

Meopham Parish Council

All correspondence to:
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To all Members of Meopham Parish Council

You are hereby summoned to attend the meeting of **MEOPHAM PARISH COUNCIL** on **Tuesday 10th December 2019 at 7:30 pm at the Cricket Pavilion, Meopham Green.** Papers have been circulated for all items shown by (*).

Yours faithfully

Sarah Egglesden

Sarah Egglesden
Parish Clerk

Date of Issue: 4th December 2019

A G E N D A

- 1 To receive apologies for absence**
- 2 Declarations of Members' Interests:** - To receive declarations of pecuniary and non-pecuniary interests
- 3 To approve minutes of the previous meetings:** - (29.10.19) (*)
- 4 To consider any matters arising from the above Minutes**
- 5 To receive reports from:** -
 - 5.1 County Councillor**
 - 5.2 Borough Councillors**
 - 5.3 Community Warden**
 - 5.4 PCSO**
- 6 Public session:** - questions from the public
- 7 Standing Committees and Committees:** - To note the minutes and consider any recommendations
 - 7.1 Environment & Amenities Committee Meeting:** - 12.11.19 (*)
 - 7.1.1** To agree to the replacement of the now dead Sorbus memorial tree at Judson's Recreation ground. To approve an amount from the tree budget.
 - 7.2 Administration & Resources Committee Meeting:-** 26.11.19 (*)
 - 7.2.1** On the recommendation of the A&R committee, to consider and approve the budget and precept for Meopham Parish Council 2020-2021 for issue to Gravesham Borough Council (*)
 - 7.3 Planning Applications Committee:** - 19.11.19 (*)

- 8 **Parish Council representatives on external bodies:** - To receive and note reports (*)
(to follow)
- 9 **Financial Matters:** -
9.1 To note Meopham Parish Council's Income and expenditure up to the 2.12.19 (*)
9.2 To approve the schedule of payments in accordance with Financial Standing
Order 5.2 (*)
- 10 **Consultations:** - **To consider responding to the following (*)**
10.1 KCC: - Kent Minerals and Waste Local Plan 2013-30. Closure date 14.1.20
10.2 Swale Academies Trust and KCC: - Consultation to Expand Meopham School.
Closure date 16.12.19
10.3 Gravesham Electoral Services: - Review of Polling Districts, Polling Places and
Polling Stations. Feedback due by 16.12.19
10.4 Gravesham Borough Council: - Gravesham Local Validation List. Comments by
03.01.20
11. **Annual Parish Meeting - 28.04.20:** -
11.1 To consider suggestions for a speaker at the meeting
11.2 To agree on the arrangements for the meeting
12. **KALC Community Award Scheme:** -
12.1 To agree to adopt the scheme for 2020 and to note that all nominations will
be considered at an extraordinary Full Council Meeting on 21.1.2020, prior to
the scheduled Planning Applications Committee Meeting. (*)
13. **Future Meeting Dates:** -
13.1 To note the proposed dates for Parish Council meetings from June 2020 to
May 2021 (final approval at the May annual council meeting) (*)
14. **Correspondence:** -
14.1 To note the correspondence list (*)
15. **Chairman's announcements**

DISTRIBUTION

AGENDA AND PAPERS: -

Council Members: - Cllrs D Bramer, M Bramer, S Buchanan (Chairman), S Gofton, S Innes, G Madgwick, M Mulheran, P Luxford, J McTavish, J Ogden (Vice Chairman), A Rose and B Wade

County Councillor:

Cllr. B Sweetland

Borough Councillors:

Cllr F Wardle

Cllr. D Tiran

Cllr. G Harding

Cllr.E Aslam

AGENDA ONLY: -

Member of Parliament:

Community Warden: M Cason

PCSO: R Meader

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

**Minutes of a meeting of Full Council
held on Tuesday 29th October July 2019 at 7:30 pm
at the Cricket Pavilion, Meopham Green**

Present: Cllrs Buchanan, (Chairman), D Bramer, M Bramer, S Gofton, S Innes, P Luxford, G Madgwick, M Mulheran, J McTavish, J Ogden, A Rose and B Wade

In attendance: County Councillor B Sweetland, Borough Councillors E Aslam, G Harding, and F Wardle, Community Warden M Cason, PSCO R Meader and S Mummery, Mrs S Egglesden (Clerk),

Item 1: Apologies for absence

C.105 Borough Cllr Wardle passed on apologies for Borough Cllr Tiran.

Item 2: Declarations of Interest

C.106 There were no declarations

Item 3: To approve minutes of the previous meetings: - (23.07.19, 20.08.19 and 15.10.19)

C.107 The minutes of 23.07.19 were approved as a true and correct record on a proposal by Cllr M Bramer and seconded by Cllr Gofton. There were 10 votes in favour and 2 abstentions.

C.108 The minutes of meeting on 20.08.19 were approved as a true and correct record on a proposal by Cllr M Bramer and seconded by Cllr Wade. There were 10 votes in favour and 2 abstentions.

C.109 The minutes of meeting on 15.10.19 were approved as a true and correct record on a proposal by Cllr Ogden and seconded by Cllr McTavish. There were 6 votes in favour and 6 abstentions.

Item 4 To consider any matters arising from the above Minutes

C.110 No matters arising.

Item 5 To receive reports from:-

5.1 County Councillors

C.111 Cllr Sweetland reported: -

- New leader of KCC is Roger Gough and new Highways Cabinet member is Michael Payne. If of interest, Roger Gough would like to come and meet councillors in the Gravesham area. Members confirmed this would be of interest
- KCC budget consultation is currently out. MPC might like to respond or members respond individually
- Heron Hill by-way:- Cllr Sweetland has paid for a new HGV sign at the Harvel end. The request was made by a resident
- Cllr Sweetland confirmed he had received a request from Cllr Wade regarding funding for posts around Meopham Green.

Cllr Wade asked about potential funding for any VE celebrations. Cllr Sweetland advised that following a complaint about him funding the picnic on the green event in the previous year he had decided not to fund events like this.

Cllr D Bramer raised concern about the recent damage to Culverstone Green. Cllr Sweetland offered to meet with Cllr D Bramer to look at this.

Cllr Sweetland confirmed that all the drains in the Culverstone area has been inspected recently.

5.2 Borough Councillors

C.112

Cllr Wardle reported on:-

- The last cabinet meeting to evaluate the effectiveness of the Local Plan consultation. The outcome will be available early next week. The message from GBC was that parishes need to engage with the council regarding the Local Plan otherwise GBC will allocate housing. The Parish Council Chairman should have received correspondence from Cllr Bob Lane with an invite to meet with Cllr Brian Sangha and Kevin Burbridge to discuss the Local Plan. Cllr Buchanan confirmed receipt and that members agreed that a meeting should be arranged.

Action: Respond to email re Local Plan Meeting

Cllr Gofton asked if there would be public meetings on the review? It was confirmed that there would not be public meetings, but drop in sessions instead.

Cllr Luxford had heard about a boundary review coming in January. Cllr Wardle advised that that this correct but doesn't know the timeframe yet.

Cllr Harding reported on:-

- Various civic events around the area including musical fireworks on 1.11.19 at the prom at 6.30pm, Gravesham Talent Show on 15.11.19 and

various remembrance services in the borough which Gravesham Councillors would be attending.

- This year at remembrance, the wreath for the Meopham service from the local GBC conservative members would not be politicised and would be from representatives of the 4 ward councillors instead.

Cllr Sweetland left at 7.55pm.

Cllr Aslam reported on:-

- Corporate plan is now on GBC's website
- The council have agreed to a repair on Brookvale roof at a cost of £362,000 from the 2019/20 budget. Once completed the building can be let to provide an income.
- David Hughes (Chief Executive) is stepping down in March 2020.
- GBC FC date has now moved to 17.12.19
- Fly tipping, street cleansing and litter was on the recent Scrutiny committee agenda to look at ways to tackle this
- Maritime Strategy is looking at the under use of the riverside and how this can be improved
- Pepperhill recycling centre has re-opened

Cllr McTavish raised the issue of fly tipping not being collected if on private land. Sometimes it is moved from the road to the verge by members of the public. PCSO Meader also reported on fly tipping not being collected straight away by GBC. Cllr Aslam agreed to take up the fly tipping issues with the department at Gravesham.

Action: Cllr Aslam

Cllr Gofton asked how effective is the country eye app? PCSO Meader advised that the feedback is positive.

5.3 Community Warden

C.113

M. Cason reported on:-

- Reports made to Trading Standards and Kent Police
- Referrals to Age UK and Kent Fire & Rescue
- Attendance at local groups including Chinnery Court, Memory Café, Meopham Library, Pop up café, St John's coffee and chat and the Lego club
- Neighbourhood Watch are carrying out a recruitment drive
- Attendance at MPC litter pick in July and the Parking and Traffic WG
- Promoting the recent NHS consultation to residents

- Informed members of a remembrance exhibition at Vigo

5.4 PCSO

C.114

PCSO Meader was welcomed to the meeting. He reported on:

- PCSO Meader has taken over from PCSO Rebecca King
- He covers Istead Rice and Vigo as well as Meopham and will be carrying out lots of foot patrols
- Dealt with bogus callers in a small white transit van claiming to check roof tiles
- Has been checking on vulnerable people in the parish
- Advised that there will be extra crew cars around on Halloween
- Has been patrolling Judson's recreation ground, back of the Camer Parade shops and the cricket pavilion on Meopham Green for use of silver canisters
- Will be holding street surgeries in problem areas in the parish
- Will keep the clerk updated and also update regarding information on Kent Police twitter account

Cllr Gofton asked about an incident regarding a smashed bus window outside of Bartellas. PCSO Meader advised that it took a while for this incident to be reported. There were no injuries and no witnesses.

Cllr Luxford asked about reporting dangerous road incidents on the A227. These should be reported to the police or councillors can report direct to PCSO Meader.

Cllr D Bramer asked about patrolling Culverstone Recreation ground. PCSO Meader reported that this currently being patrolled 3 to 4 times daily since the vehicle incident.

Item 6: Public Session – Questions from the Public

C.115 No members of public present.

Item 7: Standing Committees and Committees: - To note the minutes and consider any recommendations

7.1 Environment & Amenities Committee Meeting: 03.09.19 and 24.09.19

C.116 Noted

7.2 Administration and Resources Committee: 24.09.19

C.117 Noted.

7.2.1 To approve the updates to the Financial Regulations on recommendation from the Administration and Resources Committee

C.118

Cllr M Bramer explained the recommendations from the A&R committee and 2 further changes that required approval; 4.8 changing the wording from 'lower' to 'higher' for budget variances which are in £100 excess or 15% of the budget, whichever is the 'higher'. The other change to be approved is to 5.1 in respect of whether to include the line 'The Council shall seek credit references in respect of members or employees who act as signatories'. The Clerk had sought advice from KALC and it was up to each individual council to tailor the financial regulations to suit them. It was suggested the Clerk contact the Internal Auditor and he had advised that most councils are removing this from the financial regulations. Cllr M Bramer therefore proposed approving the change in word in 4.8 from lower to higher and removing the final sentence regarding credit references in 5.1. This was seconded by Cllr Buchanan. There were 10 votes in favour, 1 abstention and 1 against.

