

Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - Tel: 01474 813779

Email: enquiries@meopham-pc.gov.uk

Website: www.meopham-pc.gov.uk



A Civility & Respect
Pledge Council

To all Members of Meopham Parish Council

You are hereby summoned to attend a meeting of the **Full Council** of **Meopham Parish Council** on **Tuesday 7th April 2026 at 7:00pm** to be held at the **Harvel Village Hall, Harvel, Meopham, DA13 0DS**. Papers have been circulated for items marked with (*)

Yours faithfully

Lisa Winter

Lisa Winter

Clerk and Responsible Financial Officer

Date of Issue: Friday 27th March 2026

AGENDA

1. **Apologies for Absence:** To receive and accept apologies
2. **Declarations of Members' Interests:** To receive declarations of pecuniary and non-pecuniary interests for this meeting
3. **Minutes of Previous Meeting:** To approve the minutes of the meetings held on 03.03.26 and 20.03.26. *This item is to confirm the accuracy of the minutes and not to raise matters arising (*)*
4. **Public Session & External Reports**
 - 4.1 **Public Session**
 - 4.2 **Borough Councillors and County Councillor**
 - 4.3 **Police**
5. **Annual Parish Meeting:** To approve the purchase of light refreshments for the Annual Parish Meeting on Wednesday 15th April 2026
6. **Pitfield Green Toilets:** To receive an update

7. Financial Matters

- 7.1 Approval of Payments:** To approve the payments made since the last meeting up to 28 February 2026 (*)
 - 7.2 Receipts & Payments Report:** To note the receipts and payments report up to 28 February 2026 (*)
 - 7.3 Bank Statements:** To note the Unity Trust Bank, Cambridge Building Society, Redwood Bank and Hampshire Trust Statements and the supporting Bank Reconciliation as of 28 February 2026 (*)
 - 7.4 Council Reserves:** To note the reserves balance as of 28 February 2026 (*)
 - 7.5 Earmarked Reserve:** To note that the remaining funds of £22,350 allocated for a ring-fenced 'Professional Services' budget from reserves in the financial year 25/26 are transferred into an earmarked reserve, specifically for legal, technical and expert advice on planning and related matters, as approved on 09.12.25
 - 7.6 Earmarked Reserve:** To note that the remaining funds of £7403 allocated for the Pitfield Toilets from reserves in the financial year 25/26 be transferred into an earmarked reserve, specifically for the remaining outstanding works previously approved for the project
 - 7.7 Expenses:** To approve expenses claimed by the Clerk (*)
- 8. Standing Agenda Item:** To consider any need for professional advice or reports on planning or related issues
- 9. Southdown Shaw Allotments:** To consider the approval of the allotments package available with our current accounting provider – scribe *(Further details will be provided by the Clerk at the meeting)*
- 10. Asset of Community Value (ACV):** To approve renewal of the ACV for the Amazon and Tiger Public House, Harvel
- 11. Harvel Green:** To agree to the request from Harvel Village Hall Management Committee for the use of Harvel Green on Saturday 4th July 2026 for the Harvel Village Fete – appropriate documentation received with the request
- 12. Meopham Green:** To agree to the use of Meopham Green on Thursday 23rd July 2026 (*)
- 13. Internal Auditors:** To approve the internal auditors for 1 or 3 years (*)
- 14. Street Lighting Maintenance Contract:** To note that there will be a 4% price increase for the 26/27 contract due to the rise in material costs, wages, fuel and investment in vehicles

15. **Meopham Parish EV Chargers:** To approve (if for MPC) the renewal of the legal agreement (*the agreement is between Meopham Village Hall Charitable Trust, so unsure what our involvement is or was*) (*)
16. **Motion from Councillor Buchanan:** To agree in principle to provide financial assistance, if needed, to the Meopham Windmill Trust in the acquisition of a small plot of land adjacent to the Windmill which would be used to establish a Visitor & Educational Centre in support of the objectives of the Trust.

