



Dear Sir/Madam,

7th December 2016

SUMMONS AND AGENDA FOR FULL COUNCIL – 13th December 2016

There will be a meeting of **MEOPHAM PARISH COUNCIL** on Tuesday 13th December 2016 at 7:30 pm at Cricket Pavilion, Meopham Green, Meopham. All items shown by (*) have been circulated.

Yours faithfully,

Clerk

AGENDA

- 1 To receive apologies for absence
- 2 To receive any Declarations of Members' Interests

The meeting will be adjourned to receive any reports from County or Borough Councillors and to answer any questions from members of the public

- 3 To approve minutes of the previous meetings (18.10.16 and 15.11.16) (*)
- 4 To consider any matters arising from the above Minutes
- 5 To consider participating in the KCC/KALC Volunteer Support Warden Scheme and the possibility of a collaboration with other parish councils in the Gravesham area (*)
- 6 To consider and make recommendations on Planning Applications (*)
- 7 To receive and note minutes of and/or to determine recommendations made by Standing Committees:
 - 7.1 *Environment & Amenities Committee Meeting: 01.11.16 (*)*
 - 7.1.1 *To note the grants awarded by the Committee (*)*
 - 7.2 *Planning & Projects Committee Meeting: 15.11.16 (*)*
 - 7.2.1 *To receive the minutes from the Parish Action Team Meeting: 21.10.16 (*)*
 - 7.3 *Administration and Resources Committee Meeting: 29.11.16 (*)*
 - 7.3.1 *To note the agreement of the donation of a defibrillator and cabinet from KALC/Kent Fire and Rescue Service, to be installed at Meopham Village Hall (*)*
 - 7.4 *Judson's Pavilion Committee Meeting: 25.11.16 (*)*

- 8 To receive reports from Parish Council representatives on external bodies
- 9 Financial Matters
 - 9.1 To note Meopham Parish Council's Income and expenditure up to the 6/12/2016 (*)
 - 9.1.1 To note the receipt of £6000 for the easement across Meopham Green
 - 9.2 To approve the schedule of payments in accordance with Financial Standing Order 5.2 (*)
 - 9.3 To approve the transfer of £850, received from KCC Legal Services for reimbursement of legal fees for the easement on Meopham Green, from reserves to the Administration and Resources Committee
- 10 To note correspondence received (*)

Distribution:

Council Members: Cllrs D Bramer, M Bramer, S Buchanan, S Gofton, P Hasler, P Howard, R Knott, P Luxford, J McTavish, J Ogden, D Powell and B Wade

Member of Parliament:

Mr A Holloway (§)

County Councillor:

Cllr. B Sweetland

Borough Councillors:

Cllr. Mrs L Boycott Cllr. J Cubitt

Cllr. Mrs J Burgoyne Cllr. D Shelbrooke

Police Neighbourhood Team:

PCSO: Jo Hartley (§)

Rural Community Wardens: Mrs M Cason (§)

Press:(via email only)

Kent Messenger, Gravesend Reporter, News Shopper

Mr S Goldsmith and Ms Charlotte Raymond (§)

§ - agenda only

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.

Minutes of a meeting of Full Council
held on Tuesday **18th October 2016** at 7:30 pm
at Meopham Village Hall

Present: Cllrs Buchanan, (Chairman), D Bramer, M Bramer, S Gofton, P Hasler, P Luxford, D Powell, R Knott, J Ogden (Vice) and B Wade

In attendance: M. Cason, Community Warden, 2 Members of the Public, Borough Cllr J Burgoyne, County Cllr Bryan Sweetland, K Dare and G Willsher (M&DFG), Mrs N Jerram (Clerical Assistant)

The Chairman welcomed everyone to the meeting and advised that the meeting is being recorded.

Item 1: Apologies for absence

C.54 There were apologies from Parish Councillors, Howard (business commitment), and McTavish (holiday). Apologies were also received from Borough Councillor D Shelbrooke.

Item 2: Declarations of Interest

C.55 There were no declarations of interest.

A motion to suspend Standing Orders was proposed by Cllr Ogden, seconded by Cllr D Bramer and all voted in favour. The Chairman invited the Borough Councillor, County Councillor, and Community Warden to speak. Questions were also invited from the members of public. Standing Orders were then reinstated.

8.15pm County Cllr Bryan Sweetland left the meeting.

Item 3: To approve minutes of the previous meetings (19.07.16, and 06.09.16)

C.56 The minutes of the meeting held on 19.07.16 were approved as a true and correct record on a proposal by Cllr Ogden and seconded by Cllr Hasler. 9 voted in favour with 1 abstention. The minutes of the meeting held on 06.09.16, were approved as a true and correct record on a proposal by Cllr Ogden and seconded by Cllr Hasler. 9 voted in favour with 1 abstention.

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

C.57 Draft minutes 19.7.16 page 14, C.49 the word 'have' to be inserted into text. Page 6, C.33 Cllr Ogden informed members of the Judson's Pavilion funding meeting arranged for 24th October 2016.

Item 5: To consider and make recommendations on Planning Applications**C.58****2016/0842 LONG GORSE SHAW, WOODHILL, MEOPHAM DA13 0DJ**

Demolition of existing stable block and erection of detached double garage.

No objection was proposed on a motion by Cllr D Bramer. This was seconded by Cllr M Bramer and all voted in favour. The motion was therefore approved.

2016/0750 MEOPHAM VALLEY VINEYARD, MEOPHAM GREEN DA13 0PY

Erection of a barn to provide additional storage, workshop, office, winery, staff room and w.c. meeting room for visitors to the vineyard, hardstanding for parking and turning.

On a proposal by Cllr Powell and seconded by Cllr Hasler, it was agreed by all members that Meopham Parish Council would defer from commenting on the above application until further information was received from Gravesham Borough Council, upon which a site visit would be arranged for all councillors to attend.

Cllr Powell expressed the importance of circulating details of contentious planning applications to all councillors in advance of the meeting date on which they are to be discussed.

A motion to suspend Standing Orders was proposed by Cllr Buchanan, seconded by Cllr Ogden and all voted in favour. The Chairman invited Ken Dare (M&DFG) to speak. Standing Orders were then reinstated.

8.30pm Mandy Cason – Community Warden left the meeting

2016/0885 3 SILVER BIRCH AVENUE, MEOPHAM, DA13 0TP

Erection of an infill side extension.

No objection was proposed on a motion by Cllr Powell. This was seconded by Cllr Ogden and all voted in favour. The motion was therefore approved.

2016/0773 GRAVEL HILL SHAW, LEYWOOD ROAD, MEOPHAM DA13 0UH

Application for minor material amendment to planning permission reference no. 20120372 for the demolition of existing dwelling and erection of a detached single storey three bedroom dwelling with cellar to provide a plant room; to allow

conversion of part of the roof space into an additional bedroom with en-suite bathroom, using three flush roof lights and omission of the proposed cellar.

No objection was proposed on a motion by Cllr M Bramer. This was seconded by Cllr Wade, 8 voted in favour with 2 abstentions.

2016/0735 COSSINGTON, DENESWAY, MEOPHAM, DA13 0EA

*****REVISED PLAN***** Erection of a two storey side extension to form a garage, shower-room and study at ground floor, master bedroom with en-suite shower room at first floor, and erection of a single storey rear extension to form an enlarged lounge and dining room. Conversion of the existing garage to a reception room.

No objection subject to neighbour consultation was proposed on a motion by Cllr Knott. This was seconded by Cllr Wade and all voted in favour. The motion was therefore approved.

2016/0915 5 POPLAR WALK MEOPHAM DA13 0EB

Erection of a single storey front extension.

No objection was proposed on a motion by Cllr Ogden. This was seconded by Cllr D Bramer and all voted in favour. The motion was therefore approved.

Item 6: To welcome Cllr Luxford and to approve her appointment to the Planning & Projects Committee:

C.59 Cllr Buchanan welcomed new Cllr Pat Luxford to the Council. On a motion proposed by Cllr Buchanan and seconded by Cllr Ogden, all voted in favour of her appointment to the Planning & Projects Committee.

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

7.1 *Environment & Amenities Committee Meeting: 06.09.16*

C.60 Minutes were received and noted by members

7.2 *Planning & Projects Committee Meeting: 26.08.16 and 20.09.16*

C.61 Minutes were received and noted by members. Committee members had agreed to bring the meeting forward on 20.09.16 to 2pm to allow members to attend the local plan meeting in the evening at Gravesham Borough Council.

Cllr Powell raised an objection to the change of time from an evening meeting to

daytime of the P&P meeting held on 20.09.16 and would be issuing a formal complaint.

7.2.1 To receive the minutes from the Parish Action Team Meetings on 05.09.16 and 21.09.16

C.62 Members received and noted minutes.

7.3 Administration and Resources Committee Meeting: 04.10.16

7.3.1 To consider and approve that £3000 is transferred from the reserves to the salary budget for the pension scheme for October 2016 to March 2017 on a recommendation from the Administration and Resources Committee

C.63 On a proposal by Cllr M Bramer and seconded by Cllr Ogden, all members voted in favour of the above motion.

7.3.2 To consider and approve the mileage rate for staff is increased from 40p per mile to 45p per mile for the first 10,000 business miles with immediate effect on a recommendation from the Administration and Resources Committee

C.64 On a proposal by Cllr M Bramer and seconded by Cllr Ogden, all members voted in favour of the above motion.

7.3.3 To consider and approve that a policy for councillors is put in place for mileage on a recommendation from the Administration and Resources Committee

C.65 Members discussed the ruling of councillors claiming mileage inside and outside of the parish. On a proposal by Cllr Buchanan and seconded by Cllr Ogden all members voted in favour of the policy being referred back to the Administration and Resources committee for re-discussion.

7.4 Judson's Pavilion Committee Meeting: 21.09.16

C.66 Members noted the minutes. Cllr Ogden spoke of submitting a grant application to the Allan Willett Foundation which was to be discussed at the trustees meeting the following day. Cllr Powell acknowledged the hard work Cllr Ogden had done in looking into funding for this project.

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

C.67 Age UK – Cllr Knott informed members that they need more drivers.

C.68 Clay Cottages Trust – Cllr Knott reported there are only 2 people left on the committee which may have to close down.