Cllr Luxford then proposed that the amount specified in 4.5 is not increased from £500 to £1000 (authorisation for the Clerk to spend up to this amount in cases of extreme risk). This proposal did not receive a seconder.

Cllr McTavish then proposed approval of the whole Financial Regulations document. This was seconded by Cllr Ogden. There were 11 votes in favour and 1 abstention.

Action: Clerk

7.3 Planning & Projects Committee: 08.10.19

C.119

Noted

7.3.1 Speedwatch Scheme

a) to receive a report on the Speedwatch Scheme from Cllr McTavish

C.120

Cllr McTavish had produced a written report for members to read on the scheme. It was noted that the equipment costs in the region of £1800 to purchase although new hand held equipment was currently being trialled in Kent which would cost £500. For now, MPC could borrow equipment. It was agreed that MPC had to lead this scheme due to insurance and the administration of this. Currently 3 volunteers had come forward but at least a dozen were needed as 3 were required each time.

b) Following consideration on the above report, to agree to progress setting up a scheme in Meopham and to delegate to the Parking and Traffic Issues Working Group to implement the project

Cllr D Bramer proposed approval of the above motion and this was seconded by Cllr Mulheran. There were 11 votes in favour and 1 abstention.

Action: Parking & Traffic Issues Working Group

Cllr Madgwick suggested considering sharing equipment with other parishes.

PCSO Meader spoke about the SID units (automated speed signs which can be moved) which cost in the region of £6000 to £10,000. These can collect data. Cllr D Bramer pointed out that we have data already from the traffic survey carried out last year.

7.3.2 Picnic on the green:- On the recommendation of the P&P Committee to approve holding an event for 2020

Cllr M Bramer proposed approval of the above motion and this was seconded by Mulheran. There were 11 votes in favour and 1 abstention. It was agreed to try to arrange this for a date in August again.

Action: Clerk

8.45pm : Borough Cllrs and PCSOs left the meeting

7.3.3 Christmas Carols on Meopham Green:- Update on a meeting and the plans for this year's event

- C.121** Following a meeting with Cllrs M Bramer, Buchanan, Wade and the Clerk with Peter Kettle from St John's Church, a list of responsibilities for the event to be covered by the church has been received and the church had now confirmed that its insurance would cover this event.

7.3.4 Local Council Award Scheme:- update from the Working Group

- C.122** Following on from the P&P meeting, Cllrs McTavish and D Bramer had met with the Clerk and Clerical Assistant to review the scheme. This is a national accreditation scheme from NALC to show that the council is performing in all areas. It was noted that there are about 5/6 areas in the foundation level that we would need to work on and again about the same in the Quality level. It is proposed that we would look at the foundation level in year 1, starting in January 2020. It is proposed to put £200 in next year's budget for this. Following discussion, Cllr McTavish proposed we start work on this next year and this was seconded by Cllr Madgwick. All voted in favour.

Action: LCAS Working Group

Cllr Innes and Madgwick offered to assist with this.

7.4 Planning Applications Committee: - 20.08.19, 17.09.19 and 15.10.19

C.123 Noted

7.5 Judson's Pavilion Committee: - no meeting

C.124 Cllr Ogden reported that work will be commencing on the pavilion from 4.11.19, due for completion on 6 March 2020. Cllr McTavish thanked Cllr Ogden, the Judson's Committee and the Clerk for their work to date on this project.

7.6 Personnel Committee: - 21.10.19

C.125 Noted

Item 8: Parish Council representatives on external bodies: To receive and note reports

C.126 The list with reports had been circulated prior to the meeting. Cllr Ogden reported that Meopham Welfare Committee would be parking their mini bus in the scout's car park for the duration of the build at Judsons.

Item 9 Financial Matters: -

9.1 To note Meopham Parish Council's Income and expenditure up to the 22.10.19

C.127 This was noted along with bank account position up to 22.10.19

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

C.128 Cllr Ogden proposed approval of the schedule of payments in appendix 1. This was seconded by Cllr M Bramer and all voted in favour.

Item 10: To consider ways in which the Parish Council could look into environmental issues in the parish

10.1 Trees:-

a) to consider, and if appropriate approve planting a new tree when an old tree is removed on parish land

b) To look at possible areas in which further trees could be planted on parish council owned land and other land in the parish

c) To consider offering a sponsorship scheme for tree planting to residents

C.129 A report had been circulated. Cllr Buchanan advised members that Cllr D Bramer had advised that there is a NALC Tree Charter and it was felt this should be reviewed first before making any decisions.

Cllr Ogden therefore proposed that the above items are passed to the E&A Committee to review alongside the NALC Tree Charter. This was seconded by Cllr Mulheran and all voted in favour.

Action: E&A Committee

10.2 Litter:

C.130

Item 10.2 c was considered first.

c) To delegate to the clerk to apply for any appropriate funding for further litter picking equipment

It was noted that more High Viz waistcoats are required with a clear panel in the back plus more gloves. Cllr Mulheran proposed approval of the above motion and this was seconded by Cllr Madgwick. All voted in favour.

Action: Clerk

a) to consider ways to promote an 'anti-litter campaign' in the parish

Discussion took place on various ideas including posters, stickers, re-communicating with the schools and the problem areas. Cllr Buchanan proposed that we look into how to obtain stickers on litter for wheelie bins. This was seconded by Cllr Luxford and all voted in favour.

Action: Clerk

Cllr Buchanan proposed looking into putting litter posters in the strategic places where there are issues. Cllr Rose seconded this and all voted in favour.

Action: Clerk

9.15pm – Cllr Mulheran left the meeting

b) to approve a trial period for running Meopham Parish Council's community litter pick on a regular monthly basis

Discussion took place on this including councillors being committed to lead on this and the impact on the office in preparation for each litter pick.

Cllr Madgwick offered to lead the litter pick and Cllr Gofton offered to help out.

Cllr Ogden proposed trialling a bi-monthly litter pick for 6 months, starting in January 2020 with Cllrs Madgwick and Gofton to arrange the dates. This was seconded by Cllr Madgwick and all voted in favour

Action: Cllrs Gofton and Madgwick

Item 11 **To note request for a memorial bench on Meopham Green and to consider approval**

- C.131** The location was considered and it was agreed the bench needed to be placed slightly more towards the Wrotham Road end to avoid the cricket lines. Cllr Wade confirmed she is happy to meet with the representatives to confirm the exact location. The request was approved on a proposal by Cllr Luxford, seconded by Cllr Ogden and all voted in favour.

Action: Clerk

Item 12 **To consider and approve revising the Terms of Reference for all the committees for the number of members present at meeting from three to four for the meeting to be quorate**

- C.132** Cllr Ogden proposed approval of the above motion and this was seconded by Cllr Luxford. There were 10 votes in favour and 1 against.

Action: Clerk

Item 13 **To note the correspondence received**

- C.133** Noted.

Cllr D Bramer queried non receipt of some emails and asked if emails go to all councillors. The Clerk advised that certain emails would only go to Committees or Working Groups and that the list is produced for everyone.

Item 14: **Chairman's announcements**

- C.134** The Chairman reported on the following:-
- Chairman's meeting – request for agenda items
 - Remembrance Service – request for volunteers
 - NHS meeting – request for volunteers to help set up the meeting room

9.43pm M Cason left the meeting

CLOSED SESSION

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

Item 15 **As a result of reviewing the existing lone working policy, to review the office hours to ensure staff members do not work alone and to improve efficiency of the office**

15.1 On the recommendation of the Personnel Committee to approve for trial period for the remaining of this financial year:

15.1.1 opening the office Monday to Thursday only

15.1.2 to approve the increase of hours for the second Clerical Assistant from 5 hours per week to 10 hours per week to work an extra morning

15.1.3 to approve an increase in hours for the clerk from 25 hours to 29 hours to cover working from home on a Friday

C.135 Cllr Buchanan spoke on the Personnel Committees recommendations including the increased workload, office safety and office efficiency. Following discussion, the above 3 motions were voted on together. Cllr Ogden proposed approving the above motions. This was seconded by Cllr Innes. All voted in favour.

15.2 Subject to approval of the above, on the recommendation of the Personnel Committee to propose earmarking £3000 from reserves to trial the increase in hours

Cllr Ogden proposed approval of the above motion and this was seconded by Cllr Rose. All voted in favour.

Action: Clerk

The meeting closed at 9.58pm

Appendix 1

MPC CASHBOOK 2019-2020 (Lloyds Bank Treasurers accounts - Debit card)

008/310719	31.07.19	Event Brite (KALC)	Training - new cllr training - Cllr Madgwick - 09.11.19	£60.00	£10.00	£50.00
009/020819	02.08.19	Tesco	stamps & toilet rolls for parish office	£26.43		£26.43
010/030819	03.08.19	Asda	Office stationery	£4.60		£4.60
011/070819	07.08.19	Event Brite (KALC)	new cllr training - Cllr Innes - 09.11.19	£60.00	£10.00	£50.00
012/070819	07.08.19	Event Brite (KALC)	clerks conference - SE 17.09.19	£72.00	£12.00	£60.00
013/150819	15.08.19	CPRE	Subs 2019-20	£36.00		£36.00
014/150819	15.08.19	Event Brite (KALC)	Cllr Luxford - KALC Transport Conference 26.10.19	£72.00	£12.00	£60.00

MPC - Direct debits - CASHBOOK 2019-2020 (Lloyds Bank Treasurers accounts)

DD	16.06.19	Sage	Sage - monthly fee, July 2019	£24.00	£4.00	£20.00
DD	16.08.19	Sage	Sage - monthly fee, Aug 2019	£24.00	£4.00	£20.00
DD	24.08.19	SSE Southern Electric	Electricity Bill, toilets - up to 05.08.19	£34.61	£1.64	£32.97
DD	16.09.19	Sage	Sage - monthly fee - Sept 2019	£24.00	£4.00	£20.00
DD	01.10.19	BT	Parish office - phone/internet	£235.25	£25.00	£210.25
DD	01.10.19	Grenke	Photocopier Lease - qtr fee	£181.62	£30.27	£151.35
DD	15.10.19	Sage	Sage - monthly fee - Oct 2019	£24.00	£4.00	£20.00

MPC CHEQUE CASHBOOK 2019-2020 (Lloyds Bank Treasurer's Account)

2331	08.08.19	Dr Jazz	Picnic event - jazz band	£280.00		£280.00
2332	05.08.19	Mr J Doyle	Picnic event - first aid	£50.00		£50.00
2333	24.09.19	The Friends of Meopham Church	Church Fete	£15.00		£15.00

MPC CASHBOOK 2019-2020 (Unity Trust Bank) - Standing Orders/Direct Debits

003/250719	25.07.19	MI Bookkeeping	Bookkeeping & Payroll -- July 2019	£		£
				114.00		114.00
004/250819	25.08.19	MI Bookkeeping	Bookkeeping & Payroll -- July 2019	£		£
				114.00		114.00
	25.09.19			£		£
005/250919		MI Bookkeeping	Bookkeeping & Payroll - Aug 2019	114.00		114.00
	15.10.19			£		£
006/151019		Highview Trees	Service Contract - 15.9.19 to 14.10.19	475.00		475.00
	25.10.19			£		£
007/251019		MI Bookkeeping	Bookkeeping & Payroll - Sept 2019	114.00		114.00