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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

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A Civility & Respect
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Minutes of the Extra Ordinary Full Council Meeting held on Friday 20th March 2026 at 7:00pm at the St Johns Centre, Wrotham Road, Meopham, DA13 0AA

Members Present:
Cllr S Buchanan
Cllr R Collings
Cllr J McNamara
Cllr B Wade
Cllr P Watson

In Attendance:
Cllr D Morton – Kent County Council
Cllr G Harding – Gravesham Borough Council
Lots of members of the public
L Winter – Clerk

Meeting commenced 19:00

F.C.243 In the absence of the Chair and the Vice-Chair of the Council, a Chairman for the meeting needed to be elected. Councillor Buchanan was proposed by Cllr Wade and seconded by Cllr McNamara. All in favour.

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

F.C.244 Apologies were received from Cllr Bramer (prior engagement), Cllr Fisher (away), Cllr Gofton (prior engagement), Cllr D Johnson (family commitment), Cllr S Johnson (work commitment) and Cllr Sims (funeral).

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

F.C.245 None declared.

Councillor Buchanan stated that Meopham Parish Council has no affiliation to any campaign groups. We are consultees only and urged the public to comment as individuals.

Item 3: Public Session & External Reports

3.1 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.

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F.C.246 Many comments were received from the public with the fundamental areas focussing around the highway capacity and traffic flow, local services, flooding, drainage, visual impact.

The public were advised that the parish council response would be published on our website once it had been submitted to Gravesham Borough Council.

3.2 Borough Councillor and County Councillor

F.C.247 Councillor Harding addressed the public to stress that they need to realise that these large scale developments are all individual applications and comments need to be submitted for each one. They need to pass this message on to their neighbours.

3.3 Police

F.C.248 There were no Police present.

Item 4: Planning Application: To consider and make recommendations on the following planning application

F.C.249 All recommendations made will be actioned under delegated authority to the Clerk

20260207 – Land North of Camer Road, Meopham, Gravesend
Outline planning application for up to 725 dwellings (Use Class C3), a new two-form entry primary school (Use Class F1), a Local Centre (up to 500sqm of Class E floorspace), the provision of Public Open Space including sport and recreation facilities alongside associated access, landscaping, parking, and infrastructure; with all matters reserved except for access.

The Councillors of the parish council all contributed to the debate.

Councillor Collings proposed that MPC objects to the planning application and submits a formal response raising concerns in relation to highway access and traffic, drainage and wastewater infrastructure, landscape and visual impact, cumulative effects, and site constraints. All in favour.

Item 5: Standing Agenda Item: To consider any need for professional advice or reports on planning related issues

F.C.250 Councillor Collings stated that he had approval to represent the Council in a formal capacity in meetings for Regulation 19. However, he requested that this be extended to all Planning related matters.

PROPOSED: That Councillor Collings and Cllr D Johnson have delegated authority to represent MPC on all matters related to Regulation 19 and Planning. All in favour.

The meeting closed 20:38

Meopham Parish Council

PAYMENTS LIST

02 March 2026 (2025-2026)

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
220 BUS SHELTER MAINTENANCE✓	02/02/2026		Unity Trust Bank		BUS SHELTER REPAIRS	GW Shelter Solutions Ltd	S	339.00	67.80	406.80✓
227 Community Events✓	09/02/2026		Unity Trust Bank		Christmas Event/Tree	HGS LANDSCAPING - DH	X	50.00		50.00✓
228 Community Events✓	09/02/2026		Unity Trust Bank		Christmas Event/Tree	HGS LANDSCAPING - MD	X	50.00		50.00✓
229 Communications & IT✓	09/02/2026	CONTRACT	Unity Trust Bank		Phone System	HELIOCENTRIX/MICROSOFT	S	169.20	33.84	203.04✓
230 Office Rent✓	09/02/2026	CONTRACT	Unity Trust Bank		Office Rent	St Johns Centre	X	543.75		543.75✓
231 Office Supplies✓	09/02/2026		Unity Multipay Card		OFFICE SUPPLIES	Amazon	S	27.06	5.41	32.47✓
232 Bank Charges✓	09/02/2026		Unity Multipay Card		BANK CHARGES	Unity Bank	X	6.00		6.00✓
233 PITFIELD TOILETS✓	17/02/2026		Unity Trust Bank		PITFIELD TOILETS	TEMPERATE HEATING LIM	S	57.42	11.48	68.90✓
234 PITFIELD TOILETS✓	17/02/2026		Unity Trust Bank		PITFIELD TOILETS	DUNCAN HOLLAND	Z	536.45		536.45✓
235 SPEEDWATCH✓	23/02/2026	FC136	Unity Trust Bank		SPEEDWATCH	UNIPAR SERVICES	S	3,030.00	606.00	3,636.00✓
236 Staff Salaries Tax & NIC✓	23/02/2026		Unity Trust Bank		Salary	L Winter	X	2,317.89		2,317.89✓
237 Staff Salaries Tax & NIC✓	23/02/2026		Unity Trust Bank		Salary	T Hanlon	X	632.75		632.75✓
238 Staff Pensions✓	23/02/2026		Unity Trust Bank		Pension Contributions	Kent Pension Fund	Z	696.15		696.15✓
239 Professional Services✓	23/02/2026		Unity Trust Bank		Town Planning Consultants	North Kent Planning Servic	X	1,000.00		1,000.00✓
240 Bank Charges✓	28/02/2026		Unity Trust Bank		BANK CHARGES	Unity Bank	X	10.95		10.95✓
Total									724.53	10,191.15