C.69 CPRE – Cllr Gofton reported that she is in contact with the local representative who keeps her informed of green belt and local issues.

- C.70** GROWC – Cllr Buchanan invited Cllr Luxford to represent Meopham Parish Council at future meetings. This motion was proposed by Cllr M Bramer, seconded by Cllr Ogden and all voted in favour.
- C.71** Gravesham Rural Forum – Cllr M Bramer informed members that the last meeting was cancelled but he will be attending the next meeting to discuss funding for parish office improvements.
- C.72** Harvel Village Hall Management Committee – Cllr M Bramer reported that festivities for Christmas were discussed at the last meeting.
- C.73** KALC – Cllr Buchanan informed members that Cllr Ogden and herself will be attending the next meeting in November.
- C.74** Meopham Village Hall Management Committee – Cllr Knott informed members she was unable to attend the meeting due to illness but reported lack of sponsors for 'sponsor a tile' for the new roof was disappointing.
- Item 9:** **Arrangements for Remembrance Sunday (13.11.16) 3pm**
- C.75** Cllr Buchanan informed members the council would be providing the wreath and organising the sound system and the Salvation Army citadel band. The marshals on the day will be Cllrs Hasler, Howard, M Bramer, and D Bramer. Cllr Buchanan thanked the members for volunteering.

9.30pm – 2 members of the public left the meeting

Item 10: **Financial Matters**

- 10.1 To note Meopham Parish Council's Income and expenditure up to the 11.10.16
- C.76** This was noted by members
- 10.2 To approve the schedule of payments in accordance with Financial Standing Order 5.2
- C.77** The schedule of payments was noted only as all payments were contracts or previously approved.
- 10.3 To note Meopham Parish Council's completed Annual Return for 2015/16
- C.78** Noted by all members. Cllr M Bramer informed members that Section 3 should be displayed on the parish website.
- 10.4 To note the setting up of a savings account with Natwest and to approve the transfer of £75,000 to this account.
- C.79** Members noted the above. On a proposal by Cllr Powell and seconded by Cllr

Luxford, all voted in favour to approve the above transfer.

9.40pm Ken Dare and Gillian Willsher (M&DFG) left the meeting.

Item 11: To note correspondence received

C.80 Members noted correspondence list.

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 12: To receive and consider the revised quotations submitted for work on the edging of the wetpour at Judson's Recreation Ground and approve a contractor

C.81 Members discussed the quotations received. On a motion proposed by Cllr Hasler and seconded by Cllr Ogden, all members voted in favour of instructing Abacus Playgrounds to carry out the repairs.

Item 13: To receive a report from the Complaints Committee

C.82 The Chairman read out the Complaints Committee conclusion and recommendations to members.

The meeting closed at 09:45 pm.

Minutes of an EXTRAORDINARY Meeting of Full Council
held on Tuesday 15th November 2016 at 7.00pm
at the Windmill, Meopham Green

Members Present:

Cllrs S Buchanan (Chairman), D Bramer, M Bramer, G Gofton, P Hasler, P Howard, R Knott, J McTavish, J Ogden (Vice Chairman), D Powell and B Wade

In attendance: Mrs S Eggesden (Clerk), Mrs N Jerram (Clerical Assistant)

Item 1: Apologies for absence:

C83 Apologies were received from Cllr Luxford (prior commitment).

Item 2: Declarations of Interest:

C84 There were no declarations of interest.

Item 3: On a recommendation from the Environment and Amenities Committee, to approve a proposal, if appropriate, that the Council approve a grant payment to Meopham Windmill Trust for £1198.33, to be funded from the E&A small grants budget.

Cllr Gofton arrived at 7.03pm

C.85 Cllr M Bramer explained that the recommendation was to approve the grant as it was over £500, as stipulated in the E&A terms of reference. Following discussion Cllr D Bramer proposed that the recommendation is approved subject to the Windmill Trust obtaining 3 quotes which the council have sight of and that members approve a grant up to the value of the existing quote received. It would then be delegated to the Clerk to look at the quotes before the work commences. This was seconded by Cllr Ogden and all voted in favour.

C.86 Cllr McTavish recommended that the E&A Committee review the grant policy next year to include a maximum amount payable.

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 4: To consider a motion to approve, if appropriate, that the Complaints Committee, that recently met should be reconvened to allow councillors the chance to provide the Committee with information and reasons for the actions taken and also the opportunity to make further comment in view of the letter sent by the Chairman to a councillor in conclusion of the Committee's recommendations.

C87 Cllr Powell had proposed this motion and spoke to members regarding his reasons for this. He circulated a personal letter from the Chairman to him to all members to read.

Meopham Parish Council

Cllr Howard asked if there is a legitimate process within the council for Cllr Powell to go to. The Chairman advised members that there is not an appeal process within Meopham Parish Council's Complaints policy.

Cllr Powell proposed the motion and this was seconded by Cllr Wade. There were four votes for, 5 against and 2 abstentions. The motion was not approved.

The meeting closed at 7.30pm

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



Serving Parish & Town
Councils in Kent

Letter to All Local Councils



**Community Safety
Public Protection Service
Environment, Planning
and Enforcement**

Invicta House
County Hall
Maidstone
Kent ME14 1XX
Tel: 03000 410234

Email: Paul.Linstead@kent.gov.uk
Ask for: Paul Linstead
Our Ref: JSL/057/16
Date: 18 November 2016

Dear Colleague

Volunteer Support Warden Scheme

As you know, over the past year Kent County Council (KCC) and the Kent Association of Local Councils (KALC) have been piloting a scheme to enhance the Kent Community Warden Service by the provision of Volunteer Support Wardens (VSWs) to work alongside the KCC Community Wardens.

The pilot has proved to be a success in the six areas where it has operated, providing valuable information and experience in taking forward a Volunteer Support Warden Scheme. It has also helped to identify the real costs involved in running and managing such a scheme. Given the difference that the VSWs can make in local communities, KCC has agreed to offer the Scheme to all Local Councils throughout Kent.

The purpose of this letter is to ask if your Council would like to participate in the full scheme, which will start early in 2017/18 financial year.

The attached prospectus has been prepared to assist you with your decision making and sets out the benefits of the VSW scheme as well as the costs involved, including the costs if Local Councils wish to participate in clusters or share a VSW.

If you would like to participate in the full scheme, please contact Paul Linstead, Area Manager for the Kent Community Warden Service at paul.linstead@kent.gov.uk stating your intention by **Friday 20th January 2017**. Please note that, to enable budgets to be properly planned and management arrangements put in place, expressions of interest must be definite rather than conditional or provisional.

In order to ensure that the scheme is viable and manageable during 2017/18, it has been assessed that a minimum of 12 and maximum of 24 VSWs (Local Councils or clusters of Local Councils) would need to be involved.

10.

If you have questions or would like to know more before making a decision, please feel free to contact Paul Linstead, who would be more than happy to help answer any queries you may have.

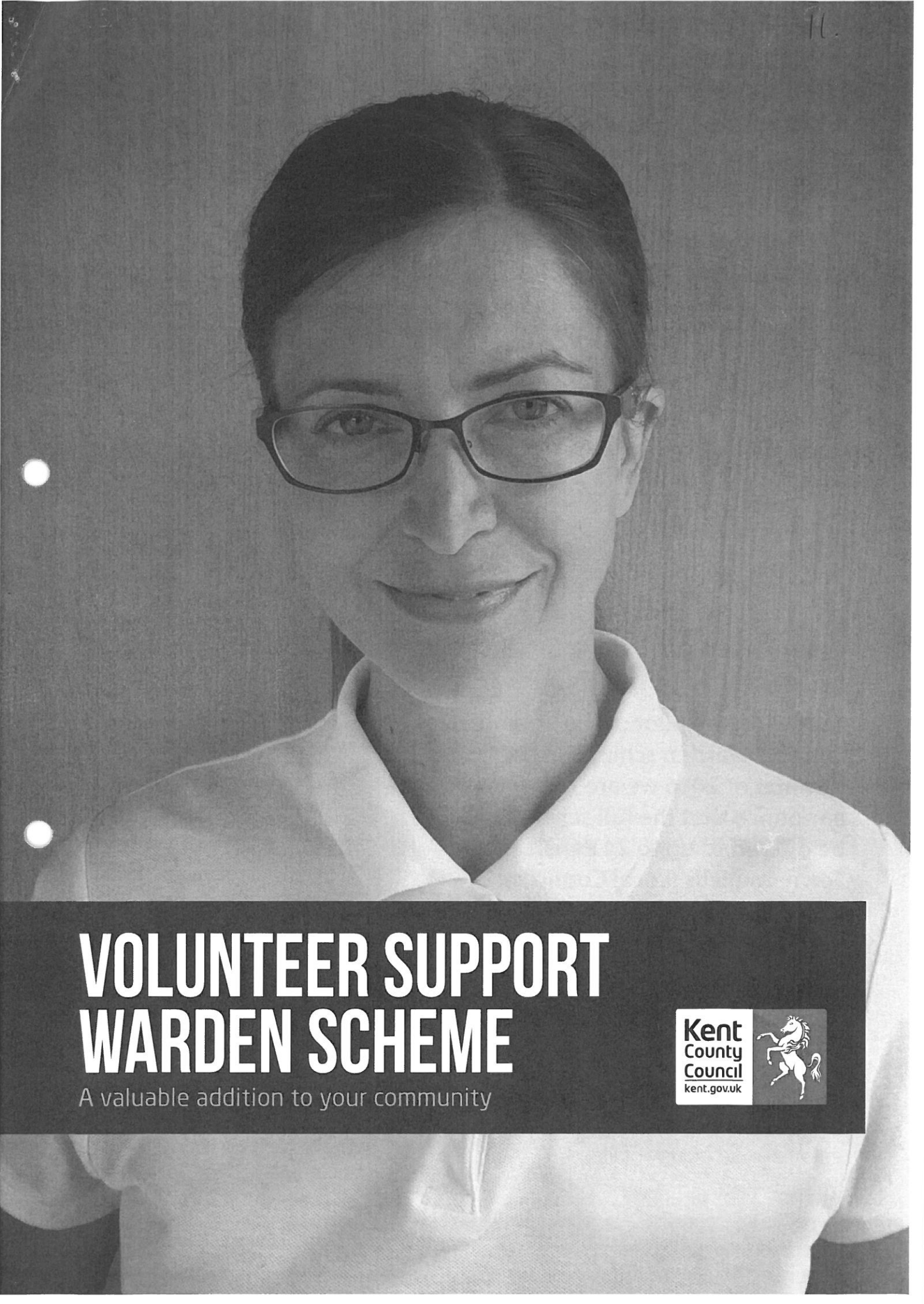
Yours sincerely



John Rivers
President of Kent Association of
Local Councils



Shafick Peerbux
Head of Community Safety
Public Protection Service
Kent County Council



VOLUNTEER SUPPORT WARDEN SCHEME

A valuable addition to your community



VOLUNTEER SUPPORT WARDEN SCHEME

"I'm passionate about my community"



Following the pilot of the Volunteer Support Warden scheme in the summer of 2016 we are pleased to announce that the full scheme will be offered to up to 24 Parish and Town Councils (Local Councils).

