00											8,925.00	(7,425.00)		78,000.00	70,575.00
	Totals	**2,000.00**	**0.00**	**8,925.00**	**34.04**	**7.62**	**0.00**	**20.48**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	8,987.14	**(6,987.14)**	-	78,480.00	71,492.86

CORRESPONDENCE FOR FULL COUNCIL MEETING – 18/10/16

28/09/16	Email from GBC re: Minutes for Business Development + Planning and the Environment Cabinet 20.9.16 (AC)
	Email from GBC re: Base Camp Kent Flyer (AC)
29/06/16	Email from GBC re: 2017/2018 Local Government Finance Settlement: Technical Consultation (AC)
	Email from KCM re: Suspicious male cold calling claiming to be from Lifeline alarms (AC)
	Email from KCC re: Notes from Gravesham Rural Forum Meetings (AC)
30/09/16	Email from NALC re: DIS Extra 892 (AC)
	Email from Kent 4 Community Newsletter (AC)
	Email from GBC re: Agenda for Cabinet Monday 10th October (AC)
	Email from SLCC re: News Bulletin (AC)
	Email from Ebbsfleet dc re: Plans and Vision for Ebbsfleet Garden City (AC)
01/10/16	Copy letters from resident re: Repair/Replacement Arm Queen Victoria, Gravesend (AC)
03/10/16	Email from KCM re: Suspicious phone call (Istead Rise) from person claiming C02 monitors should be installed by law. (AC)
	Email from GBC re: Minutes for Finance and Audit Committee 13.9.16 (AC)
	Email from GBC re: Agenda for Council 11.10.16 (AC)
	Email from GBC re: Minutes for Finance and Audit Committee 13.9.16 (AC)
	Email from Rural Kent re: Event Announcement (AC)
	Email from KCC re: Reminder for KCC Consultation on LTP 4 (AC)
04/10/16	Email from resident re: Bus top clearway – A227 Norwood Lane (AC)
	Email from KCC re: Identity Fraud Alert (AC)
	Email from GBC re: Supplementary Reports to Agenda for Reg Board 5.10.16 (AC)
05/10/16	Email from GBC re: Playground check (AC)
	Email from KALC re: My Community Digest (AC)
06/10/16	Email from GBC re: Minutes for Housing Delivery Cabinet Cttee (AC)
	Email from KALC re: Kalc Community Awards Scheme 2017 (AC)
07/10/16	Email from GBC re: Decision Sheet for Reg Board 5.10.16 (AC)
	Letter from KCC re: Proposed diversion of two footpaths in Meopham (AC)
	Email from GBC re: Minutes for Licensing Cttee 29.9.16 (AC)
	Email from KCM re: Scam for stopping nuisance calls (AC)
	Email from KCM re: Theft of white ford transit van from Nursery Road (AC)
	Email from Kent 4 Community Newsletter 7.10.16 (AC)
10/10/16	Email from GBC re: Minutes for Reg Board 5.10.16 (AC)
	Email from GBC re: Supplementary Agenda to the Agenda for Council 11.10.16 (AC)