MPC cashbook 2019-20 (unity Bank) - online payments

054/260819	12.08.19	ARC	Photocopying - 18.04.19 to 22.07.19	£ 123.85	£ 20.64	£ 103.21
055/060819	12.08.19	All Wiring Matters	New office strip light plus installation	£ 125.00		£ 125.00
056/060819	12.08.19	May Harris	Pitfield Toilets - cleaning	£ 665.80	£ 110.90	£ 554.48
"	12.08.19	May Harris	Parish office - cleaning - July 19	£ 64.58	£ 10.76	£ 53.82
057/060819	12.08.19	GWT Media Limited	IT support & email hosting - Aug 19	£ 96.72	£ 16.12	£ 80.60
058/060819	12.08.19	Matthew Dallas	Picnic - children's entertainer	£ 100.00		£ 100.00
059/120819	12.08.19	Follies	Picnic - Face painting	£ 135.00		£ 135.00
060/120819	12.08.19	Business stream	Pitfield Toilets - Water bill (off set by Zurich Ins claim for £2839.79)	£ 3,335.11		£ £3,335.11
061/120819	12.08.19	HMRC	VAT Refund - HMRC paid twice due to Digital Tax error	£ 2,608.56		£ £2,608.56
062-64/200819	20.08.19	Staff salaries	Salaries - Aug 2019	£ 2,467.78		£ £2,467.78
065/200819	20.08.19	Kent Pension Fund	Staff Pensions - Aug 2019	£ 709.03		£ 709.03
066/020919	16.09.19	Clearwater Technology Limited	Legionella testing - Pitfield toilets	£ 225.00	£37.50	£ 187.50
		Clearwater Technology Limited	Legionella Testing - Water Fountain	£ 75.00	£12.50	£ 62.50
067/020919	16.09.19	Business stream	Water Bill - Judson's Pavilion - 02.05.19 to 14.08.19	£ 12.88		£ 12.88
068/020919	16.09.19	EDF Energy	electricity parish office - 18.06.19 to 08.08.19	£ 55.51	£ 13.95	£ 41.56
069/020919	16.09.19	Element UK Limited	Bus Shelter cleansing - 30.8.19	£ 214.20	£ 35.70	£ 178.50
070/020919	16.09.19	Business stream	Water Bill - Drinking Fountain - 31.01.19 to 09.08.19	£ 23.51		£ 23.51
071/020919	16.09.19	May Harris	Pitfield Toilets - cleaning	£ 682.59	£ 113.77	£ 568.82
		May Harris	Parish office - cleaning - July 19	£ 64.58	£ 10.76	£ 53.82
072/020919	16.09.19	Highview Tree Services	Service contract - up to 14.07.19	£ 475.00		£ 475.00
073/020919	16.09.19	Highview Tree Services	Service contract - up to 14.08.19	£ 475.00		£ 475.00
074/160919	16.09.19	GWT Media Limited	IT Support & Email Hosting - Sept 19	£ 96.72	£ 16.12	£ 80.60
075/160919	16.09.19	Invicta Law	Judson's lease work from 1.9.19 to 30.7.19	£ 2,690.40	£ 448.40	£ £2,242.00
076/160919	16.09.19	David Buckett	Internal Audit work 2018-19	£ 479.50		£ 479.50
077/160919	16.09.19	PKF Littlejohn	External Audit work 2018-19	£ 480.00	£ 80.00	£ 400.00
078-80/160919	20.09.19	staff salaries	Salary - Sept 2019	£ 2,572.36		£ £2,572.36
081/160819	20.09.19	Kent Pension Fund	Staff pensions - Sept 2019	£ 709.03		£ 709.03

082/160819	20.09.19	Bellamy Wallace Partnership Ltd	Structural Engineering drawings for re-design	£ 1,206.00	£ 201.00	£1,005.00
083/200919	20.09.19	HMRC	PAYE - 2nd QTR	£ 1,323.39		£1,323.39
084/200919	20.09.19	Highview Tree Services	Ad hoc work - putting up / taking down banners	£ 30.00		£ 30.00
085/200919	20.09.19	Highview Tree Services	Service Contract - 15.8.19 to 14.9.19	£ 475.00		£ 475.00
086/200919	20.09.19	Howard Antwiss	Christmas tree cover - rebuild surround & secure - H&S issue	£ 245.00		£ 245.00
087/200919	20.09.19	Sandtastic Fund	Sand art - picnic on the green	£ 250.00		£ 250.00
088/071019	07.10.19	J Barker	J Barker - Mileage from March 2019 to Sept 2019	£ 103.14		£ 103.14
089/071019	07.10.19	GWT Media Limited	IT Support & Email Hosting - Sept 19	£ 96.72	£ 16.12	£ 80.60
090/171019	17.10.19	Business stream	Water Bill Public Toilets - 29.4.19 to 4.10.19			£ 548.30
091/171019	17.10.19	Howard Antwiss	Allotment fence repair	£ 345.00		£ 345.00
092-94/171019	20.10.19	Staff salaries	Salaries & O/T - Oct 2019	£ 2,671.32		£2,671.32
095/171019	17.10.19	Cherish Trees	Tree work - Meopham Green	£ 850.00		£ 850.00
095/171019	20.10.19	Kent Pension Fund	Staff pensions - Oct 2019	£ 709.03		£ 709.03

**Meopham Parish Council
Environment & Amenities Committee Meeting
held on 12th November 2019 at 7.30 p.m.
at the Windmill, Meopham Green**

Committee Members

Present:

Cllrs D. Bramer (Chairman), M. Bramer, S. Buchanan, S. Gofton, P. Luxford, B. Wade (Vice Chairman)

In attendance:

N. Jerram (Clerical Assistant), K. Dare & G. Willsher (Meopham & District Footpath Group), T. Seeley, G. Shuttlewood (Meopham & District Allotment Association)

Item 1 **To receive Apologies for Absence**

E.59 Apologies were received from Cllr M Mulheran, I. Carey (Pond Warden).

Item 2 **To receive Declarations of Interest**

E.60 There were no declarations of interest

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

E.61 The minutes of the meeting held on 03.09.19 were approved as a correct record on a proposal by Cllr Buchanan, seconded by Cllr M Bramer and all voted in favour.

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

E.62 **Item 12, E.55** – Members were updated on the query raised by Cllr Luxford. Cllr Luxford asked for the office to monitor the amount of consumables used if the toilets are closed for a period of time.

E.63 Members noted that there is no update on KCC producing a new footpath map for the notice board on Meopham Green, this is work in progress.

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

E.64 Cllr D Bramer proposed a motion to suspend standing orders to allow Ken Dare (KD) of Meopham & District Footpath Group to speak. This was seconded by Cllr M Bramer and all voted in favour.

KD reported as follows:

(1) 90 hours of path clearing has been carried out this year.

- (2) Report any footpaths in the parish that need attention to him.
- (3) There are issues with insurance coverage regarding age of members
- (4) "Collection Walk" to be organised for the VE Day Celebrations next year

Standing orders were then reinstated

With reference to point (3) it was agreed to investigate the parish council's insurance policies regarding volunteers and age restrictions.

Action: Clerk

5.2 Update on footpath issues reported

E.65 Members noted the above which had been previously circulated.

Cllr D Bramer proposed a motion to suspend standing orders and bring forward Item 7.1 to allow Theresa Seeley (TS) of Meopham & District Allotment Association to speak. This was seconded by Cllr M Bramer and all voted in favour.

7.1 To consider request from the Allotment Association to be able to close Southdown Shaw to members of the public in light of recent thefts and damage at the site

E.66 TS informed members of problems some allotment holders are experiencing with theft of produce and she explained the report which had been previously circulated logging the plots targeted.

Cllr D Bramer explained that not all of Southdown Shaw is leased to the Allotment Association and that there is no record of a deed of covenant relating to possible closure of the site to members of public. Discussions followed on ideas for security measures which could be added to the main gate.

TS confirmed that the Allotment Association would be arranging an event in support of the VE Day celebrations next year.

Standing orders were then reinstated.

With reference to E.66 members agreed to consider added security measures for the main gate, in particular adding wire mesh and asked the Allotment Association to forward any other suggestions they may have to the office.

Action: Clerk

7.55pm – Members of M&DAA left the meeting

Item 6 Village Greens/Harvel Pond

6.1 Update on the pond (Pond Warden)

E.67 Cllr Bramer read out a report from the Pond Warden as follows:

- (1) The pond is in very good shape and the ducks, having left once, have returned so they must be very comfortable there.
- (2) I will soon make a start on tidying the banks, cutting back excess vegetation and removing brambles.
- (3) The duck houses could do with some restorative attention which will be addressed during the winter months.
- (4) The water depth is currently five feet - not surprising given the amount of rain in the past few weeks
- (5) I will keep the committee updated with progress

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

E.68

Members noted the results of the survey. It was agreed there are a number of issues to be addressed and that the clerk and the chairman would compile a schedule of works.

Action: Clerk/Chairman

There was further discussion on the following:

Judson's Recreation Ground:

1. Play Area – The service contractor to be asked to treat and remove the moss on the safety surface.
2. Replacement of the Sorbus tree which has died.

Steeles Green - it was noted that it is now a byway and vehicles drive on the green.

Allotments – Look into trees to be added to the tree survey for monitoring.

Action: Clerk

6.3 Village Green Signs

E.69

Discussions followed on the replacement of the sign for Priestwood Green and members noted that prices are currently being investigated. Further discussions followed on displaying by-laws on all the village greens and the cost implications. Cllr M Bramer suggested the clerk liaise with other parish clerks on the value of having by-laws displayed.

Action: Clerk

6.4 Trees

6.4.1 Poplar tree felled– consider request from resident for the stump to be removed and offer to plant another tree here

E.70

The above item was considered as follows:

- **Stump removal** – Members discussed the expense involved in removing the stump and also agreed that the tree stump benefits wildlife. Following which Cllr Luxford proposed a motion to leave the stump in situ. This was seconded by Cllr M Bramer and all voted in favour.
- **To plant another tree** – Following consideration of future tree maintenance and limited space at this location, Cllr Luxford proposed not planting another tree. There were 4 voted in favour, 1 against and 1 abstention. It was therefore agreed not to replace the tree.

The clerk was asked to inform the resident of the committee's decision.

Action: Clerk

6.4.2 Trees on Hook Green – request from resident for 3 trees to be cut back by Weavers Cottage and a beech tree overhanging Melliker Lane

E.71

Councillors had looked at the trees but it was agreed to consult the Arboriculture Officer at GBC before further action is taken.

Action: Clerk

6.4.3 To note NALC Tree Charter and to consider a tree guidance policy

E.72

Members noted the Tree Charter and considered the draft policy prepared by Cllr D Bramer. Discussions followed and on a proposal by Cllr Luxford, seconded by Cllr Gofton, all members voted in favour of adopting the proposed tree policy with guidance from the tree surgeon. Cllr D Bramer then proposed the draft policy is recommended to the A&R Committee for approval on 26th November, this was seconded by Cllr Luxford and all voted in favour.