THE ROLE

The Volunteer Support Warden (VSW) role has been designed to work alongside Kent Community Warden Service (KCWS) and Local Councils. The aim is to improve the community and create resilient neighbourhoods allowing residents to enjoy a good quality of life.

CASE STUDY

WORKING WITH THE LOCAL COUNCIL TO IMPROVE THE COMMUNITY

JOANNA WATTS
Volunteer Support Warden for Great Chart and Singleton



Joanna quickly identified a problem with dog fouling in her local area which was causing a lot of concern for residents especially parents with young children.

With support from the Parish Council, Joanna used brightly coloured chalk spray to highlight the problem to residents and worked with the Parish Clerk to produce a 'hot spot' map. Special dog fouling bag dispensers were purchased and installed in the worst offending areas to tackle the problem.

The campaign proved to be very successful with positive feedback received from the community and was picked up by the Kent Messenger and Radio Kent.

- 42 incidents reduced to 2 within 5 days
- Eco-friendly chalk spray can - £7.95
- 4 dog fouling bag dispensers - £100 each

Parish Clerk – *"the scheme has been hugely successful and worked very well for the Parish"*

Volunteer Support Wardens want to help others and make a difference to your community

Investing in your Community:

FURTHER BENEFITS OF A VSW

COMMUNITY SAFETY

- Reporting graffiti
- Supporting local road safety initiatives including Speedwatch
- Identifying and responding to anti-social behaviour
- Providing security advice – handing out crime prevention materials

BETTER LINKS TO AGENCIES

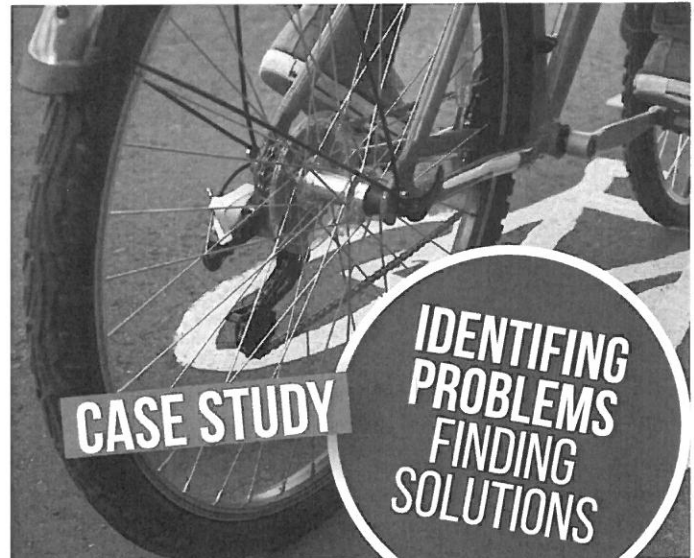
- Liaising with Trading Standards, Police, Neighbourhood Watch, Age UK, Victim Support and Kent Fire & Rescue Service
- Working alongside Kent Highways to address speeding and improve carriageway surfaces
- Working with Southern Water to identify local water leaks
- Providing support to local care centres e.g. Youth Café and Dementia Café





ENGAGEMENT & TRAINING

- Supporting first aid training & alcohol awareness sessions for youth services, scouts & school students
- Supporting the automated external defibrillator (AED) training to community groups



JOANNA FOUND A NUMBER OF STOLEN BIKES DUMPED IN THE AREA AND IT WAS UNLIKELY THEY WOULD BE RETURNED TO THEIR OWNERS.

Working with the Kent community wardens, Joanna organised a free security day tagging bikes and giving residents advice. Security tagging helps deter and catch criminals and reunite stolen bikes with their rightful owners.

- 90 bikes tagged
- Cost of bike tags £3 each
(normal cost £11.50)
- Funding secured for another 100 tagging kits
- New security tagging day arranged

Parish Clerk:

"She engaged with the local youth by attending the youth club and holding bike marking sessions."



One Volunteer Support Warden

= minimum of 5 hours per week

JUST £16
A WEEK FOR
ONE VOLUNTEER
WARDEN
(OVER 2 YEARS)

LOCAL COUNCIL INVESTMENT

The minimum participation from Local Councils is two years. Confirmation needs to be received in writing before the deadline to enable KCC to commence the recruitment process.

Guaranteed: KCC will not increase the cost to Local Councils in the second year by more than the percentage increase in its own council tax precept.

DIRECT COST TO LOCAL COUNCIL ONE-OFF COSTS

- **£390** - Uniform, Equipment and mobile phone handset
- **£50** - Secure fob for remote IT access
- **£50** - Advertising and other recruitment material

RECURRING ANNUAL COSTS

- **£50** - Access to out of hours logging on and off system
- **£410** - Mobile phone line rental and expenses (*average*)
- **£125** - Training (*excluding any training provided by KCC or partners*)

Total: £1660 for 2 years

Year one: £1,075

Year two: £585

KENT COUNTY COUNCIL CONTRIBUTION

The VSW scheme will sit alongside the Kent Community Warden Service, it will not replace it, therefore participating Local Councils will gain additional support from the service.

Guaranteed: Any replacement uniform costs within year one will be covered by KCC.

KCC COMMITMENT

- KCC will bear any reasonable unforeseen costs relating to equipment or training in years one and two
- Direct supervision of VSW's from the Kent Community Warden Service
- Administration of VSW's including time recording, maintenance of regular contact, resolution of issues.
- Induction and basic role training provided by KCC and Partners

Total: £15,000 per year (estimate) for the VSW scheme.

SHARE THE COST

Share the cost with other Local Councils and still receive the benefit of a Volunteer Support Warden in your area.

Local Councils	Year one (cost per Local Council)	Year two (cost per Local Council)
2	£537.50	£292.50
3	£358.35	£195
4	£268.75	£146.25

Further information

A member of the Kent Association of Local Councils or Kent Community Warden Service can attend your meetings to provide more information:

Paul Linstead - Area Manager
Kent Community Warden Service
paul.linstead@kent.gov.uk

John Rivers or Terry Martin
Kent Association of Local Councils
chief.executive@kentalc.gov.uk

	PLANNING APPLICATIONS – FULL COUNCIL MEETING 13th December 2016	
2016/0787	PEPPERLAND VALLEY LANE, CULVERSTONE DA13 0DG Erection of a garden lounge. Comments: Recommend no objection. I could see no reason to object to the building of a garden room in the same finishing materials as the house, however I am rather surprised that the building will have no door/window?	PL
2016/0716	1 GREENFARM COTTAGES, MEOPHAM DA13 0QE Demolition of existing lean-to garage/shed and erection of a single storey side and part two storey and part single storey rear extension. Comments:	P Ha
2016/1078	15 PITFIELD DRIVE, MEOPHAM, DA13 0AY Erection of a first floor rear extension. Comments: Recommend no objection. No increase in footprint. First floor extension 'squares off' the house.	SB
2016/0874	CAMER FARM BARN, CAMER ROAD, MEOPHAM DA13 0XT Erection of a two storey side extension to existing dwelling and erection of detached outbuilding to form one bedroom annex. Comments:	BW
2016/0958	WHITE GABLES, WROTHAM ROAD, MEOPHAM DA13 0HX Erection of single storey rear extension, a porch at the side and continued use of the garage as storage. Comments: Recommend no objection, subject to neighbour consultation.	RK

2016/1029	61 TRADESCANT DRIVE, MEOPHAM, DA13 0DZ Erection of a single storey rear extension to enlarge kitchen, single storey front extension and conversion of garage into a bedroom and en-suite. Comments:	SG
2016/1076	DOWNEND, NORWOOD LANE, MEOPHAM DA13 0YE Erection of two storey rear extension to form kitchen/diner with two bedrooms over; conversion of the integral garage and erection of a single storey front extension to form playroom and porch; single storey side extension to form enlarged lounge. Comments:	J McT
2016/0816	KRISTINA, RHODODENDRON AVENUE, MEOPHAM DA13 0TU Application for a minor material amendment to planning permission reference 2014/0498 for details pursuant to outline planning permission ref.no. 2013/0882 relating to external appearance, layout, scale and landscaping for the erection of a detached chalet style dwelling with rooms in the roof and a detached double garage; to allow the relocation of the detached garage. Comments: This is an application for an amendment to a previously approved planning application (for a chalet bungalow and garage) to allow the relocation of the proposed double garage to bring it further forward on the plot .It will still be screened from the road by an existing hedge so recommend no objection	DB
2016/1028	***REVISED PLAN*** COPPERFIELD VALLEY LANE, CULVERSTONE, DA13 0DQ Application for minor material amendment to planning permission ref. no. 20160611 for the erection of single storey side and rear extensions, insertion of dormer windows into front and rear roof slopes and the creation of front barn hipped gable to existing roof with associated internal and external works; to allow alterations and the enlargement of the single storey rear extension. Comments:	P Ho

2016/1089	ST. CATHERINE, WROTHAM ROAD, MEOPHAM, DA13 0JJ Alteration of the hipped roof to a gable end and conversion of the roof space to a bedroom and en-suite. <i>Comments:</i>	DP
2016/1107	WONKY LOG, VALLEY LANE, CULVERSTONE, DA13 0DG Demolition of existing dwelling and erection of a detached two storey 2 no. bedroom dwelling. <i>Comments:</i>	P Ho
2016/1034	***REVISED PLAN*** SQUIRREL LODGE, BEECHWOOD DRIVE, MEOPHAM DA13 0TX REVISED PLAN – Retention of swimming pool and hardstanding. <i>Comments:</i>	P Ho
2016/1141	THE IVY HOUSE, WROTHAM ROAD, SOUTH STREET, MEOPHAM Application for a Lawful Development Certificate in respect of the continued use of land and building for the storage of plant and machinery.	
2016/1143	Verona, 65 Rhododendron Avenue, Meopham Application for a Lawful Development Certificate in respect of the proposed replacement of mobile home	

**Meopham Parish Council
Environment & Amenities Committee Meeting
held on 1st November 2016 at 7.30 p.m.
at the Windmill, Meopham Green**

Committee Members: Cllrs Gofton (Chairman), Knott (Vice Chairman), D Bramer, Buchanan, Hasler, Howard, and Wade

In attendance: Mrs N Jerram (Clerical Assistant), Cllr M Bramer and Cllr P Luxford, Mary Blackwell (Kent Wildlife Trust), Gillian Willsher (M&DFG) and 1 member of public.

