

**Meopham Parish Council
Environment & Amenities Committee Meeting
held on 4th September 2018 at 7.30 p.m.
at the Windmill, Meopham Green**

Committee Members Present: Cllrs D. Bramer (Chairman), M. Bramer, S. Buchanan, P. Hasler, P. Luxford and B. Wade

In attendance: S. Eggesden (Clerk), N. Jerram (Clerical Assistant), K. Dare, G. Willsher (M&DFG)

Item 1 **To receive Apologies for Absence**

E.32 Apologies were received from Cllr Gofton (holiday)

Item 2 **To receive Declarations of Interest**

E.33 There were no declarations of interest.

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

E.34 The minutes of the meeting held on 05.06.18 were approved as a correct record on a proposal by Cllr M Bramer, seconded by Cllr Wade. There were 5 votes in favour and one abstention (due to non-attendance at the previous meeting)

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

E.35 Item E.4. Tree work at Judson's Recreation Ground. Cllr Wade queried the tree work carried out in Zone 4. The clerk advised that the tree surgeon had followed the specification given. After further discussion Cllrs Luxford and Wade agreed to check the work carried out against the job specification.

E.36 Item E.5. Cllr Luxford asked when the memorial bench decision would be reviewed. The clerk advised that her request for a review on the decision agreed at F.C. 24.04.18 would have to go to a Full Council Meeting 6 months after this date.

E.37 Item E.14. Cllr Wade asked for an update on the repair to the men's toilet door. The clerk advised that the repair was to be carried out by Sebias Cleaning Services within the next couple of weeks.

E.38 Item E.16. Cllr Wade asked for an update on the toilet signage. The clerk confirmed internal signage was in place and the external sign had been delivered to the parish office the previous day.

E.39 Item E.26. Litter bin outside the library. Cllr D Bramer advised members that the land is owned by the school. Members agreed to review the matter when the building works are completed.

Item 5 **Village Greens/Harvel Pond**
5.1 Harvel Pond – Update

E.40 Cllr D Bramer read out a brief report received from Ian Carey (pond warden). Cllr M Bramer reported the water level of the pond was approaching 4ft in depth. With reference to the fence replacement, Cllr D Bramer confirmed that a site meeting with the fence contractor had been arranged for Friday 7th September.

5.2 Priestwood Green
5.2.1 To note the emergency tree work and damage to residents property

E.41 Members noted the above.

5.2.2 To consider ivy removal from affected trees following damage to a property by a fallen tree

E.42 Cllr Wade suggested a job specification is drawn up to include the exact number of trees affected by ivy. After discussion, Cllr D Bramer proposed a motion to delegate to the clerk to progress with scheduling the work on ivy removal up to a cost of £250. This was seconded by Cllr Buchanan and all voted in favour. **Action: Clerk**

5.3 Hook Green – To note work to remove basal growth from Lime Trees

E.43 Members noted the work carried out to the trees by The Original Tree Surgeon.

5.4 Pitfield Green – To note potential tree issues

E.44 Cllr D Bramer spoke of a number of tree issues on the green which potentially need addressing. Cllrs Luxford and Wade agreed to survey the Ash and the Silver Birch and the area alongside the boundary fence and report back accordingly. Cllr Buchanan said Meopham Garden Association had agreed to attend to the rose bushes outside the toilets in the autumn. **Action: Cllrs Luxford/Wade**

5.5 Tree Survey – To agree to proceed with a professional survey of all the trees in the parish to be carried out by Original Tree Surgeon (carried out every 3 years)

E.45 Cllr D Bramer proposed a motion to proceed with a professional tree survey. This was seconded by Cllr Buchanan and all voted in favour. **Action: Clerk**

5.5.1 To consider and agree, if appropriate, to increase frequency of tree survey to 2 years

E.46 Members discussed and on a proposal by Cllr Luxford, seconded by Cllr Hasler, all voted in favour of 2 yearly tree surveys to be carried out on parish trees. **Action: Clerk**

5.6 War Memorial – To consider and agree, if appropriate to proceed with the re-engraving of names on the stone tablet (costs to be discussed in closed session)

E.47 Cllr Hasler proposed a motion to proceed with the re-engraving of names on the stone tablet of the war memorial. This was seconded by Cllr D Bramer, 5 voted in favour with 1 abstention. **Action: Clerk**

Item 6 **Old Chalk New Downs Project – To note attendance of councillor at Importance of Pollinators Course**

E.48 Members noted Cllr D Bramer had attended the course. Cllr D Bramer pointed out that the course was of interest to parish councils as landowners, in respect of maintaining and managing land for the future.

Item 7 **Rights of Way, including Footpaths Groups**
7.1 Update from Meopham & Districts Footpath Group

E.49 Cllr Wade proposed a motion to suspend standing orders to allow K. Dare (M&DFG) to speak, this was seconded by Cllr M Bramer and all voted in favour.

K. Dare reported that the group had now completed 134 hours of footpath clearing. They had recently attended a tree walk led by David Carey (Kent Tree & Pond Partnership) which was a very enjoyable and informative walk attended by 26 people. He advised that the Pat Wilson Memorial Walk was scheduled for 9th September at 10am, starting on Meopham Green and is a distance of 4 miles.

Cllr D Bramer thanked K. Dare for his report.

Standing orders were then reinstated.

Item 8 **Recreation Ground and Playground Equipment**
8.1 Update on playground equipment

E.50 Members discussed the quarterly inspection sheets provided by GBC. Cllr D Bramer added that prices for any repairs needed would be considered in closed session.