Action: A&R Committee

6.4.4 To consider advertising for a volunteer tree warden

After consideration of the above, Cllr Gofton proposed the clerk contact the Woodland Trust and enquire if any of their members would be interested in being a tree warden for Meopham. This was seconded by Cllr Wade and all voted in favour.

Action: Clerk

Item 7 **Allotments**

7.1 To consider request from the Allotment Association to be able to close Southdown Shaw to members of the public in light of recent thefts and damage at the site

E.73 This above item was addressed earlier.

Item 8 **Bus Shelters**

8.1 To consider the installation of a bench seat in the shelter opposite Meopham Primary School

E.74 Following discussions Cllr M Bramer proposed investigating the installation of a 'perch' seat in the shelter opposite the primary school. This was seconded by Cllr Buchanan and all voted in favour.

Action: Clerk

Item 9 **Recreation Ground and Playground Equipment**

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

E.74 The report was noted. Members agreed some aspects of the play site require reviewing next year when the rebuild of the Pavilion is completed. It was agreed to investigate safety surface specifications and to contact the clerk at Vigo Parish Council regarding their equipment.

Action: Clerk

9.2 Twin Spring Rocker - Update

E.75 The Parish Council's insurance company is currently processing the claim for replacement equipment which was vandalised.

Item 10 **Litter Pick**

10.1 Update on litter pick 26th October 2019

E.76 Cllr D Bramer reported that overnight rain and leaf fall did not make the litter picking easy. 13 volunteers attended and 10 sacks of rubbish were collected.

10.2 To agree dates for litter pick 2020

E.77 Bi-monthly litter picks from January 2020 with a minimum of 2 councillors co-ordinating the event had previously been approved at Full Council (29.10.19).

Discussions followed on the commitment involved in the organisation of bi-monthly litter picks and the extra work this impacts on the office. Cllr Gofton then proposed a motion to continue with quarterly litter picks with either herself

or Cllr Madgwick leading the event. This was seconded by Cllr M Bramer and all voted in favour. Cllr Luxford volunteered to help if needed.

Item 11 **Toilets**

11.1 Update on urinal sensors

E.78 Cllr D Bramer advised members that a contractor had been instructed to proceed with the installation of 2 water saving infrared sensors and had discovered an obsolete system in place. The clerk was asked to contact GBC to establish if there are any wiring drawings available to view.

Action: Clerk

1.2 Water Bills

E.79 It was noted that the water bill issue had been resolved.

Item 12 **Financial Matters**

12.1 To approve the Environment and Amenities Committee Schedule of Payments in accordance with the Financial Regulations, 5.2 (Appendix 1)

E.80 All payments had been previously approved.

12.2 To note the Environment and Amenities Committee expenditure up to 04.11.19

E.81 Members noted above.

12.3 To consider and approve the proposed E&A Committee Budget for 2020/2021 Financial Year

E.82 The above was approved on a proposal from Cllr Luxford, seconded by Cllr Buchanan and all members voted in favour.

Item 13 **Correspondence**

13.1 To note correspondence received

E.83 Members noted the correspondence list.

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

CLOSED SESSION

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

Item 14 **To consider and approve the small grant applications submitted**

1. The Association of North Kent Neighbourhood Watches - £300

Cllr Luxford proposed approval of the above on the proviso the funds are used to promote activities in Meopham. This was seconded by Cllr Buchanan and all voted in favour.

2. Meopham & District Footpaths Group - £340

Cllr M Bramer proposed approval of the above, this was seconded by Cllr Luxford and all voted in favour.

3. Harvel Cricket Club - £350

Cllr D Bramer proposed approval of the above, this was seconded by Cllr M Bramer and all voted in favour.

4. St. John's Community Café - £100

Cllr M Bramer proposed approval of the above, this was seconded by Cllr Luxford and all voted in favour.

5. Meopham Ladies Hockey Club - £500

Cllr D Bramer proposed approval of the above, this was seconded by Cllr Buchanan. There were 5 votes in favour and 1 abstention.

6. Harvel Village Hall - £500

Cllr D Bramer proposed approval of the above, this was seconded by Cllr Luxford and all voted in favour

Item 15 **Trees – update on legal case in regard to Edmund close**

The above is currently in the hands of the Parish Council's Insurance Company.

Meeting closed at 9.35pm

MPC - Direct debits - CASHBOOK 2019-2020 (Lloyds Bank Treasurers accounts)

DD/SO	DATE	PAYEE	DETAILS	GROSS	VAT	NET
DD	24.08.19	SSE Southern Electric	Electricity Bill, toilets - up to 05.08.19	£34.61	£1.64	£32.97

MPC CASHBOOK 2019-2020 (Unity Trust Bank)

Ref	DATE	PAYEE	DETAILS	GROSS	VAT	NET
066/020919	16.09.19	Clearwater Technology Limited	Legionella testing - Pittfield toilets	£ 225.00	£37.50	£ 187.50
			Legionella Testing - Water Fountain	£ 75.00	£12.50	£ 62.50
069/020919	16.09.19	Element UK Limited	Bus Shelter cleansing - 30.8.19	£ 214.20	£35.70	£ 178.50
070/020919	16.09.19	Business stream	Water Bill - Drinking Fountain - 31.01.19 to 09.08.19	£ 23.51		£ 23.51
071/020919	16.09.19	May Harris	Pitfield Toilets - cleaning - August 2019	£ 682.59	£113.77	£ 568.82
072/020919	16.09.19	Highview Tree Services	Service contract - up to 14.07.19	£ 475.00		£ 475.00
073/020919	16.09.19	Highview Tree Services	Service contract - up to 14.08.19	£ 475.00		£ 475.00
084/200919	20.09.19	Highview Tree Services	Ad hoc work - putting up / taking down banners	£ 30.00		£ 30.00
085/200919	20.09.19	Highview Tree Services	Service Contract - 15.8.19 to 14.9.19	£ 475.00		£ 475.00
086/200919	20.09.19	Howard Antwiss	Christmas tree cover - rebuild surround & secure - H&S issue	£ 245.00		£ 245.00
090/171019	17.10.19	Business stream	Water Bill Public Toilets - 29.4.19 to 4.10.19	£ 548.30		£ 548.30
091/171019	17.10.19	Howard Antwiss	Allotment fence repair	£ 345.00		£ 345.00
095/171019	17.10.19	Cherish Trees	Tree work - Meopham Green	£ 850.00		£ 850.00
099/311019	31.10.19	May Harris	Pitfield toilets Sept (includes consumables)	£ 730.39	£ 121.74	£ 608.66
100/311019	31.10.19	May Harris	Pitfield Toilets - Oct 19 (consumables deducted)	£ 595.40	£ 99.24	£ 496.16

MPC CASHBOOK 2019-2020 (Unity Trust Bank) - Standing Orders/Direct Debits

Ref	DATE	PAYEE	DETAILS	GROSS	VAT	NET
006/151019	31.10.19	Highview Trees	Service Contract - 15.9.19 to 14.10.19	£ 475.00		£ 475.00

MPC CASHBOOK 2019-2020 (Lloyds Bank Treasurers accounts - Debit card)

REF	DATE	PAYEE	DETAILS	GROSS	VAT	NET
015/221019	22.10.19	Royal British Legion Industries Limited	Judson's Play area signage	£70.85	£11.81	£59.04

DRAFT

**Minutes of a meeting of the
Administration and Resources Committee held on
Tuesday 26th November 2019 at 7:30pm
at the Windmill, Meopham Green**

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

In attendance: Mrs S Egglesden (Clerk)

Item 1: Apologies for absence

A.27 There were no apologies.

Item 2: Declarations of Interest

A.28 Cllr Innes declared an interest on anything relating to payroll and bookkeeping. There were no further declarations of interest.

Item 3: To approve minutes of previous meetings (24.09.19)

A.29 The minutes of the meeting held on 24.09.19 were approved as a true and correct record on a proposal by Cllr Buchanan and seconded by Cllr Wade. All voted in favour.

Item 4: Matters Arising

A.30 A.4 – Accessibility Regulations. Cllr M Bramer updated members. It was agreed that the Clerk along with Cllr M Bramer would work on an interim policy statement to put on the website.

Action: Clerk and Cllr M Bramer

A.7 – The Clerk had written to Meopham Windmill Trust regarding the condition of driveway at the windmill. MWT had contacted the Clerk regarding the donation received from the picnic and had mentioned using this towards the driveway repairs.

A.12 The Clerk had confirmed that Meopham & District Footpath Group insurance is provided by KCC but the issue is with members over 75 years old having significantly reduced personal accident cover. The Clerk had checked MPC's insurance and the same restriction applies. It was agreed that MPC could not help MD&FG with insurance.

This query raised a question regarding the litter picks. It was agreed that MPC should produce a printed information note on insurance for volunteers to read in respect of age-related cover.

Action: Clerk

Members asked if MPC is required to cover speedwatch volunteers for insurance. As this was not known at this stage, it was agreed that the Clerk would look into this.

Action: Clerk and Cllr McTavish

A.13 – As part of the lone working measures, the Clerk has looked into installing a video doorbell. As the windmill is listed, planning permission is required. An application has been submitted to GBC and a decision should be made by 26.12.19.

A.20 – Emergency Plan. This had been part updated by the office and would now be passed to Cllrs Buchanan and Wade to review.

Action: Clerk

Item 5: Financial Matters

5.1 To note all the Administration & Resources Committee Expenditure up to 19.11.19 for the 2019-2020 financial year

A.31 This was noted.

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

A.32 This was approved on a proposal by Cllr Ogden and seconded by Cllr Buchanan. All voted in favour. See appendix 1.

A.33 Cllr Ogden reported that there were issues with the sound system at the Remembrance Service at the war memorial as not everyone could hear the service. It was noted that for next year that the possibility of a system with two speakers would be required.

Action: Note for Remembrance 2020

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

A.34 As per Financial Regulation 2.2, the A&R Committee would be monitoring the bank reconciliations against the bank statements at its meetings in future.

The bank statements were noted as follows: -

Lloyds Current Accounts	£86,065.16
Natwest Business Reserve	£80,467.51
Unity Bank	£37,221.27
Total	<u>£203,753.94</u>

The Clerk reported on transaction 5225 for £474.75. The recipient had received payment in their bank. The Clerk had contacted Lloyds Bank which informed the Clerk that there was a banking error in May and although the recipient's bank had honoured the cheque they had not as yet called on

Lloyds for the payment. It was advised by Lloyds that we continue to list this as unrepresented as the recipient's bank should call upon Lloyds for the payment in the future. Lloyds had also informed the Clerk that this was not an isolated incident and had affected many banks during this period.

The Clerk was asked to check into the outstanding payment for £144.00 dating back to August 2018.

Action: Clerk

Cllr Wade and Innes checked the bank reconciliations against the statements. It was proposed by Cllr Wade that Cllrs Wade and Innes signed these. This was seconded by Cllr Ogden and all voted in favour.

- A.35** Cllr M Bramer reported that he had attended Natwest Bank with Cllr Buchanan to close the Natwest bank account. A transfer for the balance would be made to Unity Bank within 7-10 days. The reason for this is to transfer money to the current account in preparation for payment of invoices for the Hudson's Pavilion project.