Item 1 **To receive Apologies for Absence**

E.46 There were no apologies

Item 2 **To receive Declarations of Interest**

E.47 There were no declarations of interest.

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

E.48 The minutes of the meeting held on 06/09/16 were approved as a correct record on a proposal by Cllr Bramer, seconded by Cllr Buchanan and all voted in favour.

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

E.49 There were no matters arising.

7.35pm – Cllr P Luxford arrived.

Item 5 **To consider and make recommendations on Planning Applications**

E.50 The following applications were considered by this Committee:

2016/0884 LOMER FARM ESTATE, WROTHAM ROAD, MEOPHAM KENT

Conversion of existing stables to 2 no. residential dwellings with associated parking.

Cllr Wade proposed a motion of no objection, subject to Green Belt Policy, Gravesham Borough Council and National Planning Policies and Planning Officer's approval. This was seconded by Cllr Hasler and all voted in favour. The motion was agreed.

2016/0893 NORWAY HOUSE, WROTHAM ROAD, MEOPHAM DA13 0AU

Erection of first floor rear extension to form bedroom with en-suite and walk-in wardrobe, and small external balcony. Re-design of ground floor to provide open plan kitchen/diner and installation of new bay window with window seat, new bi-fold doors.

Cllr Buchanan proposed a motion of no objection. This was seconded by Cllr Howard and all voted in favour. The motion was agreed.

2016/0145 THE OLD DAIRY BOCODA HILL FARM, WROTHAM ROAD, SOUTH STREET, MEOPHAM DA13 0QG

****AMENDED PLAN**** Loft conversion to create larger roof space to existing first floor landing area, study and two bedrooms, with single storey rear extension to form garden room.

Cllr Wade proposed a motion of no objection, subject to neighbour consultations, Green Belt Policy (boundary issues) and the Planning Officer's recommendation. This was seconded by Cllr Knott and all voted in favour. The motion was agreed.

Item 6 Village Greens/Harvel Pond**6.1 To note the results of the annual survey of the village greens, Judson's Recreation Ground and Southdown Shaw and to approve any work required.****E.51** The results of the survey were noted by all members.

Cllr Gofton spoke regarding bench maintenance and it was agreed that a list of all benches to be maintained would be drawn up, work on the benches to be teak oiled would commence immediately but the benches to be varnished would have to wait until spring as varnishing wet wood only seals in the water. On a motion proposed by Cllr Gofton, seconded by Cllr Buchanan, all members voted in favour of these works costing up to £50 per bench.

6.2 To receive an update on Harvel Pond and to note the results of the Green Survey carried out by KWT

On a motion proposed by Cllr Gofton, seconded by Cllr Buchanan, all members voted in favour of suspending standing orders to allow Mary Blackwell (KWT) to speak regarding the green report carried out on Harvel Pond.

E.52 Discussions followed on dredging the pond which is a costly exercise. It was agreed to look into contacting local farmers to take the sludge away which is very fertile and of benefit to farming; this

would reduce the cost. Care must be taken when dredging the pond as it is clay lined.

A form is to be sent to KMBRC (Kent and Medway Biological Records Centre) asking for information recorded on the wildlife in this area.

Members discussed working with KWT on identifying the trees surrounding the pond and what can be safely cut back. Mary Blackwell (KWT) advised that the dredging of the pond should only be carried out between November and February and the depth of the water at the time of dredging was an important factor.

Cllr Gofton thanked Mary Blackwell (KWT) for attending the meeting.

Standing Orders were then reinstated.

6.3 To note date and venue of meeting with residents of the parish concerning Harvel Pond

- E.53** Members noted date and venue – 23rd November, Harvel Village Hall, 7-8pm. It was agreed a poster advertising this event would be circulated on all notice boards and social media.

Action: Clerk

6.4 To approve the removal of the duck house on Harvel Pond

- E.54** Members agreed to defer removing the standing duck house due to the possibility wildlife may be using it and to await the wildlife report from KMBRC.

6.5 To set up a working group for Harvel Pond

- E.55** Cllr Gofton asked members to volunteer to be part of a working group to consist of 4 people to oversee progress on the pond. Cllr D Bramer volunteered to lead with Cllr Gofton's assistance.

6.6 To authorise the clerk to spend up to £2,000 from the Village Green/Harvel Pond budget to remove the sludge from the pond

- E.56** On a motion proposed by Cllr Gofton and seconded by Cllr Buchanan, 5 voted in favour of the above motion and 2 voted against. The motion was agreed.

6.7 To authorise the Clerk to seek grant funding for work on Harvel Pond

- E.57** On a motion proposed by Cllr Gofton and seconded by Cllr Howard, all voted in favour of the above motion. The motion was agreed.

8.45pm – Mary Blackwell (KWT) left the meeting.

Item 7 **Rights of Way, including Footpaths Groups****7.1 Update on Millsole Green**

E.58 Cllrs D Bramer and M Bramer visited Millsole Green and reported as follows:

Millsole Green is a small, unfenced green which is not substantially overgrown and has a footpath which is passable. Cllr M Bramer advised all present that Millsole Green is not owned by MPC, the green has two owners who do not live in the vicinity and the Parish Council therefore has no jurisdiction over this green. This information was confirmed to M&DFG (Meopham & District Footpaths Group) along with a copy of the land registry plans.

7.2 Update from Meopham & Districts Footpaths Group

E.59 No update from M&DFG.

Members discussed the proposed diversion of Footpaths NS258 & NS260 located at Meopham Vineyard. Cllr Buchanan confirmed there would be a site meeting for members to attend on Friday 4th November. It was agreed that members would respond individually to KCC PROW with their views and any concerns.

Item 8 **Recreation Ground and Playground Equipment****8.1 To receive an update on wetpour repairs**

E.60 Cllr Gofton reported the wetpour repairs were currently in progress.

8.2 To receive an update on the cutting back of the perimeter vegetation and the tree work behind the fenced in play equipment

E.61 Members noted the perimeter cut back had been completed by Highview Tree Services. Cllr Gofton spoke on the tree work carried out behind the play equipment by O.T.S. Members agreed further cutting back was required as there is overhanging vegetation. Clerk to speak to contractor to quote for further work.

Action: Clerk

E.62 Members discussed a residents new fence erected on Judson's Recreation Ground and if any re-planting is required following the removal of vegetation to accommodate the new fencing. It was agreed Cllrs Gofton and Knott would meet the service contractor at the fence to discuss.

Action: Clerk/Cllrs Gofton/Knott

8.3 To approve and agree, if appropriate, the purchase of 1 no. Cardiff litter bin with generic key to replace broken bin on Recreation Ground

E.63 All members agreed to approve the purchase of the new bin.

On a motion proposed by Cllr Gofton, seconded by Cllr Knott, all members voted in favour of suspending standing orders to allow a member of the public to speak regarding the allotments.

Item 9 Allotments

To discuss points raised by an allotment holder

- a) Allotment Agreement
- b) Relevance of the 1950 Allotment Act in respect of the tenancy agreement
- c) Compostable Toilets
- d) Rainwater Catcher
- e) Seedbank
- f) Use of weed killer on the allotment site
- g) Are the M&D Allotment Association members of the National Allotment Society

E.64 Members discussed the above points as follows:

- a) The Allotment Association has a written Agreement with Meopham Parish Council until 2018
- b) The Tenancy Agreement was drawn up by NALC and is fully compliant
- c) A formal proposal in writing from the Allotment Association regarding compostable toilets should be received by the parish council
- d) Rainwater catchers; a proposal should officially be in writing from the Allotment Association
- e) A seed bank requirement; Allotment Association to look into Allotment Agreement.
- f) Use of Weed killer (Allotment Association to check in Agreement)
- g) M&D Allotment Association are members of the National Allotment Society

Standing orders were then reinstated

Item 10 Youth Club – Update

E.65 Cllr Gofton informed members she had spoken with The Grand and there is a KCC bus located in Northfleet which is available for use (authority from KCC in progress). She had also spoken with Meopham Leisure Centre who had confirmed that the bus could park at the centre on Tuesday evenings and the youth club could use the facilities. A

meeting is to be set up with The Grand and Meopham Leisure Centre to finalise arrangements.

Action: Cllr Gofton

Item 11 Litter Pick – Update

- E.66** Cllr Gofton reported attendance at the last litter pick was disappointing but several black sacks of rubbish were collected. Four litter pick dates have been advertised for 2017.

Item 12 Christmas Events

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

- E.67** Cllr Wade informed members that the arrangements were in progress.

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

- E.68** Members noted arrangements - 21st December at 8pm. Cllr Hasler confirmed that he had spoken with two residents involved in the local community who would be honoured to switch on the tree lights.
Action: Cllr Hasler

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

- E.69** Members noted arrangements – 21st December at 8pm.

Item 13 Financial Matters

13.1 To consider and approve the small grant applications submitted

- E.70** Members discussed all the applications and agreed to honour all grant applications received, except Harvel Village Hall, where a £500 grant was agreed. A recommendation for approval for the grant to Kent Windmill Trust would be put to Full Council as this was over the £500 small grant budget limit. It was agreed that a virement for any shortfall from the grants budget would be made from an underspent budget at the end of the financial year. This motion was proposed by Cllr Gofton, seconded by Cllr Howard, 6 members voted in favour with 1 abstention.
Action: Clerk

13.2 To approve the Environment and Amenities Committee Expenditure from 06/09/2016 to 26/10/16

- E.71** This was noted and approved by all members.