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Item 7.1

Voucher Code 220.



GW Shelter Solutions Ltd

28 Woodstock Avenue
Waterlooville, Hampshire, PO8 9TG
United Kingdom

Telephone: 02392 210052
Email glen@gwsheltersolutions.co.uk

Invoice To:

Meopham Parish Council
The Windmill
Meopham Green
Wrotham Road
Meopham
DA13 0QA

Deliver To:

Meopham Parish Council
Wrotham Road
opp Huntingfield Rd
Meopham
Gravesend
DA13 0EZ

SALES INVOICE

Invoice Date
28/01/2026

Due Date
27/02/2026

Reference
e-mail 4/12/25

Invoice Number
SI-2053

Description	Qty/Hrs	Price/Rate	VAT %	Net
Supply and install parts to make repairs to an existing 3 bay enclosed shelter in accordance with our sales order GWSO1864 and quotation GWQ2569	1.00	339.00	20.00	339.00

VAT Rate	Net	VAT	Total Net	339.00
Standard 20.00% (20.00%)	£339.00	£67.80	Total VAT	67.80
			TOTAL	£406.80

Notes:

GROSS PAYMENT STATUS - PLEASE REMIT IN FULL

Payment Details
Bank: NatWest
Address: Online
Sort Code: 55-70-34
Account number: 84958081

Terms and Conditions:

Terms: 30 days nett
Please remit to the registered office.
Goods supplied according to our terms and conditions
All goods remain the property of GW Shelter Solutions Ltd until paid in full

Registered in England and Wales No. 11996824 , VAT Registration Number GB 323273036
Registered Address 28 Woodstock Avenue, Waterlooville, Hampshire, PO8 9TG, United Kingdom

www.gwsheltersolutions.com
sales@gwsheltersolutions.co.uk
Office: 02392 210052

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Voucher Codes 227 | 228
(2 x £50)

Highview Garden Services

INVOICE

Client: Tracey Hanlon
Finance and Grants Officer
Meopham Parish Council

Invoice for Meopham Parish Council in respect to works listed below:

To cut down, remove and dispose off accordingly the xmas tree situated on the main Meopham Green, to pick up and dispose of fallen branches due to wind damage.

Outstanding Balance: £100.00

Mr Matthew J Dellafera
Acc No: 10077660
Sort Code: 30-93-60
Amount: **£50.00**

Mr Dean Hill
Acc No: 83077405
Sort Code: 51-81-07
Amount: **£50.00**

All payments to be made upon completion of the job via BACS transfer or cash unless otherwise agreed.

Yours Sincerely

D. Hill

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Voucher Code 229



Heliocentrix Ltd
Beech House
Thorn Road
Marden, Kent TN12 9EJ
01732 600170

Bill To:
Meopham Parish Council Attn: Tracey Hanlon St Johns Centre Wrothham Road Meopham, DA13 0AA United Kingdom

Date	Invoice
01/02/2026	29397

Terms	Due Date	PO Number	Reference
Net 15 days	16/02/2026		Monthly Billing for February