5.4 To consider and if appropriate, approve changing the accounts package for bookkeeping from Sage to Scribe

- A.36** Following a report from Clerk and Cllr M Bramer on a demonstration of Scribe, it was proposed by Cllr Madgwick to approve changing from Sage to Scribe from the 01.04.20. This was seconded by Cllr McTavish and all voted in favour.

Action: Clerk

- A.37** Cllr M Bramer proposed moving agenda item 11 forward in view of the budget item. Cllr M Bramer then proposed moving into closed session for this item and this was seconded by Cllr Ogden. All voted in favour. The meeting then moved into closed session.

CLOSED SESSION

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

Item 11 Photocopying contract – current contract ends on 11.03.20

11.1 To recommend approval of a contractor to Full Council as the contract will be for 5 years

- A.38** Following discussion on the quotes received it was proposed by Cllr Madgwick to remain with ARC and keep the existing photocopier on a rolling 30 day contract. This was seconded Cllr Ogden and all voted in favour. This would be reviewed in one year.

Action: Clerk

The meeting moved out of closed session.

5.5 To consider and if found satisfactory approve the proposed Administration & Resources Committee Budget for 2020-2021

A.39 Cllr M Bramer explained the budget process to members. It was agreed to view all the committee budgets and then vote on the overall budget for submission to Full Council.

A.40 It was agreed to amend the A&R budget in respect of the rent for the parish office from £1350 to £1300 as the Clerk had now been advised of the rent figure for 2020-21. It was agreed to revise the budget for the accounting package to £277 as quoted by Scribe. Discussion took place on the photocopying budget and it was agreed to leave this in case of additional photocopying planned for the colour version of the Meopham Mercury.

5.6 To consider and if found satisfactory endorse the proposed Planning & Projects Committee Budget for 2020-2021

A.41 There had been a reduction in the Over 60s guide budget since the P&P Committee meeting. The budget was noted.

5.7 To consider and if found satisfactory endorse the proposed Environment & Amenities Committee Budget for 2020-2021

A.42 It was agreed that Judson's Recreation Ground should be added to the Village Greens budget heading and a further £500 added for this.

5.8 To consider and if found satisfactory endorse the proposed Judson's Pavilion Committee Budget for 2020-2021

A.43 It was noted that the Judson's budget had moved to E&A – see A.42

5.9 To consider and agree a composite budget for Meopham Parish Council for 2020-21 for submission to Full Council for approval at its meeting on 10.12.19

A.44 Following the above revisions, the overall precept figure was £106,826.00, which would result in a band D increase of £3.50 per annum, from £31.44 to £34.94. This was agreed for recommendation to Full Council on a proposal by Cllr Ogden and seconded by Cllr Buchanan. All voted in favour.

Action: Recommendation to Full Council

Item 6: Policy Review

6.1 Data Protection and Information

A.45 The policy was approved on a motion by Cllr Buchanan and seconded by Cllr Ogden. All voted in favour.

6.2 Tree Policy on recommendation from the Environment and Amenities Committee

- A.46** Cllr M Bramer proposed an amendment to 6.3 to add in 'or instability of the tree' to the end of the following sentence: - 'adjacent landowners have a common right to prune back tree roots to their boundary, providing this would not lead to tree death *or instability of the tree*'. This amendment was seconded by Cllr Wade and all voted in favour. Cllr Wade then proposed approval of the Tree Policy and this was seconded by Cllr Ogden. All voted favour.

Item 7: Parish Council Emails:

- 7.1 To note the papers for Professionalising the Parish Council's use of email and MPC's Code of Practice for Information handling**

- A.47** The papers, previously circulated were noted.

- 7.2 To approve a proposed policy for 'Use of Email for Parish Council Business'**

- A.48** Cllr M Bramer had produced a revised version of the policy discussed at the last meeting. Cllr M Bramer read through each item on the policy. Cllr Innes suggested adding in 'securely' destroy PC related emails to point 7. This was agreed.

Discussion took place. Cllrs Madgwick and McTavish disagreed with point 8, about councillors not having parish council emails. Discussion also took place on whether councillors' details should be available for members of the public to be able to contact them. It was noted that parish councils are not obliged to provide councillor email or other personal details.

Cllr Buchanan proposed approval on items 1-7 in the policy. This was seconded by Cllr Ogden. There were 6 votes in favour and 1 against.

Cllr M Bramer then proposed approval of item 8 in the policy. This was seconded by Cllr Innes. There were 4 votes in favour and 3 votes against.

The policy was therefore approved.

Item 8: Parish Office – Christmas holiday closure

- 8.1 To note that the Parish Office will be closed from 24.12.19 and re-open again on 2.1.20**

- A.49** The Christmas holiday closure period was noted. Cllr Innes asked if staff took this as holiday or concessional days? It was noted that staff would take 4 days holiday for the closure as there was no provision in the current contracts for concessional days. It was suggested that this should be looked at this in the future.

Action: Personnel Committee

Emergency contact plans were discussed during the closure period. It was noted that the Chairman and Vice Chairman had the Clerk's contact details for an emergency.

Item 9: Staff Pensions**9.1 Letter from the Pension Regulator: to note the parish council's legal duty in respect of re-enrolment and re-declaration**

A.50 The letter was noted and that the nominated contact needed to be amended.

Action: Clerk**9.2 Kent Pension Fund – Pension forum on 3.12.19 (Cllr M Bramer and the Clerk attending)**

A.51 Noted. Cllr Innes advised he would also be attending the forum in his role as RFO for Swanley TC.

9.3 Kent Pension Fund - To note that the actuary report is due in December 2019 and the new rates are effective from 1 April 2020

A.52 Noted.

Item 10: Correspondence**10.1 To note correspondence received**

A.53 This was noted.

10.2 To note letter received from Gravesham Borough Council in regard to business rates for Meopham Parish Council

A.54 This was delegated to Clerk to respond with consultation with the A&R Committee Chairman.

Action: Clerk

The meeting closed at 9.27 pm

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

Appendix 1

Meopham Parish Council

MPC - Direct debits - CASHBOOK 2019-2020 (Lloyds Bank Treasurers accounts)

DD/SO	DATE	PAYEE	DETAILS	GROSS	VAT	NET
DD	01.10.19	BT	Parish office - phone/internet	£235.25	£25.00	£210.25
DD	01.10.19	Grenke	Photocopier Lease - qtr fee	£181.62	£30.27	£151.35
DD	15.10.19	Sage	Sage - monthly fee - Oct 2019	£24.00	£4.00	£20.00
DD	15.11.19	Sage	Sage - monthly fee - Nov 2019	£24.00	£4.00	£20.00

MPC CHEQUE CASHBOOK 2019-2020 (Lloyds Bank Treasurer's Account)

CHQ	DATE	PAYEE	DETAILS	GROSS	VAT	NET
2334	21.10.19	Meopham Windmill Trust	donation from picnic event	£196.00		£196.00
2335	23.10.19	Meopham Village Hall	Hall hire - NHS consultation public meeting	£32.00		£32.00
2336	29.10.19	Crayzee Barn Limited	Christmas Tree - 2018 (reduced from £280 to £180 due to complaint)	£180.00		£180.00
2337	29.10.19	Meopham Brass	Band - remembrance	£40.00		£40.00
2338	29.10.19	Gravesham District Scouts	Sound system - remembrance	£25.00		£25.00
2339	29.10.19	The Royal British Legion	Wreath - remembrance	£18.50		£18.50

MPC CASHBOOK 2019-2020 (Unity Trust Bank)

Ref	DATE	PAYEE	DETAILS	GROSS	VAT	NET
083/200919	20.09.19	HMRC	PAYE - 2nd QTR	£1,323.39		£1,323.39
088/071019	07.10.19	J Barker	J Barker - Mileage from March 2019 to Sept 2019	£103.14		£103.14
089/071019	07.10.19	GWT Media Limited	IT Support & Email Hosting - Sept 19	£96.72	£16.12	£80.60
092-94/171019	20.10.19	Staff Salaries	salaries Oct 2019 plus overtime for sept	£2,671.32		£2,671.32
095/171019	20.10.19	Kent Pension Fund	Staff pensions - Oct 2019	£709.03		£709.03
096/311019	31.10.19	EDF	Electricity - parish office - 20.8.19 to 7.10.19	£117.18	£5.60	£112.08
097/311019	31.10.19	KPS Office supplies limited	office stationery	£83.99	£14.00	£69.99
098/311019	31.10.19	ARC Office System Ltd	photocopying - 22.7.19 to 22.10.19	£182.85	£30.47	£152.38
099/311019	31.10.19	May Harris	Parish office - cleaning - sept 19	£64.58	£10.76	£53.82
099/311019	31.10.19	May Harris	Parish office - cleaning - oct 19	£64.58	£10.76	£53.82
101/141119	14.11.19	Howard Antwiss	Toilet Seat, lino for parish office - collect supply, fit & dispose	£258.00		£258.00
102/141119	14.11.19	Meopham PCC	Hymn sheets for remembrance	£75.00		£75.00
103/141119	14.11.19	Meopham Cricket Club	Pavillion Hire for FC Meetings - 29.11.19 & 10.12.19	£50.00		£50.00
104/141119	14.11.19	GWT Media Limited	IT support & emails - Nov 19	£96.72	£15.60	£65.00
106/141119	19.11.19	B. Wade	Expenses - refreshments remembrance	£11.50		£11.50
107-109/191119	19.11.19	Staff Salaries	salaries Nov 19 plus overtime Oct	£2,826.82		£2,826.82

MPC CASHBOOK 2019-2020 (Unity Trust Bank) - Standing Orders/Direct Debits

Meopham Parish Council

Ref	DATE	PAYEE	DETAILS	GROSS	VAT	NET
	25.09.19			£		£
005/250919		MI Bookkeeping	Bookkeeping & Payroll - Sept 2019	114.00		114.00
	31.10.19			£		£
006/151019		Highview Trees	Service Contract - 15.9.19 to 14.10.19	475.00		475.00
	25.10.19			£		£
007/251019		MI Bookkeeping	Bookkeeping & Payroll - Oct 2019	114.00		114.00
				£		£
008/041119	25.11.19	MI Bookkeeping	Bookkeeping & Payroll - Nov 2019	114.00		114.00
				£		£
009/141119	15.11.19	Highview Trees	Service Contract - 15.10.19 to 14.11.19	475.00		475.00

MPC CASHBOOK 2019-2020 (Lloyds Bank Treasurers accounts - Debit card)

Debit card ref	DATE	PAYEE	DETAILS	GROSS	VAT	NET
016/181119	18.11.19	Empire Digital Group Ltd	Office 2019 Home & Business - update office computer from windows 7	£ 179.99		£ 179.99