13.3 To note the Environment and Amenities Committee Income and Expenditure for the 2016/2017 financial year

E.72 This was noted by all members.

13.4 To consider and approve the proposed Action Plan for 2017/2018

E.73 Discussions followed and members agreed to add the Youth Facilities to the Action Plan. This motion was proposed by Cllr Gofton, seconded by Cllr D Bramer and all voted in favour. The Action Plan was approved.

13.5 To consider and approve the proposed Environment and Amenities Committee budget for the 2017/2018 financial year

E.74 Cllr Gofton proposed a motion to approve the proposed budget; this was seconded by Cllr Knott and all voted in favour of approval.

Item 14 **Correspondence**

14.1 To note correspondence received

E.75 Members noted correspondence list.

Meeting closed at 10.05pm

GRANTS AWARDED BY THE E&A COMMITTEE – NOVEMBER 2016

Meopham Village Hall	£500
M&D Footpaths Group	£340
Harvel Village Hall Committee	£500
St John's Parochial Church	£500
Meopham Windmill Trust	£1198 (approved at FC on 15.11.16 as over £500)
 TOTAL	 £3038

Meopham Parish Council
Minutes of Meeting of a Planning & Projects Committee
held on Tuesday 15th November 2016 at 7.30pm
in the Windmill, Meopham Green

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

In attendance: Mrs N Jerram (Clerical Assistant), Cllrs Wade, Powell,
Borough Cllr Burgoyne

Item 1 **To receive Apologies for Absence**

P.53 Apologies were received from Cllr Luxford

Item 2 **To receive Declarations of Interests**

P.54 There were no declarations of interest.

Item 3 **To approve minutes of previous meetings (26/08/16) (20/09/16)**

P.55 The minutes of the meeting held on the 26/8/16 were approved as a true record of the meeting on a proposal by Cllr D Bramer and seconded by Cllr Gofton. All voted in favour.

P.56 The minutes of the meeting held on the 20/9/16 were approved as a true record of the meeting on a proposal by Cllr M Bramer and seconded by Cllr Buchanan. All voted in favour.

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

Members noted the following:

P.57 Minutes 26/8/16 – Page 12, P.27. Planning Officer at GBC explained criteria for displaying site notices for general public viewing as follows:
“Major or contentious applications or if landowners are not known, at the discretion of planning officer”

Discussions followed on asking the planning officer to attend the next Full Council meeting (13.12.16) to answer questions like the above. Cllr McTavish asked if the clerk could contact GBC and arrange this. All members agreed to this action.

Action: Clerk

Item 5 **Planning Applications****5.1 To consider and make recommendations on Planning Applications:**

2016/0923	Old Barn Bungalow Priestwood Road, Meopham, DA13 0DJ Erection of a detached double garage at the side. Cllr M Bramer proposed a motion of no objection, this was seconded by Cllr Knott and all members voted in favour.
2016/0707	***REVISED PLANS*** White Horse Riding Centre, White Horse Lane, Harvel DA13 0UE Construction of a horse walker and lunging ring. Cllr M Bramer proposed a motion of no objection, this was seconded by Cllr Buchanan and all members voted in favour.
2016/0940	2 Tradescant Drive, Meopham, DA13 0EE Erection of rear and front first floor extensions. Cllr McTavish proposed a motion of no objection, this was seconded by Cllr M Bramer and all members voted in favour.
2016/0957	9 Tradescant Drive, Meopham, DA13 0EL Erection of single storey rear extension incorporating the continuation of the parapet wall across the existing single storey rear extension. Cllr Gofton proposed a motion of no objection, this was seconded by Cllr McTavish and all members voted in favour.
2016/0733	Barnsfield, Norwood Lane, Meopham, DA13 0YF Erection of one replacement stable block and one tractor shed. Cllr McTavish proposed a motion of no objection subject to neighbour consultation and planning policy, this was seconded by Cllr D Bramer and all members voted in favour.

2016/0961	4 The Medlars, Meopham, Kent, DA13 0HD Erection of single storey side and rear extension to form enlarged garage, shower/utility room and kitchen/diner. Cllr Knott proposed a motion of no objection, this was seconded by Cllr Gofton and all members voted in favour.
2016/1041	59 NURSERY ROAD, MEOPHAM, KENT DA13 0NE Erection of single storey rear and side extension. Cllr McTavish proposed a motion of no objection, this was seconded by Cllr Buchanan and all members voted in favour.
2016/0953	LONDIS, 11 THE PARADE, WROTHAM ROAD, DA13 0JL Application for the removal of condition 4 attached to planning permission reference number 20150384 for change of use from A1 retail to A3/A5 use and installation of extractor flue pipe on the side elevation; to allow deep fat frying and the retention of the existing ventilation extraction system. Cllr Wade proposed a motion of objection on the grounds of noise, pollution and food smells and possible disturbance to neighbours. This was seconded by Cllr McTavish and all members voted in favour.
2016/1040	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 on the grounds of overdevelopment, this was seconded by Cllr D Bramer and all members voted in favour.
2016/0955	PURVIL WOOD COTTAGE, LEYWOOD ROAD, MEOPHAM DA13 0UH Demolition of existing conservatory and erection of a two storey and part single storey extension to the south end of the building to form living and

	bedroom with en-suite at first floor level and addition of a new entrance door and open canopy to the west elevation. Cllr D Bramer proposed a motion of no objection, this was seconded by Cllr Buchanan and all members voted in favour.
2016/0994	65 BEECHWOOD DRIVE, MEOPHAM, DA13 0TX Retention of the lean-to storage shed to the side of the garage, erection of detached motorcycle storage shed and entrance gates. Cllr Buchanan proposed a motion of no objection, this was seconded by Cllr D. Bramer and all members voted in favour.
2016/1007	OLD OAK COTTAGE, 53 BEECHWOOD DRIVE, MEOPHAM DA13 0TX Erection of single storey rear extension with pitched roof to provide a lounge area on the ground floor and study area at first floor level including new dormer window; with single storey side extension to existing utility room. Cllr Buchanan proposed a motion of no objection, subject to neighbour consultation. This was seconded by Cllr D. Bramer, 5 members voted in favour with 1 abstention.
2016/0983	TOULOUSE, WROTHAM ROAD, MEOPHAM Application for a Lawful Development Certificate in respect of the proposed loft conversion with side dormer extension. Members noted the above.
2016/0586	71 EDIVA ROAD, MEOPHAM DA13 0ND ***REVISED DESCRIPTION*** Application for a lawful Development Certificate in respect of the constructed dormer extension in the rear roof slope and conversion of roof space into habitable rooms. Members noted the above.
2016/0443	THE HAVEN, BRIMSTONE HILL, MEOPHAM, DA13 0BN Appeal reference 2016/00016/REF Construction of a subterranean building comprising a swimming pool,

	changing rooms, shower, plant room, and garage for three vehicles with canopy, erection of gabion retaining walls and entrance staircase with alteration to the ground level. Members noted the above. Cllr McTavish suggested that objections to contentious planning applications by MPC should contain more detail in the content of the objection submitted to GBC.
2016/0422	1 GREEN FARM COTTAGES, MEOPHAM GREEN, DA13 0QE Appeal Reference 201600017/REF Erection of two storey side and rear extensions Members noted the above.
2016/0750	***REVISED PLANS*** Meopham Valley Vineyard, Meopham Green DA13 0PY Erection of a barn to provide additional storage, workshop, office, winery, staff room and w.c. meeting room for visitors to the vineyard, hardstanding for parking and turning. Cllr Buchanan proposed a motion of no objection subject to clarification of access; this was seconded by Cllr M Bramer. 3 voted in favour, 1 voted against and there were 2 abstentions. The motion was therefore agreed.

Item 6 **Highways Issues**

6.1 Update from the KCC Highways Seminar

P.58

Cllr M Bramer informed members that KCC are short of money and are planning to cut spending resulting in cuts in services. These services and associated administration is likely to be passed on to Parish Councils. If these changes are to be implemented then the council will need to look into building up its reserves and employing additional staff.

Cllr McTavish questioned if KALC are looking into this and asked Cllrs Buchanan and Ogden if they could raise this question at the forthcoming KALC AGM they will be attending.

6.2 Update regarding lorries parking around Meopham Green

P.59

Cllr Wade informed members that the lorries were no longer parking around the Green.

6.3 To note the email from a resident regarding the parking concerns on double yellow lines at Camer Parade

P.60

Cllr Buchanan confirmed that she had informed the resident that the council were trying to get the enforcement office at GBC to organise more patrols.

Cllr Knott informed members she had seen an officer patrolling near Meopham Primary School at school finishing time.

Cllr McTavish suggested councillors meet with the head of enforcement to discuss if anything further can be done.

Action: Clerk

6.4 To note the contact from a resident concerning the fencing in Culverstone shop parking area

P.61

Cllr D Bramer reported that a resident's fence has broken panels caused by vehicles that park in the shop's car park. Cllr McTavish confirmed that a Borough Councillor for that ward would be contacting the owner of the shop.

6.5 Update on cleaning road signs in the Parish

P.62

Cllr D Bramer told members that KCC Highways had confirmed they would only be able to clean a few signs in the Parish.

Cllr McTavish suggested the Clerk speak to the Community Warden regarding the possibility of 'community payback' being involved in cleaning the village signs. All members agreed to this action.

Action: Clerk

Item 7

Bus Shelters

7.1 To agree to review the contract arrangement for the bus shelter cleaning for the parish prior to the end of the current contract in March 2017

P.63

Cllr McTavish suggested the Clerk attempts to obtain 3 quotations. If this proves too difficult, to renew the existing contract.

Action: Clerk

Cllr D Bramer asked if the Clerk could inform councillors when the current contractor is due to carry out the next cleaning process in order for members to check work is satisfactory.