8.2 To consider getting a safety inspection and report from Playdale at £195

E.51 Members agreed that due to Gravesham Borough Council carrying out regular safety inspections, it was not necessary for an additional report.

Item 9 **Youth Club – Update**

9.1 To discuss continuation of the youth club and agree, if appropriate, to the following dates:

September 14th, 28th

October 12th

November 9th, 23rd

December 7th

E.52 Members agreed to the continuation of the youth club. On a proposal by Cllr Buchanan, seconded by Cllr M Bramer, all voted in favour to proceed with the above dates.

Moving forward members agreed to ask Cllr Gofton to provide a report for future E&A meetings to include updates on number of youths attending each session. **Action: Cllr Gofton/Clerk**

9.2 To agree a proposal to use £30 of the money collected in fees so far as a float for a tuck shop

E.53 Cllr Buchanan proposed a motion to use £30 of the money collected in fees so far as a float for a tuck shop. This was seconded by Cllr M Bramer and all voted in favour.

Cllr D Bramer asked the clerk to speak to The Grand Youth Workers regarding a system for managing club fees. **Action: Clerk**

Item 10 **Litter Pick - To note next litter pick date (27th October 2018)**

E.54 Members noted the date. Cllr Luxford suggested, and all members agreed, to the litter pick posters being forwarded to local schools. **Action: Clerk**

Item 11 **Financial Matters**

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

E.55 Members noted the above payments (all previously approved).

11.2 To note the Environment and Amenities Committee expenditure up to 2018/2019

E.56 Members noted expenditure.

Item 12 **Correspondence**

14.1 To note correspondence received

E.57 Members noted correspondence list.

8.30pm – K. Dare and G. Willsher 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 item the public and press will be asked to leave the meeting

Item 13 **To consider the quotations submitted for re-engraving of the war memorial and approve, if appropriate, a contractor**

E.58 Members discussed the quotations received. On a proposal from Cllr D Bramer, seconded by Cllr Buchanan, 5 voted in favour with 1 abstention, to delegate to the clerk to spend up to £800 to appoint a stonemason to carry out the work. **Action: Clerk**

Item 14 **To consider the quotation from Playdale for play equipment repairs and agree, if appropriate to proceed**

E.59 Members considered the quotation received and on a proposal from Cllr Buchanan, seconded by Cllr M Bramer, all voted in favour of proceeding with the work and agreed to any extras needed up to a figure of £200. **Action: Clerk**

Meeting closed at 8.45pm

Appendix 1

CHQ	DATE	PAYEE	DETAILS	GROSS	VAT	NET
2086	08.06.18	ELEMENT UK LIMITED	BUS SHELTER CLEANSING - 30.04.18	£205.80	£34.30	£171.50
2097	02.07.18	ABACUS PLAYGROUNDS LTD	WETPOUR REPAIRS AT JUDSON'S REC.	£780.00	£130.00	£650.00
2100	03.07.18	ELEMENT UK LIMITED	BUS SHELTER CLEANSING - 20.06.18	£210.00	£35.00	£175.00
2161	03.07.18	SEBIAS CLEANING SERVICES	PITFIELD TOILETS CONTRACT - 19.6.18 TO 18.7.18	£598.20	£99.70	£498.50
2168	10.07.18	OTS	EMERGENCY TREE WORK - PRIESTWOOD GREEN	£170.00	£34.00	£170.00
2171	19.07.18	KENT WILDLIFE TRUST	ACTIVITY FOR HARVEL POND AT HARVEL FETE	£150.00		£150.00
2173	19.07.18	KM MEDIA GROUP LTD	ADVERT - SERVICE CONTRACT	£217.32	£36.22	£181.10
2174	19.07.18	INVICTA LAW LTD	PROF FEES - REG OF MEOPHAM VILLAGE GREENS - PART PAYMENT	£1,089.00	£178.00	£911.00
2175	19.07.18	SEBIAS CLEANING SERVICES	SANITARY BIN IN FEMALE TOILET - 1 YEAR	£280.80	£46.80	£234.00
DIRECT DEBIT	27.07.18	SSE SOUTHERN ELECTRIC	ELECTRICITY - PITFIELD TOILETS - 18.04.18 TO 5.07.18 (EST)	£50.76	£2.41	£48.35
2181	21.07.18	SEBIAS CLEANING SERVICES	PITFIELD GREEN TOILETS - SERVICING	£616.20	£102.70	£513.50
2184	31.07.18	THE ORIGINAL TREE SURGEONS LTD	TREE WORK - HOOK GREEN	£240.00	£40.00	£200.00
2185	31.07.18	HIGHVIEW TREE SERVICES	SERVICE CONTRACT - UP TO 14.6.18	£450.00		£450.00
2186	31.07.18	HIGHVIEW TREE SERVICES	SERVICE CONTRACT - UP TO 14.7.18	£450.00		£450.00
DIRECT DEBIT	14.08.18	RBLI	SIGNAGE - PITFIELD GREEN TOILETS	£41.52	£6.92	£34.60
2196	20.08.18	BUSINESS STREAM	WATER BILL - DRINKING FOUNTAIN	£25.36		£25.36
2200	21.08.18	SEBIAS CLEANING SERVICES	SERVICING PITFIELD GREEN TOILETS - 26/8 TO 19/9	£616.20	£102.70	£616.20

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2202	21.08.18	TJ BROOKER	ROUGH GRASS CUTTING ALLOTMENTS	£144.00	£24.00	£120.00
2203	03.09.18	HIGHVIEW TREE SERVICES	SERVICE CONTRACT - UP TO 14.8.18	£450.00		£450.00