MEOPHAM PARISH COUNCIL PROPOSED BUDGET FOR 2020-21							
PLANNING & PROJECTS COMMITTEE	2018-19 Budget	2019-20 Budget	earmarked / Grants	2019-20 total budget	2019-20 Predicted expenditure	2020-21 proposed e/m	2020-21 Proposed budget
Parish Plan	£ -	£ -	£ 4,157.86	£ 4,157.86		£ 2,000.00	£ -
Festivities	£ 300.00	£ 1,400.00	£ 416.00	£ 1,816.00	£ 2,000.00		£ 1,500.00
Parking Safety Campaign	£ -	£ 150.00	£ 248.12	£ 398.12	£ 398.12		£ 150.00
Defibrillator Project			£ 1,586.31	£ 1,586.31		£ 1,586.31	£ -
Venue Hire for consultations				£ -			£ 250.00
Over 60's Guide				£ -			£ 1,000.00
Local Council Award Scheme				£ -			£ 200.00
TOTAL P&P COMMITTEE	£ 300.00	£ 1,550.00	£ 6,408.29	£ 7,958.29	£ 2,398.12	£ 3,586.31	£ 3,100.00
ENVIRONMENT & AMENITIES COMMITTEE	2018-19 Budget	2019-20 Budget	earmarked / Grants	2019-20 total budget	2019-20 Predicted Expenditure	2020-21 proposed e/m	2020-21 Proposed budget
Cleansing & Litter Collection (Service Contract)	£ 6,500.00	£ 6,200.00		£ 6,200.00	£ 6,200.00		£ 6,200.00
Southdown Shaw, Maintenance	£ 220.00	£ 400.00		£ 400.00	£ 450.00		£ 500.00
Notice boards	£ 500.00	£ -	£ 1,500.00	£ 1,500.00	£ -	£ 1,500.00	£ 1,000.00
Village Greens & Judson's Recreation Ground	£ 1,000.00	£ 1,000.00	£ 1,293.50	£ 2,293.50	£ 2,293.50		£ 2,500.00
Benches - Maintenance	£ -	£ -	£ 3,000.00	£ 3,000.00	£ -	£ 3,000.00	£ -
Trees	£ 2,000.00	£ 2,000.00		£ 2,000.00	£ 2,000.00		£ 3,000.00
Judson's Play Area - Maintenance	£ 2,500.00	£ 2,500.00	£ 2,178.79	£ 4,678.79	£ 4,678.79		£ 1,000.00
Judson's Play Area - sinking fund	£ 2,000.00	£ 2,000.00	£ 18,000.00	£ 20,000.00	£ 2,000.00	£ 20,000.00	£ 2,000.00
Grants	£ 2,500.00	£ 3,000.00		£ 3,000.00	£ 3,000.00		£ 3,000.00
Youth Provision	£ 2,000.00	£ 2,500.00	£ 1,669.00	£ 4,169.00	£ -	£ 4,169.00	£ -
Harvel Pond	£ 500.00	£ -	£ 150.00	£ 150.00	£ 150.00	£ -	£ -
Pitfield Green Toilets	£ 10,000.00	£ 10,000.00	£ 4,187.50	£ 14,187.50	£ 10,833.94		£ 11,000.00
Pitfield Green Toilets - sinking fund						£ 4,153.38	£ -
Bus Shelter Repairs & Renewals	£ 1,000.00	£ 1,000.00	£ 500.00	£ 1,500.00	£ 1,000.00	£ 500.00	£ 1,000.00
Bus Shelter Cleaning	£ 1,050.00	£ 1,050.00		£ 1,050.00	£ 1,050.00		£ 1,200.00
Village Sign & Flagpole			£ 750.00	£ 750.00	£ 850.00		£ -
TOTAL E&A COMMITTEE	£ 31,770.00	£ 31,650.00	£ 33,228.79	£ 64,878.79	£ 34,506.23	£ 33,322.36	£ 32,400.00
ADMINISTRATION & RESOURCES COMMITTEE	2018-19 Budget	2019-20 Budget	earmarked / Grants	2019-20 total budget	2019-20 Predicted Expenditure	2020-21 proposed e/m	2020-21 Proposed budget
Staff Salaries, Tax & NIC	£ 34,284.00	£ 39,545.00	£ 291.93	£ 39,836.93	£ 39,836.93		£ 45,812.00
Staff Pension	£ 6,500.00	£ 6,704.00		£ 6,704.00	£ 6,685.44		£ 7,500.00
Clerk and Clerk Expenses	£ 500.00	£ 400.00		£ 400.00	£ 400.00		£ 400.00
Prof Fees	£ -	£ -		£ -			
Subscriptions	£ 2,072.00	£ 2,087.00		£ 2,087.00	£ 2,058.00		£ 2,248.00
Chairman's Allowance	£ 200.00	£ 200.00		£ 200.00	£ 200.00		£ 100.00
Training	£ 400.00	£ 700.00		£ 700.00	£ 700.00		£ 700.00
General Administration	£ 5,700.00	£ 5,625.00		£ 5,625.00	£ 5,625.00		£ 6,420.00
MPC Accounts Management and Audit	£ 2,820.00	£ 3,904.00		£ 3,904.00	£ 3,037.00	£ 602.00	£ 2,899.00
Printing & Copying	£ 1,255.00	£ 1,005.00		£ 1,005.00	£ 1,105.40		£ 1,105.00
Communications & IT	£ 1,865.00	£ 1,938.00		£ 1,938.00	£ 1,907.10		£ 1,968.00
Volunteer Support Warden Scheme	£ -	£ -		£ -	£ -		£ -
Elections sinking fund							£ 2,000.00
Contingencies	£ 1,000.00	£ 2,000.00		£ 2,000.00	£ 1,000.00		£ 2,000.00
TOTAL A&R COMMITTEE	£ 56,596.00	£ 64,108.00	£ 291.93	£ 64,399.93	£ 62,554.87	£ 602.00	£ 73,152.00
JUDSONS PAVILION COMMITTEE	2018-19 Budget	2019-20 Budget	earmarked / Grants	2019-20 total budget	2019-20 Predicted Expenditure	2020-21 proposed e/m	2020-21 Proposed budget
Judson's Pavilion and Ground	£ 500.00	£ 500.00	£ 650.00	£ 1,150.00	£ 1,150.00		£ -
Judson's Pavilion - Improvements	£ 500.00	£ 500.00	£ 69,929.64	£ 70,429.64	£ 65,704.00	£ 5,255.64	£ -
TOTAL JPC COMMITTEE	£ 1,000.00	£ 1,000.00	£ 70,579.64	£ 71,579.64	£ 66,854.00	£ 5,255.64	£ -
TOTAL ALL COMMITTEES	£ 89,666.00	£ 98,308.00	£ 110,508.65	£ 208,816.65	£ 166,313.22	£ 42,766.31	£ 108,652.00
Income (see below)	£ 668.00	£ 1,781.00					£ 1,826.00
PRECEPT (less receipts)	£ 88,998.00	£ 96,527.00					£ 106,826.00
TAX BASE 2020-21	£ 3,075.57	£ 3,070.15					£ 3,057.63
Allocation of Provisional Grant	£ 240.00	£ -					£ -
Amount Levied upon taxbase (Parish Precept Amount)	£ 88,758.00	£ 96,527.00					£ 106,826.00
Amount Payable per Band D Household 2019-20 (per annum)	£ 26.69	£ 28.86					£ 31.44
Amount Payable per Band D Household 2020-21 (per annum)	£ 28.86	£ 31.44					£ 34.94
Increase/(Decrease) per Household (£ p per annum)		2.17					3.50
Increase/(Decrease) per Household (% per annum)		8.13%					11.12%
Estimated Income							
Income source	Amount						
Allotments	£385.00						
Football Club	£200.00						
Wayleave - EDF	£170.00						
Cricket Club rent	£1.00						
Bank Interest	£20.00						
Youth Club fees	£250.00						
Community Toilet Scheme	£800.00						
Total	£1,826.00						

Meopham Parish Council
Minutes of a Planning Committee
held on Tuesday 19th November 2019 at 7.30pm
in the Windmill, Meopham Green

Committee Members present: Cllrs D Bramer (Chairman), Wade, Buchanan, McTavish, Luxford, M Bramer, Rose

In attendance: J Barker (Clerical Assistant)

Item 1 To receive Apologies for Absence

P.31 Cllr Gofton, Cllr Mulheran, Cllr Madgwick, Cllr Ogden

Item 2 To receive Declarations of Interests

P.32 There were no declarations of interest.

Item 3 To approve the minutes from the previous meeting (15.10.19)

P.33 The minutes from the meeting of 15.10.19 were approved on a proposal by Cllr Buchanan and seconded by Cllr Luxford and all voted in favour.

Item 4 To consider matters arising from the above minutes

P.34 Cllr Buchanan reported that Kent County Council had approved the portakabin at Meopham School for a temporary period of 3 years.

Item 5 Planning Applications

5.1 To consider and make recommendations on Planning Applications:

P.35 **20191104 - 14 Blenheim Close, Meopham, Gravesend Kent DA13 0PQ**
 Demolition of existing car port and erection of a part two storey and part single storey side extension.

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

20191085 - 35 Pitfield Drive, Meopham, Gravesend Kent DA13 0AY
 Demolition of existing single storey garage and rear bay and erection of single story extension to side and rear elevations.

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

20191100 - 8 Wilsons Way, Meopham, Gravesend Kent DA13 0DW
 Erection of a detached, two storey, 3 bedroom eco dwelling.

Cllr D Bramer proposed objection on the grounds of inappropriate development in the Greenbelt. This was seconded by Cllr Luxford and all voted in favour.

20191103 - Foxglades, Rhododendron Avenue, Meopham, Gravesend Kent

Erection of a detached three bedroom chalet bungalow with loft and detached double garage at the front.

Cllr Luxford stated that she understood this application is invalid and therefore it was agreed not to comment.

20191093 - Hillcrest, Valley Lane, Culverstone, Gravesend Kent

Erection of a detached 2-bay carport and store.

Cllr M Bramer proposed no objection on condition that the existing double garage is not used as a separate dwelling. This was seconded by Cllr Luxford and all voted in favour.

20191124 - Woodlands View, 73 Rhododendron Avenue, Meopham, Gravesend Kent

Roof alterations including insertion of dormer window and window in new gable end.

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

20191126 - Linden, Whitehill Road, Meopham, Gravesend Kent

Sub division of existing plot with erection of a detached three bed chalet bungalow to the rear of the site with associated off street parking and landscape proposals.

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

20191047 - Longreach, 27 The Russets, Meopham, Gravesend Kent

Erection of first extension to provide a bedroom, ensuite and hobby room.

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

20190780 - Woodstock Farm, Priestwood Road, Meopham, Gravesend, Kent

Erection of equestrian building forming loose boxes and ancillary storage/tack room.

Cllr D Bramer reported that we cannot comment as the information provided does not make it possible to give an informed judgement. This was seconded by Cllr M Bramer and all voted in favour.

20191088 - Meopham Parish Council Office, The Windmill, Wrotham Road, Meopham, Gravesend Kent DA13 0QA

Application for Listed Building Consent for the installation of a video doorbell adjacent to the Parish Council front door underneath the "Meopham Parish Councils" sign.

Members noted the above.

5.2 To note:- Application for Planning Appeal/Lawful Development Certificate**20190644 - Rockley House, Wrotham Road, Culverstone, Gravesend Kent DA13 0QN**

Alterations to existing driveway and new vehicular access onto Wrotham Road.

Members noted the above.

20190383 - 62 Cheyne Walk, Meopham, Gravesend Kent DA13 0PG

Erection of a two storey front extension.

Members noted the above.

20191150 - 14 Nursery Road, Meopham, Gravesend Kent DA13 0NF

Application for a Lawful Development Certificate in respect of the proposed erection of a single storey rear extension.

Members noted the above.