Action: Clerk

7.2 Update on the vegetation cut back to certain shelters in the Parish

- P.64** Cllr McTavish suggested a list of affected bus shelters is drawn up with photographs to be provided by ward councillors and forwarded to the clerk. It was agreed that a letter would then be drafted to KCC confirming that the work has still not been carried out.

Action: Ward Councillors/Clerk

7.3 Update on the OS map for bus shelters

- P.65** Discussions followed and it was agreed by all members that due to the costs involved the council would not pursue this.

Item 8 Local Plan Core Strategy

8.1 Update following the Local Plan Meeting held at GBC on 20.9.16

- P.66** Cllr McTavish said there was very little feedback to report but GBC were working on a shortlist of sites which would be publicised in February 2017.

Item 9 Affordable Housing - Update

9.1 Update following the Affordable Housing Committee Meeting at GBC on 08/09/16

- P.67** Cllr McTavish confirmed the meeting at GBC was a very positive meeting and many questions were answered.

Members discussed the various sites in the parish being looked at for possible affordable housing development. Cllr McTavish informed members that a further meeting was planned between the Borough Council and Moat Housing and GBC would inform the parish council of the outcome in due course.

9.2 To agree if attendance at the GBC Affordable Housing Liaison meetings should only be open to appointed Sub Committee Members

- P.68** Members discussed the number of councillors attending the above meetings and Cllr Buchanan suggested a total of 6 members attend, comprising of the sub-committee members plus any further councillors if appropriate up to a maximum of 6 representatives. This motion was proposed by Cllr Buchanan seconded by Cllr McTavish, 4 voted in favour with 2 abstentions.

Item 10 10.1 To note the proposed public meeting to be held on 23/01/17 at St. John's Church

- P.69** Cllr McTavish advised members that this date had yet to be confirmed as there were no firm arrangements with the proposed speakers for this meeting.

10.2 To agree the final arrangements for the stall at the Xmas Fayre at St. John's Church on 19/11/16

- P.70** Members discussed the arrangements. Cllr McTavish confirmed the stall would be manned by councillors on a rota basis and the plan was to engage with the community and to publicise forthcoming events.

Item 11 Community Events

11.1 Update on community events for 2017

- P.71** Cllr McTavish informed members that she had spoken to the Chair of the Meadow Rooms and they did not anticipate that the Meadow Rooms Committee would have any objections to Meopham Parish Council organising an event along similar lines to 'Munches on the Meadow'.

Cllr McTavish said she had approached the Chairman of Meopham Cricket Club who said availability for any forthcoming event was dependent on match fixtures. He advised MPC to write to the club with a couple of potential dates for consideration.

Item 12 Financial Matters

12.1 To note expenditure for the Planning and Projects Committee Expenditure from 20/9/16 to 09/11/16

- P.72** It was noted by all members.

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

- P.73** It was noted by all members.

12.3 To consider and approve the proposed Planning and Projects Action Plan for 2017-2018

- P.74** On a motion proposed by Cllr Buchanan and seconded by Cllr Gofton, all members voted in favour of approval of the Planning and Projects Action Plan for 2017-2018.

12.4 To consider and approved the proposed Planning and Projects Committee budget for the 2017-2018 financial year

- P.75** On a motion proposed by Cllr M Bramer and seconded by Cllr Knott, all members voted in favour of approval of the Planning and Projects Committee budget for the 2017-2018 financial year.

Item 13 **To note correspondence received****P.76** Members noted list of correspondence.

The meeting closed at 10.15pm

DRAFT

Meopham Parish Plan

Parish Action Team Steering Group Meeting

21st November 2016

Present:

Laura Vines Chair

Jo McTavish Minutes

Andrew Braisted

Sheila Buchanan

Dawn Bramer

Keith Walters

Susan McNally (part of meeting)

1, Apologies for absence were received from Amanda Braisted

2, Minutes of the last meeting were read and agreed, matters arising would be dealt with under actions from the previous meeting.

3, Actions from the last meeting

SB had spoken with Pam Wicker at St John's Church re use of the church on Monday 23rd January for a public meeting. Pam confirmed that the church would be available for a meeting on that evening. Following discussion by the steering group it was agreed that the church might be too big and that it would be better to use the St John's Centre. SB to find out if this would be available.

- KW would produce a template for the banners as soon as the wording was agreed.

4, Public Meeting

a, Invitations and speakers:

- JMcT suggested that Bryan Sweetland our KCC Councillor should be invited to the meeting especially as until recently he was the Cabinet Member for Highways. JMcT to speak to Bryan. JMcT suggested that our four GBC Councillors should also be invited, she had already spoken to Jim Boot and he was available on the 23rd January and happy to speak/provide support for our meeting.
- JMcT also asked if we should invite the Police, GBC Planners, and KCC Highways etc. to speak at the meeting. Discussion followed and it was agreed that we did not want formal presentations from these people but that it might be useful for them to be present to answer questions from the public. This would be discussed again at the next PAT meeting.

b, Marketing and Publicising

- The wording for the banner was decided and KW agreed to produce the template and pass it to Nicki who would circulate for consultation. It was decided that we needed six banners. SB would speak with Pam Wicker to find out if a banner could be displayed outside the church. SB would speak to Trixie Leyshon re contact at KCC Highways. It was hoped that the banners could go up as soon as the village halls ones come down.
- A leaflet will be produced to be distributed to as many homes as possible in the Parish using people who have already volunteered to help with the Parish Plan but did not want to be a member of the PAT. We can identify these people from the questionnaires and we can also advertise on social media. Leaflets will also be placed in prominent positions around the Parish e.g. shops, surgery, library etc. DB said that Culverstone School were happy to put a leaflet in the children's book bag. JMcT agreed to contact James Ferrin to see if he would be prepared to help with the production of the leaflet and what the cost for approx. 3000 copies would be.
- The meeting would be publicised by the banner, leaflets, piece in the Meopham Review, on the MPC website and on social media.
- It was agreed that a prominent speaker such as the Kent Police and Crime Commissioner might draw people to the meeting and would provide a focus for the event.

c, Format of the meeting

- The purpose of the meeting was discussed and it was agreed that as well as listening to issues raised by parishioners the main purpose was to sign up more volunteers to join the (PAT) team otherwise if sufficient volunteers were not found it would not be possible to take the Parish Plan forward. AB suggested that 8-10 extra people needed to be recruited. It was also suggested that we could change the name of the Parish Plan to Community Plan JMcT will discuss this with Jim Boot
- It was suggested that a sign could be placed at the entrance to the St John's Rooms saying 'Volunteers Wanted'
- Discussion took place on the format of the meeting and two or three suggestions were made. It was agreed that JMcT would ask Jim Boot for advice on this.
- SMcN agreed to chair the public meeting.
- A short discussion took place regarding the number of people that would be needed to run the meeting and what roles would need to be filled eg stewards

5, Any other business

There was no other business

6. Date of next meeting

Tuesday 6th December 2016 at 7pm in the Council Chamber

**Minutes of a meeting of the
Administration and Resources Committee held on
Tuesday 29th November 2016 at 7:30pm
at the Windmill, Meopham Green**

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

In attendance: Mrs S Eggesden (Clerk)

Item 1: Apologies for absence:

A.50 There were no apologies.

Item 2: Declarations of Interest:

A.51 There were no declarations of interest.

Item 3: To approve minutes of previous meetings (04.10.2016):

A.52 The minutes of the meeting held on 04.10.16 were approved as a true and correct record on a proposal by Cllr Buchanan and seconded by Cllr Ogden. All voted in favour and the minutes were approved.

Item 4: Matters Arising:

A.53 Cllr M Bramer explained that following the query at Full Council in respect of mileage payments for councillors, he had referred back to The Good Councillors Guide and Arnold Baker and he wanted to check the draft policy with legal adviser at KALC, who was currently on holiday. This would now be held over for review by A&R until the February meeting.

A.54 In respect of item A.45, the clerk confirmed that she had consulted the Internal Auditor who had confirmed that staff salaries should be published but can be grouped together along with any HMRC payments or pension payments. Individual contractor's payments should be recorded and published under the new transparency guidelines. Although MPC currently is not under any legal obligation to adhere to the guidelines it is considered good practice by the Internal Auditor to follow this.

Item 5: Parish Office

5.1 To receive a report from the Clerk on the progress of the proposed improvements to the office and the windmill chamber.

A.51 The Clerk reported that the grant application to the Rural Forum for new windows and a door for the parish office had been successful and the

work would commence shortly. The Parish Council had agreed a grant to the Windmill Trust for the heating for the parish office and windmill chamber. The clerk was currently seeking 2 further quotations as stipulated by the Full Council. The office would have to close for the day when the above work is carried out. The car parking area improvements would be looked next along with potential grants for this work.

5.2 To note the arrangements for the proposed closure of the parish office during the Christmas and New Year

A.52 Cllr M Bramer reported that the office will be closed from Friday 23rd December and will reopen on Tuesday 3rd January 2017. This is in line with previous years. Members noted this.

A.53 It was agreed that the Clerk would check with councillors who are parish office key holders on their availability during the office closure in case of an emergency.

Action: Clerk

5.3 To note the PAT testing carried out in the office by KCC

A.54 The Clerk reported that this had been carried out free of charge this year by KCC.

Item 6: Contractual Matters

6.1 Update on GWT Media Ltd

A.55 Following questions raised at the last month regarding ownership of the website, GWT Media Ltd had confirmed that :

- MPC pay for the domain name through Namesco
- MPC own the site copyright, however the framework (Drupal) is used under a GNU license
- The site hosted on a hosting platform which MPC rent the space every year in the form of hosting charges, through Namesco

6.2 To note the renewal of the Cricket Club lease

A.56 Members noted this. It was agreed that in view of the additional charges incurred since April 2016 due to reviewing the lease again, initiated by the Cricket Club, and the agreement by the Cricket Club Chairman to pay for additional charges incurred, that the Clerk should issue an invoice to the Cricket Club for the extra fees.

Item 7: Policies

7.1 **To discuss the possible content of a media policy for the council and to authorise the Clerk to prepare a draft policy for final approval by Full Council.**

A.57 It was agreed that the Clerk should look into preparing a draft policy for review. It was noted that KALC are holding a Communications and Media Conference on 19/1/16. Cllr McTavish proposed that £120 is allocated from the training budget for the Chairman and Clerk to attend this. This was seconded by Cllr Ogden and all voted in favour.

