

Meopham Parish Council

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A Civility & Respect
Pledge Council

Minutes of the Full Council Meeting held on Tuesday 03rd March 2026 at 7:00pm at the Cricket Pavilion, Meopham Green, Wrotham Road, Meopham, DA13 0PZ.

Members Present: Cllr S Buchanan
Cllr D Bramer
Cllr R Collings
Cllr S Gofton
Cllr D Sims
Cllr B Wade
Cllr P Watson

In Attendance: 6 members of the public
L Winter – Clerk

Meeting commenced 19:02

F.C.223 The Chairman advised the public that item 11 would be moved into the closed session in light of new information coming to the attention of Councillors before the meeting. Councillors were very conscious that during discussions of these items, people could be identified.

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

F.C.224 Apologies were received from Cllr Fisher (prior engagement), Cllr D Johnson (family commitment), Cllr S Johnson (prior engagement) and Cllr Haslam.

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

F.C.225 Councillor Bramer declared for item 13 and 14.

Item 3: Minutes of Previous Meetings: To approve the minutes of the meetings held on 10.02.2026

F.C.226 Cllr Buchanan proposed and Cllr Wade seconded that the minutes of the Full Council meeting of 10.02.26 be approved. All in favour from those in attendance of that meeting. Councillor Sims and Gofton abstained.

Item 4: Public Session & External Reports

4.1 Public Session

Disclaimer: The statements made during the Public Session reflect the opinion of the speaker(s) and are not necessarily accurate or factual information.

- F.C.227** There were a number of members of the public representing Meopham District Allotments Association who hoped that the Parish Council were happy with the documentation they had submitted. They added that they were more than happy to make amendments if deemed necessary.

4.2 Borough Councillor and County Councillor

- F.C.228** There were no Borough Councillor or County Councillor present.

4.3 Police

- F.C.229** There were no Police present.

Item 5: Pitfield Green Toilets: To receive an update

- F.C.230** Update No8 on progress received.

Item 6: Pitfield Green Toilets: To consider and approve additional reserves

- F.C.231** After a lengthy debate on the necessity of an occupancy detection/footfall reporting system, as it was not required for the opening of the toilets, it was agreed that we needed to measure the usage of the toilets.

PROPOSED: Cllr Buchanan. SECONDED: Cllr Bramer. That additional reserves be used, capped at £6.5K. All in favour.

Item 7: Community Grants Scheme – Audit: To note the report from the Finance Officer following the audit of grants issued in 2025-2026 to ensure they were spent in line with the Council’s Community Grants Policy

- F.C.232** Noted.

Item 8: Standing Agenda Item: To consider any need for professional advice or reports on planning related issues

- F.C.233** Councillor Collings stated that there was nothing for this item at this time.

Councillor Gofton advised that she had attended the London Green Belt Council AGM via zoom and gave Councillors feedback of what she had learnt from the meeting. She also asked if Meopham Parish Council would consider joining this Council with membership starting at £25. It was agreed to be an agenda item on the next full council meeting.

Item 9: Harvel Green: To agree to the request from Harvel Hash House Harriers to use Harvel Green for this years' annual Harvel 5 mile race on Saturday 6th June 2026 subject to the receipt of all appropriate documentation

F.C.234 It was agreed to authorise the use of Harvel Green subject to the receipt of the all appropriate documentation including a risk assessment and insurance certificate.

PROPOSED: Cllr Wade. SECONDED: Cllr Collings. All in favour.

Item 10: New AGAR requirements for compliance – Assertion 10:

F.C.235 RESOLVED that:

- 10.1 Privacy Policy: approved.
- 10.2 Freedom of Information Policy and Guide: approved.
- 10.3 Information Technology Policy: approved to meet the AGAR requirements for compliance of assertion 10. The policy to be reviewed with all other policies as soon as possible.
Councillor Bramer abstained.

F.C.236 Closed Session – all public and press were asked to leave the meeting.

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

CLOSED SESSION

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

Item 11: Southdown Shaw Allotments:

11.1 Rent: To consider and approve the rent for the allotments

F.C.237 RESOLVED that the rent for 2026/2027 be approved at £507.66.

- 11.2 Lease Agreement**
- 11.3 Plot-holder Agreement**
- 11.4 Constitution**

F.C.238 Following a lengthy debate regarding the Association and the management of the allotments, Councillors were not prepared to sign a new lease agreement at this time. They therefore did not progress with any of the paperwork, and instructed the Clerk to seek legal advice on what options were available.

RESOLVED that the Clerk approach KALC and follow their advice.

Item 12: Service Contract: To consider the tenders received and approve a contractor for the public toilet opening, closing and cleaning contract

F.C.239 RESOLVED that: the contract be awarded to Greywater Facilities Management, subject to their agreement to separate the core service (A) from the consumables (B). Councillors further agreed:

a) Core Service – to approve the annual cost for daily opening, closing and cleaning as quoted in the tender, to be paid by standing order over 12 months;

b) Consumables – that consumables to be invoiced monthly following replenishment, with an initial purchase to the value of £1,000;

c) Additional/optional services – to approve the rates for any additional or optional services offered.

PROPOSED by Cllr Buchanan SECONDED by Cllr Gofton. All in favour.

Item 13: Employment Tribunal Costs: To consider the request

F.C.240 Councillors accepted the advice from the Clerk, that a Councillor cannot legally incur a debt on behalf of the Council, if they do they are liable to pay that debt.

F.C.241 Suspension of Standing Order 3(x) – a meeting shall not exceed a period of two hours.

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

Item 14: Potential Complaint of Maladministration: To note the complaint

F.C.242 Noted.

The meeting ended 21:12