Meeting closed at 7.51pm

Meopham Parish Council

2019/2020 Summary

1. Planning and Projects Committee

	Q/Budget (£)	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Balance (£)	Virement	Donations	Grants	Balance (£)
5006 Parish Plan	0.00													1,409.31	9.31				4,157.86
5007 Planning Fees / Investigations	0.00																		
5010 Festivities	1,400.00	150.31		21.00		585.00	265.00	408.00							150.00				406.69
5011 Parking Safety Campaign	150.00																		398.12
Defibrillator Project	0.00																		210.31
Totals	1,550.00	0.00	150.31	0.00	21.00	585.00	265.00	408.00	0.00	0.00	0.00	0.00	0.00	1,409.31	140.69		5,032.29	1,376.00	6,548.98

2. Environment & Amenities Committee

	Q/Budget (£)	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Balance (£)	Virement	Donations	Grants	Balance (£)
5203 Service Contracts/Adhoc works	6,200.00	475.00	475.00	475.00		950.00	505.00	345.00	550.00					3,905.00	2,295.00				55.00
5204 Southdown Shaw Minit	400.00																		1,500.00
5205 Notice Boards	0.00																		18.24
5206 Village Greens	1,000.00	351.75				23.51	245.00	1,655.00						2,275.26	1,275.26				3,000.00
5207 Memorial Benches - maint	0.00													850.00	1,150.00				1,150.00
5208 Trees	2,000.00							850.00											
5209 Environmental Imp Scheme	0.00																		
5210 Judson's Play Area - maint	2,500.00	14.37	240.00	1,441.32				59.04						1,754.73	745.27		1,186.79	989.00	2,924.06
5211 Judson's Play Area - sinking	2,000.00			0.00					2,090.00					2,090.00	2,000.00		18,000.00		20,000.00
5214 Grants	3,000.00														910.00				910.00
5215 Youth Provision	2,500.00														2,500.00		1,669.00		4,169.00
5216 Harvest Pond	0.00																		150.00
5217 Pittfield Green Toilet	10,000.00	1,965.63	888.85	586.76	1,049.80	601.83	1,081.53	55.36	70.00					5,623.76	4,370.24		4,187.50	800.00	9,357.74
5220 Bus Shelter Repairs & Ren	1,000.00													70.00	990.00		900.00		1,430.00
5221 Bus Shelters Cleaning	1,050.00	175.00		178.50		178.50		178.50						710.50	339.50				339.50
5222 Flagpole	0.00	850.00												850.00	850.00				100.00
Totals	31,650.00	2,018.68	2,579.87	1,480.26	2,481.12	1,753.84	750.00	2,810.57	4,596.86	0.00	0.00	0.00	0.00	18,480.25	13,168.75	32,239.79		1,789.00	47,198.54

3. Administration & Resources Committee

	Q/Budget (£)	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Balance (£)	Virement	Donations	Grants	Balance (£)
5401 Cleric's Salaries, Tax & NI	39,545.00	3,380.41	3,628.68	8,374.53	3,050.86	3,050.82	3,165.40	3,391.30	3,581.36					26,633.36	12,911.64				16,203.57
5402 Staff Pension	6,704.00	557.12	557.12	557.12	557.12	557.12	557.12	557.12						3,899.84	2,804.16				2,804.16
5403 Clr & Cleric Expenses	400.00		32.60	17.85				109.14						153.59	246.41				246.41
5404 Professional Fees	0.00																		
5405 Subscriptions	2,087.00	1,400.00	196.00		35.00	146.00								1,777.00	310.00				310.00
5406 Chairman's Allowance	200.00								11.50					170.00	30.00				30.00
5407 Training	700.00			60.00	100.00	60.00		158.50						220.00	480.00				480.00
5408 General Admin	5,625.00	1,338.83	121.00	1,859.75	202.99	136.39	18.00	236.38	517.15					4,430.49	1,194.51				1,194.51
5409 MPC Accounts Admin	3,904.00	134.00	484.00	134.00	394.00	134.00	1,013.25	134.00	134.00					2,501.25	1,402.75				1,402.75
5411 Printing & Copying	1,005.00	74.24		151.36	109.21		151.35	152.38						632.53	372.47				372.47
5412 Comms & IT	1,938.00	277.50	80.60	280.54	80.60	80.60	276.64	80.60	80.60					1,232.68	705.32				705.32
5413 Contingencies	2,000.00														2,000.00				2,000.00
5414 Volunteer Support Warden	0.00																		
5415 Elections	0.00			673.32										673.32	673.32				673.32
Totals	64,108.00	7,157.10	5,100.00	6,485.14	4,463.78	4,174.93	5,181.76	4,813.42	4,324.61	0.00	0.00	0.00	0.00	41,650.74	22,487.26	3,000.00	291.93		25,749.19

4. Judson's Pavilion Committee

	Q/Budget (£)	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Balance (£)	Virement	Donations	Grants	Balance (£)
5500 Judson's Pavilion & Ground	500.00	521.85		138.50		12.88								673.23	(173.23)		650.00		476.77
5501 Judson's Pavilion - Improve	500.00	8,852.40	840.00	492.32		1,005.00	2,242.00							13,431.72	(12,931.72)		69,275.64		66,347.92
Totals	1,000.00	9,374.25	1,361.85	630.82	0.00	1,017.88	2,242.00	0.00	0.00	0.00	0.00	0.00	0.00	14,104.95	(13,104.95)		69,925.64		66,824.69

Meopham Parish Council

2019/20 Yearly Income

1. Income

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Balance (£)
4000 Donations Received														
4002 Bench Donations	500.00						800.00	994.00					1,036.70	1,036.70
4003 Donations - Subs - Legal														
4004 Judsons Pavillion Refurb														1,494.00
4100 Grants														
4200 Precept		1,376.00			989.00								2,365.00	2,365.00
4201 Localised Support													96,527.00	96,527.00
4701 Bank Interest Received														
4800 Other Income	15.46	15.07	13.86	15.63	13.22	13.66	13.67						100.57	100.57
4802 Insurance Claims				(2,839.75)										
4804 Wayleaves														
4901 Rental Income		385.00	1.00											
Totals	97,042.46	1,776.07	14.86	(2,824.12)	3,841.97	250.36	813.67	994.00					101,909.27	101,909.27

2. For Information Only

Ins Claim July
 Ins Claim August
 paid out for water leak
 receipt from Zurich for water claim

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

DATE	PAYEE	DETAILS	GROSS	VAT	NETT	CTTEE	BUDGET	APPROVAL
MPC CASHBOOK 2019-2020 (Lloyds Bank Treasurers accounts - Debit card)								
01/02/21019	22.10.19	Judson's Play area signage	£70.85	£11.81	£59.04	E&A	Judson's Play equipment	Approved
01/02/21119	21.11.19	New office phone and answerphone	£34.99		£34.99	A&R	Gen. Admin	to be approved
MPC - Direct debits - CASHBOOK 2019-2020 (Lloyds Bank Treasurers accounts)								
DD	15.11.19	Sage - monthly fee - Nov 2019	£24.00	£4.00	£20.00	A&R	MPC Management Accounts	approved
MPC CHEQUE CASHBOOK 2019-2020 (Lloyds Bank Treasurer's Account)								
2336	29.10.19	Christmas Tree - 2018 (reduced from £280 to £180 due to complaint)	£180.00		£180.00	P&P	Festivities	Approved
2337	29.10.19	Band - remembrance	£40.00		£40.00	A&R	Chairman's Allowance	Approved
2338	29.10.19	Gravesham District Scouts	£25.00		£25.00	A&R	Chairman's Allowance	Approved
2339	29.10.19	The Royal British Legion	£18.50		£18.50	A&R	Chairman's Allowance	Approved
2340	19.11.19	Meopham & District Football Group	£340.00		£340.00	E&A	Grants	Approved
2341	19.11.19	Harvel Cricket Club	£350.00		£350.00	E&A	Grants	Approved
2342	19.11.19	St John's Community Cafe(Meopham PCC)	£100.00		£100.00	E&A	Grants	Approved
2343	19.11.19	Meopham Ladies Hockey Club	£500.00		£500.00	E&A	Grants	Approved
2344	19.11.19	Harvel Village Hall	£500.00		£500.00	E&A	Grants	Approved
2345	19.11.19	Neighbourhood Watch	£300.00		£300.00	E&A	Grants	Approved
MPC CASHBOOK 2019-2020 (Unity Trust Bank) - Standing Orders/Direct Debits								
008/04/119	25.11.19	MI Bookkeeping	£ 114.00	£	£ 114.00	A&R	MPC Accounts	Approved
009/14/119	15.11.19	Highview Trees	£ 475.00	£	£ 475.00	E&A	Service Contract	Approved
MPC cashbook 2019-20 (unity Bank) - online payments								
098/31/1019	31.10.19	EDF	£ 117.18	£ 5.60	£ 112.08	A&R	Gen. Admin	Approved
097/31/1019	31.10.19	KPS Office supplies limited	£ 83.99	£ 14.00	£ 69.99	A&R	Gen. Admin	Approved
098/31/1019	31.10.19	ARC Office System Ltd	£ 182.85	£ 30.47	£ 152.38	A&R	printing & copying	Approved
099/31/1019	31.10.19	May Harris	£ 730.38	£ 121.74	£ 608.68	E&A	Pitfield Toilets	Approved
100/31/1019	31.10.19	May Harris	£ 64.58	£ 10.78	£ 53.82	A&R	Gen. Admin	Approved
101/14/1119	14.11.19	Howard Antwiss	£ 595.40	£ 99.24	£ 496.16	E&A	Pitfield Toilets	Approved
102/14/1119	14.11.19	Meopham PCC	£ 288.00	£ 10.78	£ 288.00	A&R	Gen. Admin	Approved
103/14/1119	14.11.19	Meopham Cricket Club	£ 75.00	£	£ 75.00	A&R	Chairman's expenses	Approved
104/14/1119	14.11.19	GWT Media Limited	£ 50.00	£	£ 50.00	A&R	Gen. Admin	Approved
105/14/1119	14.11.19	Element UK Limited	£ 96.72	£ 15.60	£ 81.12	A&R	IT & Comms	Approved
106/14/1119	14.11.19	Element UK Limited	£ 214.20	£ 35.70	£ 178.50	E&A	Bus shelter cleansing	Approved
107/14/1119	14.11.19	B. Wade	£ 84.00	£ 14.00	£ 70.00	E&A	Bus shelter repairs	to be approved
107/10/19/1119	19.11.19	Staff Salaries	£ 11.50	£	£ 11.50	A&R	Chairman's expenses	Approved
110/02/1219	02.12.19	Highview Tree Services	£ 2,828.82	£	£ 2,828.82	A&R	salaries	Approved
111/02/1219	02.12.19	Highview Tree Services	£ 1,655.00	£	£ 1,655.00	E&A	village green	Approved
112/02/1219	02.12.19	Business stream	£ 75.00	£	£ 75.00	E&A	service contract	to be approved
113/02/1219	02.12.19	Kent Pension Fund	£ 55.36	£	£ 55.36	E&A	Pitfield Toilets	Approved
			£ 798.96	£	£ 798.96	A&R	Pensions	Approved

Consultation on the Proposed Modifications to the Minerals Sites Plan

10.1 Consultation on the Proposed Modifications to the Early Partial Review of the Kent Minerals and Waste Local Plan 2013-30

Following the Examination in Public in October 2019, the County Council is now seeking views on the soundness and legal compliance of:

- Proposed Modifications to the Mineral Sites Plan
- Proposed Modifications to the Early Partial Review of the Kent Minerals and Waste Local Plan 2013-30

The consultation period for both projects will run for 8 weeks from 09:00 on Tuesday 19th November 2019 until Tuesday 14th January 2020 at midnight.