Action: Clerk

Cllr M Bramer proposed a motion to move forward 'item 9, Correspondence', on the agenda, prior to 'item 8, Financial Matters'. This was seconded by Cllr Buchanan and all voted in favour.

Item 9 **Correspondence:**

9.1 **To note the correspondence received.**

A.58 This was noted by all members.

A.59 Cllr M Bramer asked members to note the correspondence from KCC/KALC on the Volunteer Support Warden Scheme. Cllr Buchanan reported on her initial discussion with Cobham and Vigo Parish Council Chairmen to see if they would be interested in sharing a warden in Meopham, if MPC agreed to go forward this. Both councils would have to take this at their next meetings for further discussion.

It was agreed that the Clerk would ask the KCC Warden Area Manager the following questions in preparation for the Full Council meeting:-

- Who pays the travel expenses and is a vehicle provided?
- What happens if the Warden leaves within a few months?
- Who is responsible for insurance; local councils or KCC?
- What happens if they are sick or on holiday?
- Who appoints the warden?
- Which six parishes are involved with the scheme? Are there any that are a similar size to Meopham?

It was agreed the clerk should contact the clerk of Great Chart and Singleton to ask how they have got on with the scheme plus any other identified parishes in the scheme.

Action: Clerk

Cllr M Bramer suggested that the full amount for year one is included in the A&R budget for 2017-18 to allow the council to make a decision on whether to go ahead with this scheme or not. It was agreed to consider this under Financial Matters, item 8.2

9.2 **To note the letter received from KALC regarding Kent Fire and Rescue Service donation of defibrillators and cabinets and to approve further action.**

A.60 The letter was noted. As Meopham Village Hall would like a defibrillator, Cllr M Bramer proposed that MPC agree to the offer, pay for the installation, installing the defibrillator on the outside of Meopham Village Hall. MPC would add this to its insurance and asset register and an agreement would be worked out with Meopham Village Hall for them to regularly check the equipment and replace the battery and pads as required (approximately every 5 years as a cost of around £200). The £500 grant to Meopham Village Hall would be cancelled and it was proposed this the installation cost of £100 is paid out of the E&A Budget. It was noted that the Village Hall had currently put on hold purchasing a defibrillator in view of this current offer. Cllr Buchanan seconded the proposal and all voted in favour. It was agreed that this would be noted at the next Full Council meeting.

Action: Clerk

Item 8 **Financial Matters**

8.1 **To consider and approve the Action Plan for the Administration & Resources Committee for 2017-2018**

A.61 Cllr McTavish suggested adding in a skills audit of councillors. Cllr Buchanan proposed approving the Action Plan with the addition of 'Item 5, to conduct a voluntary skills audit for councillors, for completion by September 2017.' This was seconded by Cllr Ogden and all voted in favour.

Action: Clerk

8.2 **To consider and if found satisfactory approve the proposed Administration & Resources Committee Budget for 2017-2018**

A.62 Cllr M Bramer proposed adding in £1075 to the Administration & Resources Committee budget for the Volunteer Support Warden Scheme on the proviso that if Full Council decided not to pursue this scheme any further, this amount is removed from the budget for the final budget approval meeting on 10/1/17. Cllr Buchanan seconded this and all voted in favour.

Action: Clerk

- A.63** It was agreed to merge the 'professional fees' budget items with 'MPC Management Accounts and Audit' heading.

Action: Clerk

- 8.3** **To consider and if found satisfactory endorse the proposed Planning & Projects Committee Budget for 2017-2018**

- A.64** It was noted that a quotation for the bus shelter cleaning had now been obtained from the current contractor for April 2017 for £1029 for the year. Cllr Ogden proposed the budget amount for the bus shelter cleaning is amended from £1200 to £1029 and then the Planning and Projects is endorsed. This was seconded by Cllr Buchanan and all voted in favour.

Action: Clerk

- 8.4** **To consider and if found satisfactory endorse the proposed Environment & Amenities Committee Budget for 2017-2018**

- A.65** Cllr Ogden asked why the tree budget had been reduced and the Clerk explained that expenditure on trees over the last few years had been looked at. The budget had been consistently underspent and it was felt if there was an emergency, then extra funding could come out of reserves. Cllr Wade asked about the Community Woodland area in front of Meopham Secondary School. Members and the Clerk were not aware that MPC were responsible for any ongoing costs here. It was agreed the Clerk would liaise with KCC to establish ownership here.

Action: Clerk

- A.66** Cllr McTavish proposed that the Environment and Amenities budget is endorsed and this was seconded by Cllr Ogden. All voted in favour.

- 8.5** **To consider and if found satisfactory endorse the proposed Judson's Pavilion Committee Budget for 2017-2018**

- A.67** Cllr Ogden proposed that the Judson's Pavilion Committee budget is endorsed and this was seconded by Cllr Buchanan and all voted in favour.

- 8.6** **To consider and agree a composite budget for Meopham Parish Council for 2017-2018 for submission to Full Council for approval at its meeting on 10/01/17**

Meopham Parish Council

- A.68** Cllr M Bramer proposed that the budget is approved with the revisions approved under items 8.2 and 8.3. Cllr Buchanan seconded this all voted in favour.

Action: Clerk

- 8.7** **To consider and if found satisfactory approve the Administration and Resources Committee Expenditure from 4/10/16 to 23/11/16**

- A.69** Cllr M Bramer proposed that the expenditure is approved and this was seconded by Cllr Buchanan. All voted in favour.

- 8.8** **To note all the Administration & Resources Committee Income and Expenditure for the 2016-2017 financial year**

- A.70** This was noted by all members. It was agreed that the Clerk would query with the bookkeeper as to why the VAT has not been recorded on the income sheet.

Action: Clerk

- 8.9** **To agree to pay M Goffon Associates Ltd and MI Bookkeeping by Standing Order**

- A.71** Cllr Ogden proposed that the above motion is approved and this was seconded by Cllr Buchanan. All voted in favour.

- 8.10** **To agree expenditure up to a specified amount for an inaugural meeting of a Gravesham Parish Clerks group**

- A.72** It had been suggested by several members that a Clerks' group should be formed, similar to the Chairman's group, as the Clerks had many interests in common that could benefit each council and that Meopham, as the largest council in the Gravesham area, should take the lead on this. Cllr Ogden proposed a budget of up to £75.00 for a launch meeting for this and this was seconded by Cllr McTavish. All voted in favour.

The meeting ended at 9.17pm

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

KENT ASSOCIATION OF LOCAL COUNCILS

PRESIDENT
John Rivers

Chairman
Raymond Evison

Chief Executive
Terry Martin



Serving Parish & Town
Councils in Kent

Dover District Council Offices
White Cliffs Business Park
Whitfield, Dover, Kent, CT16 3PJ
Tel: 01304 820173
Fax: 01304 820174

Email: kalc@kentalc.gov.uk
Website: www.kentalc.gov.uk
VAT Registration No: 509 7509 27

Sarah Egglesden
Clerk – Meopham Parish Council
The Windmill
Meopham Green
Wrotham Road
Meopham
Gravesend
Kent, DA13 0QA

JR/LD

21st November 2016

Dear Clerk

KENT FIRE AND RESCUE SERVICE (KFRS) DONATION OF DEFIBRILLATORS AND CABINETS

KALC has been working closely over the last year with KFRS and South East Coast Ambulance Trust with a view to providing further Public Access Defibrillators (PADs) around the County.

South East Coast Ambulance Trust has supplied us with information on where it would be useful to have additional PADs and your area has been highlighted.

Through KFRS generosity we are in a position to offer your Council the opportunity to have a PAD donated plus an external heated cabinet. The equipment will be:

ZOLL AED Plus Fully Automatic Defibrillator

AIVIA 200 Outdoor/Indoor AED cabinet c/w Alarm and Heating

The equipment would normally cost you £1,680 inclusive of VAT. The Council will receive a "receipted" invoice which is for your records only and will not require action. All that is required from your Council is to pay for the installation (usually around £100) and to manage its upkeep, which is a simple and low cost option (advice will be given later).

KALC are in a position now to purchase this equipment for you, if you agree to the terms above, but in return, we would like you to let us know where this will be sited. The equipment will be delivered to an address you designate in early January 2017.

To make use of this offer please would you email Laura – manager@kentalc.gov.uk by **9th December 2016**. If we do not hear from you then this will be offered to another Council.

Thank you for your support in this project.

Yours faithfully

John Rivers
President
Kent Association of Local Councils

**Minutes of a Judson's Pavilion Committee meeting
held on Tuesday 25th October 2016 at 10.00 am
at the Windmill, Meopham Green**

Committee Members: Cllrs. M Bramer, Buchanan, Gofton, Hasler, Howard (Vice Chairman) and Ogden (Chairman)
Meopham Colts – K Walters

In attendance: Clerk – S Egglesden

Item 1 **Apologies for Absence**

J16 Apologies were received from B Heming.

Item 2 **Declarations of Interest**

J17 There were no declarations of interest

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

J18 The minutes of the meeting held on 21/09/16 were approved as a correct record on a proposal by Cllr Howard and seconded by Cllr Buchanan. All voted in favour.

Item 4 **Matters Arising**

J19 There were no matters arising.

Item 5 **Update:**

5.1 **GBC Planning Application**

J20 Members noted that the application had been validated by GBC on 23/09/16 and the decision should be received by 18/11/16.

5.2 **Funding for All Meeting**

J21 Cllr Ogden reported on the meeting which he attended yesterday with Nigel Turley and Sophie Ward from Funding for All. The Clerk also attended along with K Walters and B Heming. The main points covered were that the Sports England larger grants will not be available now until the New Year, probably around March. The advice from Funding for All is free and we are entitled to around 15 hours of advice. Sophie Ward is our mentor and works for Kent Sports/Sports England. After viewing the plans, she felt in order to make a strong grant application, we need to review the use of the meeting room and try to encourage other sporting activities to use this facility. Letters of support from the Youth Club and the Helen Allison School would be required in support of the grant application nearer the time. The benefits of

splitting the grant applications between a community build grant and sports grants was discussed. It was noted that the lease for Meopham Colts for the Pavilion would need to be at least a 25 years lease to satisfy the grant applications. The next meeting with SW would be arranged once we have the planning application decision.

Agreed: Members to look into organisations that may be interested in using the Pavilion when ready but not to approach any organisations currently using other parish facilities. The Clerk would circulate notes from the Funding for All meeting to all committee members.

5.3 New potential grant application

J22 Cllr Ogden reported on a proposal that he had put forward to the Alan Willett Foundation for funding for the Pavilion.

Item 6 Financial Matters – Budget 2017-18

6.1 To consider and approve the proposed draft 'Action Plan' for the Judson's Pavilion Committee for 2017-18

J23 This was approved on a proposal by Cllr Buchanan and seconded by Cllr M Bramer. All voted in favour.

6.2 To consider and approve the proposed Judson's Pavilion Committee budget for 2017-18.

J24 This was approved on a proposal by Cllr Howard and seconded by Cllr Gofton. All voted in favour.

The meeting closed at 10.30 am

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

Judson's Pavilion Meeting Notes – 24th October 2016

Present: Cllr John Ogden and Sarah Egglesden (MPC)
Nigel Turley and Sophie Ward (Funding for All)
Keith Walters and Bob Heming (Meopham Colts)

The meeting was arranged to look at funding options with the assistance of Funding for All, who can provide around an average of 15 hours free advice. Sophie Ward (SW) is sub contracted from Kent Sports (KCC)/ Sports England and will be our mentor.

John Ogden (JO) advised that he has put a proposal for the project into the Alan Willett Foundation in time for their Trustees meeting last week. We have not heard anything further on this to date. MPC currently have £70K earmarked for this project and MC have £40K, making a total of £110K. We also previously had a grant from Chris Metherall, KCC for £8K, which had to be returned, but Chris has advised that this may still be available. Previously we were looking for around £265K to fund this project. New plans have been sent to planning at GBC for a scaled down revised extension. A decision should be received by mid November.

SW advised that Sports England's larger grants are currently under review with a release date set for the New Year, probably around March. Sports England will only fund multi sports projects. Sophie viewed the plans and her suggestion, in order to make a strong application, would be to justify how the extension benefits for the football club eg. For club meetings, first aid training, holding fundraising events, storage required.

Sharing the use of the building with the Youth Club and Helen Alison School was discussed. Splitting the building into a refurbishment and new build project was discussed, looking at this as a community build project (eg. lottery grants – community build).

A 25 year lease to the MC would be ideal to adhere to the Football Foundation guidelines. The lease could also have written into that other groups can use the Pavilion. Disabled parking must also be included on the plans.

Discussed looking for additional users for the Pavilion with a sporting aspect to increase usage of the meeting room area eg. darts, bridge club, exercise class. A letter of support for using the building would be required for grant applications

Agreed Actions:

SW will speak to the Kent FA and review our plans. She will also look into other potential users of the Pavilion. Kent FA contact is Darryl Hayden.

MPC and MC to think about the meeting room area and potential users.

MC need to check their charity status as they need to be an incorporated charity with Companies House before taking on the lease.

NT to pass on a list of potential funders to MPC.

SE to email plans to SW.

Meopham Parish Council

2016/17 Yearly Summary

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				168.00	1,520.00								1,520.00	(320.00)		1,520.00	1,200.00
5005 Bus Shelters Cleaning	800.00						168.00		168.00					504.00	296.00			296.00
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	168.00	0.00	0.00	0.00	0.00	3,454.36	245.64	-	6,020.00	6,265.64

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	450.00	450.00					3,600.00	2,400.00			2,400.00
5204 Southdown Shaw Maint	200.00			90.00				475.00						565.00	(365.00)			(365.00)
5205 Notice Boards	800.00		300.00											300.00	500.00		300.00	800.00
5206 Village Greens & Harvel	3,000.00	15.06							295.41					310.47	2,689.53		983.00	3,672.53
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						1,207.70	1,100.00					2,327.70	172.30		2,520.00	2,692.30
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	2,132.70	1,845.41	0.00	0.00	0.00	0.00	9,238.17	16,061.83	-	19,298.00	35,359.83

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	2,724.27	2,567.50					20,800.66	9,199.34	1,000.00		10,199.34
5402 Staff Pension								728.31	408.31					1,136.62	(1,136.62)			1,863.38
5403 Clir & Clerks Expenses	400.00			34.77	119.06		114.12		11.65	10.80				290.40	109.60			109.60
5404 Professional Fees	700.00	93.00	144.00	314.00	331.00	186.50	442.50	85.00						1,596.00	(896.00)			(896.00)
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					123.50					187.10	12.90			12.90
5407 Training	700.00	40.00		160.00				60.00	60.00					320.00	380.00			380.00
5408 General Admin	5,250.00	135.94	2,588.70	480.97	73.28	178.87	168.44	173.94	218.94					4,019.08	1,230.92			1,230.92
5409 MPC Accounts Admin	1,700.00	75.00	135.00	75.00	504.25	200.00	100.00	100.00	100.00					1,289.25	410.75			410.75
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	78.00					1,285.67	410.33			410.33
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	4,200.77	4,567.90	88.80	0.00	0.00	0.00	33,911.61	10,828.39	4,000.00	-	14,828.39

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	8.00	8.00	28.48	8.00	8.00					94.52	405.48		480.00	885.48
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	8.00	8.00	28.48	8.00	8.00	0.00	0.00	0.00	0.00	9,019.52	(7,019.52)	-	78,480.00	71,460.48

Meopham Parish Council

2016/17 Yearly Income

1. Income

	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Total</u>	<u>Balance (£)</u>
4000 Donations Received													-	-
4002 Bench Donations													-	-
4003 Donations - Subs - Legal													-	-
4004 Judsons Pavilion Refurb													-	-
4100 Grants													-	-
4200 Precept													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	1.42					11.60	11.60
4800 Other Income			25.00				850.00						875.00	875.00
4804 Wayleaves							6,000.00						6,000.00	6,000.00
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	6,851.47	1.42	-	-	-	-	82,566.60	82,566.60

2. For Information Only

2202 VAT Refund	686.65	1,239.02	925.58	2,851.25	2,851.25
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LIST OF PAYMENTS FOR FULL COUNCIL - 13TH DECEMBER 2016

CHQ	DATE	PAYEE	DETAILS	GROSS	CTTEE	BUDGET	PRIOR APPROVAL/CONT RACT IN PLACE
1757	22/11/2016	Highview Tree Services	Service contract Nov 2016	£450.00	E&A	Service contract	contractual
1758	22/11/2016	KCC	Pension /Staff Pensions - Nov 16	£537.56	A&R	pensions	contractual
1759	22/11/2016	S Buchanan	Kalc - AGM Mileage	£10.80	A&R	Cllr Expenses	TBA
1760	01/12/2016	Southern Water	Drinking Fountain - Meopham Green	£15.51	E&A	Village Greens	contractual
1761	01/12/2016	Kent Wildlife Trust	Harvel Green Report	£300.00	E&A	Village Greens	E&A - 06.09.16
1762	05/12/2016	GWT Media Ltd	IT Support/hosted emails	£93.60	A&R	IT & COMMS	contractual
1763	05/12/2016	Peter Hasler	Mileage/Bulbs for planters	£25.98	A&R	Cllr Expenses	TBA

CORRESPONDENCE FOR FULL COUNCIL MEETING – 13/12/16

23/11/16	Email from KALC re: Friends Against Scams (AC)
	Email from Rural Kent re: Inside Track Issue 242 (AC)
24/11/16	Email from GBC re: Minutes for Finance and Audit Committee 16.11.16 (AC)
	Email from GBC re: Minutes for Overview Scrutiny Committee 17.11.16 (AC)
	Email from GBC re: Minutes for Performance/Administration Cabinet Committee 10.11.16 (AC)
25/11/16	Email from NALC re: DIS 896 & Grants Bulletin (AC)
	Email from Kent 4 Community Funding News (AC)
28/11/16	Email from GBC re: Agenda for Council 6.12.16 (AC)
	Email from GBC re: Supplementary Pack to the agenda for Reg Board 30.11.16 (AC)
	Email from GBC re: Playsite Check (SG/RK)
29/11/16	Email from St. Johns re: Carols in the Round (AC)
	Email from Bluewater Land Securities re: Minutes of Community Forum (AC)
	Email from GBC re: Agenda for Gravesham Joint Transportation Board (AC)
	Email from KALC re: The Parish News November 2016 (AC)
30/11/16	Email from Village SOS – Nov 2016 Newsletter (AC)
	Email from GBC re: Supplementary Reg. Board agenda details (AC)
	Email from KCC re: Scam email alerts (AC)
	Email from M&DFG re: Winter 2016 newsletter (AC)
01/12/16	Email from KentCAN re newsletter (AC)
	Email from Kent Police re attempted burglary (AC)
	Email from GBC re: Reg. Board decision sheet (AC)
	Email from GBC re: Reg Board minutes (AC)
	Email from KCC re: Public Protection Newsletter Nov 16 (AC)
2/12/16	Email from Kent 4 Community Newsletter – Funding alerts (AC)
	Email from KCC Highways re: Temp road closure at Whitepost Lane (AC)
	Email from resident regarding ruling on keeping bins on view at the front of your property
	Email from Kent Community re: Gravesend Borough Market – agencies stall present (AC)
5/12/16	Email from KALC re: Consultation Guidance – Notification of preparation of the Kent Minerals and Waste sites plans and 'call for sites' – closing date 30/01/16 (AC)
	Email from KCC re: alert 'beware of scam emails offering tax refunds (AC)
	Letter from The Pensions Regulator regarding staging date (SB, JO, MB & Malcolm Gofton Associates Ltd)
6/12/16	Email from KCC Highways re: temp road closure at David Street (AC)

	Email from GBC re: playground check on 5.12.16 (SG & RK)
	Email from KCC Paul Linstead re Volunteer Support Warden Scheme (AC)
	Email from GBC re: Application re Lawful Development at Verona, 65 Rhododendron Avenue (AC)
	Email from Kent Community Messaging re : Watch Out Magazine, Dec issue (AC)
	Email from Kent Community Messaging re : Scam deliveries (AC)
	Email from Kent Can re: Let's work together (AC)
	Email from resident regarding planning application – 1 Green Farm Cottages (AC)