The consultations will commence online on our consultation portal at <http://consult.kent.gov.uk/portal/>

10.2 Swale Academies Trust and KCC: - consultation to expand Meopham School

Proposal to expand Meopham School by increasing the Published Admission Number (PAN) from 140 places to 200 from Sept 2021.

Deadline: midnight 16.12.19

<https://kccconsultations.inconsult.uk/consult.ti/meopham/consultationHome>

10.3 Gravesham Electoral Services: - Review of Polling Districts, Polling Places and Polling Stations

Notice of Review of Polling District and Polling Places that fall within the district of Gravesham

Comments from members:-

- Having a polling station at Vigo (not in Meopham of course) to cater for Southdown Shaw seems like the wrong solution. Almost no-one uses it in most elections.
- Think the locations are all accessible and appropriate. It is clearly not economic to use Vigo Village Hall as a venue when there is only a PC election for Culverstone and Harvel but this is very rare - occurred because of the by election in 2016 when I believe only 2 people from C&H voted there
- Judson's Pavilion could be an option for the future after March 2020
- Chinnery Court and the Scout hut are very close together and we should have a Polling Station nearer to the Green

10.4 GBC consultation- : Local List of Validation Requirements for Planning applications

From 25th November 2019 to 3rd January 2020, the Council is consulting on a new list of requirements for information needed to accompany planning and related applications. Please visit the consultation page to review the proposed list and make your comments:

<https://localplan.gravesham.gov.uk/>

Proposed response:

Meopham Parish Council is generally supportive of the Local Validation List of Validation Requirements for Planning Applications.

However, we are concerned that validation should take place before applications are sent to consultees like the Parish Council. Currently we receive applications that frequently do not comply with national guidelines, let alone the local ones. This is particularly true of "rural" applications where plans often do not show such things as road names, trees, curtilage and existing ancillary buildings. This makes it difficult to make valid judgements without discussion with the relevant planning officer, which rather defeats the object of an independent view. Inability to comment because of lack of information is equivalent to no comment, given the time scales involved.

Additional requirements in the local list regarding impact on neighbouring properties, including windows, are welcomed.

In view of recent incidents of flooding in Meopham, particularly in the Culverstone Valley area, we would be interested to know if specific information regarding surface water management and the impact of climate change will be needed in applications in such areas.

Another concern is pre-application activity. Would it be possible to ask applicants if any significant changes have taken place to the application site in the last year, including changes to land levels, removal of trees, additional hard surfaces etc



Kent Association of Local Councils – MEDIA RELEASE November 2019

2020 Community Awards Scheme launched to recognise community champions

On 11 November, the Kent Association of Local Councils (KALC) launched its seventh KALC Community Awards Scheme, inviting nominations for selfless individuals from across the county, who make significant contributions to their communities.

The scheme is supported by the High Sheriff of Kent, Kent County Council and Medway Council.

Nominations are invited from Parish, Town and Community Councils and Parish Meetings (Local Councils) for people living or working within their boundary. The Local Councils make their own decisions about how they want to identify those who have made a significant contribution to the local community and there are no pre-determined criteria for what the contribution to the community might be. The Awards Scheme has proved very successful since it was originally launched in 2013. Among last year's winners were volunteers who had spent many years organising village activities, serving on local community groups and local charities, caring for elderly and lonely people, improving the local war memorial, arranging the WWI memorial service, helping keep the community tidy, fundraising activities, arranging medical visits, shopping, gardening, maintenance and coffee mornings, planning and installing a new playground, local church warden, providing community transport, restoring public parkland and orchard, helping young people, Scouts and Girl Guides.

The winners will receive a certificate signed by the High Sheriff of Kent, KCC Chairman/Mayor of Medway and the KALC Chairman. The Local Councils can decide whether they want to present something extra to the winner or to all nominees.

The High Sheriff of Kent, Paul Barratt, commented: *"During the time that I have served as High Sheriff of Kent I have been humbled each time I have visited some of the amazing support organisations that operate in the county. I am constantly touched by the passion and commitment of the volunteers, and am honoured to be able to play a small part in recognising their dedication and support for the community in this way."*

KCC Chairman Mrs Ann Allen, MBE, said: *"These Awards are now in their 7th year and I am pleased to be able to help launch them. Parish and Town councils work in the heart of their local communities and see people undertaking many voluntary roles that*



The KALC Community Awards Scheme 2020

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

This certificate is presented to

In the community of _____

Awarded for _____

HIGH SHERIFF
OF KENT



CHAIRMAN OF
KENT COUNTY COUNCIL/
MAYOR OF MEDWAY

KALC CHAIRMAN



would otherwise go unnoticed in the wider community. These roles are so important in supporting those in need and I am delighted that we have this opportunity to recognise these local heroes, and the fantastic contribution all our volunteers make to their communities."

Mayor of Medway Habib Tejan said "I am very much in support of these awards – it's fantastic that people who go above and beyond to do things for others are recognised in this way. I expect every person that is nominated will have a very personal reason for helping the community in the way that they do. In my eyes, every volunteer who gives their time free and willingly deserves an award. Well done to them all."

KALC Chairman Mrs Sarah Barker said: "We are delighted that the High Sheriff of Kent, Kent County Council and Medway Council are supporting this excellent Awards Scheme. Our member Councils, as the first tier of local government closest to their communities, are ideally placed to recognise those individuals who make a significant contribution to their local communities across the county."

The closing date for nominations is Thursday 31 January 2020.

Ends...

For further information contact Terry Martin, Chief Executive, Kent Association of Local Councils on 01304 820173 or e-mail kalc@kentalc.gov.uk

Meopham Parish Council

All correspondence to:

The Windmill, Meopham Green, Meopham, Kent DA13 0QA

Telephone: 01474 813779

Clerk: Mrs Sarah Egglesden

E-Mail: clerk@meopham.org

Clerical Assistant: Mrs Nicola Jerram E-Mail: clericalassistant@meopham.org

www.meopham.org



PROPOSED SCHEDULE OF FULL COUNCIL AND STANDING COMMITTEE MEETINGS FOR 2020/2021

June 2020	2	Environment & Amenities Committee
	16	Administration and Resources Committee
	23	Planning Applications Committee
	30	Planning and Projects Committee
July 2020	14	FULL COUNCIL *
	21	Planning Applications Committee
August 2020		RECESS
	25	Provisional Planning Applications Committee – only if required
September 2020	1	Environment and Amenities Committee
	15	Administration and Resources Committee
	22	Planning Applications Committee
October 2020	6	Planning & Projects Committee (Budget)
	20	FULL COUNCIL *
	27	Planning Applications Committee
November 2020	10	Environment and Amenities Committee (Budget)
	17	Planning Applications Committee
	24	Administration & Resources Committee (Budget)
December 2020	8	FULL COUNCIL - (final budget approval) *
	15	Planning Applications Committee
January 2021	19	Planning Applications Committee
	26	Environment and Amenities Committee
February 2021	9	Administration and Resources Committee
	23	Planning Applications Committee
March 2021	2	Planning and Projects Committee
	23	Planning Applications Committee
	30	FULL COUNCIL *
April 2021	20	Planning Applications Committee
	27	ANNUAL PARISH MEETING*
May 2021	18	ANNUAL COUNCIL MEETING *
	25	Planning Applications Committee

All meetings will start at 7:30PM. All committee meetings will take place at the Windmill Chamber. *Full Council meeting venues to be confirmed. All public meetings may be recorded. (Standing Committee meetings may be subject to change in accordance with council policy)

Correspondence List – Full Council – 10.12.19

19.11.19	Email from KCC: Consultation to Expand Meopham School
21.11.19	Email from KCC: Doorstep criminals in Dartford – Roof repairs
	Email from Harvel Village Hall: Harvel Christmas Coffee Morning
	Email from GBC: Parish Chairs Meeting - 20 November 2019 - Briefing Note
	Email from Highways England: Lower Thames Crossing: Archaeological Trial Trenching
	Email from GBC: Supplement: Supplementary Pack - Planning Performance Presentation to the agenda for Strategic Environment Cabinet Committee, Tuesday, 19 November 2019, 7.30 pm
	Email from GBC: Supplement: Supplementary Pack - Economic Development Strategy Presentation to the agenda for Strategic Environment Cabinet Committee, Tuesday, 19 November 2019, 7.30 pm
	Email from GBC: Supplement: Supplementary Pack - EDC Public Realm Strategy Presentation to the agenda for Strategic Environment Cabinet Committee, Tuesday, 19 November 2019, 7.30 pm
22.11.19	Email from GBC: Minutes for Cabinet, Monday, 11 November 2019, 7.30 pm
	Email from KCC Highways: Emergency Road Closure - Nursery Road, Meopham - 21 November 2019 (Gravesham)
22.11.19	Email from Rural Kent: Inside Track 260 (Grant information)
	Email from KALC: Update On Smart Motorway M20 Programmed Works Information
	Email from GBC: Agenda for Cabinet, Monday, 2 December 2019, 7.30 pm
25.11.19	Email from MPC: Minutes for Finance and Audit Committee, Wednesday, 13 November 2019, 7.30 pm
	Email from Meopham Scouts: query re site work on polling day
	Email from GBC: Supplement: Supplementary Report - Proposal for a Local Authority Trading Company to the agenda for Cabinet, Monday, 2 December 2019, 7.30 pm
26.11.19	Email from GBC: LIVE CONSULTATION: Local List of Validation Requirements for Planning applications
	Email from KALC: NALC Chief Executive's Bulletin
	Email from GBC: Judson's play site check
27.11.19	Email from Higham PC Clerk: Gravesham Clerks meeting – 6.12.19
	Email from N Baster(PM) : Judson's Pavilion, Progress report
	Email from PROW Officer: Heron Hill end of NS285 has been resurfaced and the vegetation cut back.
29.11.19	Email from KAC: Update On Smart Motorway M20 Programmed Works Information
	Email from KALC: Newsletter, November 2019
	Email from KALC: Section 137 Expenditure Limit For 2020-2021
	Email from B.Cllr Aslam: GBC Flytipping
02.12.19	Email from GBC: judson playsite check
	Letter from Meopham & District Footpath Group: Thanking MPC for

	recent grant
03.12.19	Email from GBC: Minutes for Operational Services Cabinet Committee, Monday, 18 November 2019, 7.30 pm
	Email from GBC: Minutes for Strategic Environment Cabinet Committee, Tuesday, 19 November 2019, 7.30 pm
	Email from KCC Public protection: Kent residents warned over bogus Police calls
	Email from Dartford, Gravesham and Swanley Clinical Commissioning Group :GP services at Joydens Wood Medical Centre, Elmdene Surgery, Bean Surgery and Bennett Way Surgery