Managed Services Details	Quantity	Price	Amount
Agreement Microsoft 365 - Monthly Licenses			
Microsoft Teams Phone with Calling Plan for 3000 UK Minutes	4.00	£15.72 GBP	£62.88 GBP
Microsoft Teams Phone Resource Account (Monthly\NCE)	10.00	£0.00 GBP	£0.00 GBP
Microsoft 365 - Business Standard License, includes: - Microsoft Office Desktop and Mobile - Exchange Email - OneDrive \ SharePoint - Microsoft Teams	3.00	£11.52 GBP	£34.56 GBP
Microsoft 365 Business Basic - Exchange Email up to 50GB - Teams - OneDrive \ SharePoint	13.00	£5.52 GBP	£71.76 GBP
Total Managed Services Details:			£169.20 GBP
Payment can be made by BACS or Direct Debit. If you would like information on how to setup a Direct Debit, please contact sales@heliocentrix.co.uk. For payment by BACS use Heliocentrix Limited, Sort Code: 60-83-71 & Account Number: 56471596. Please ensure that you use either your company name or invoice number as a reference.	Invoice Subtotal:	£169.20 GBP	
	UK-VAT @ 20%:	£33.84 GBP	
	Invoice Total:	£203.04 GBP	
	Payments:	£0.00 GBP	
	Credits:	£0.00 GBP	
Balance Due:		£203.04 GBP	

Registered in England & Wales at above address 6608801
VAT Registration Number GB 971 7999 48

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Voucher Code 230 .

The PCC of St John the Baptist Church, Meopham
St John's Centre, Wrotham Road, Meopham DA13 0AA
Email: admin@stjohnsmeopham.co.uk
Telephone: 01474 813106

INVOICE

Invoice To: Tracey Halon
Meopham Parish Council
St Johns Centre
Wrotham Road
Meopham

Invoice Number: MEPPC Jan 2026
Date: 26-Jan-26
Contact: Mrs Ally Merry
Settlement Terms: Strictly 30 days

Hirer's Charity Number(if applicable):

Hirer's Email: Finance & Grants Officer - Meopham Parish Council <financeofficer@meopham-pc.gov.uk>

Hirer's Telephone: 01474 813779

Dates	Rooms	Monthly Rate	@	£
1st -28 February 2026	John Hidden Room	1	543.75	543.75

TOTAL DUE £ 543.75

Please make cheques payable to: Meopham PCC and return to the address at the top of this invoice.

If you wish to pay by BACS please include the invoice number listed above as reference.

Our account number is 74198302; sort code 09-01-51.

Account Name Meopham Parochial Church Council.

Pay Due by the 30th of Each Month

For Office Use Only:

Date Paid

£

BACS/Cheque/Cash

Registered as a Charity in England & Wales Number 1133014

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Invoice

MRS TRACEY HANLON
MEOPHAM PARISH COUNCIL, ST JOHNS CENTRE ,
WROTHAM ROAD,
MEOPHAM, KENT, DA13 0AA
GB

Paid

Payment reference ID 16nK5WVcr9wgrTqxzlgT

Sold by ZHENGZHOU SHIZIYANXINXIKEJIYOUXIANGONGSI

Invoice date / Delivery date	28.01.2026
Invoice #	GB610EQXJAEUD
Total payable	£10.98

VAT declared by	Amazon EU S.a.r.L.
VAT #	GB727255821

For customer support visit www.amazon.co.uk/contact-us

Billing address	Delivery address	Sold by
MRS TRACEY HANLON MEOPHAM PARISH COUNCIL, ST JOHNS CENTRE , Wrotham Road, MEOPHAM, KENT, DA13 0AA GB	MRS TRACEY HANLON MEOPHAM PARISH COUNCIL, ST JOHNS CENTRE , Wrotham Road, MEOPHAM, KENT, DA13 0AA GB	ZHENGZHOU SHIZIYANXINXIKEJIYOUXIANGONGSI 河南自贸试验区郑州片区（经开）第七大街99号 10号楼1304室 郑州市，河南，450046 CN

Order information

Order date	26.01.2026
Order #	204-0930777-7347535

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
1200PCS Sticky Tabs, Colored Page Markers, Arrow Notes, Removes Cleanly Book Tabs for Page Marking and Annotating Books, Fluorescent Translucent Note Flags for Books, Notebook and Documents B0F997DCJQ	1	£4.99	20%	£5.99	£5.99

ASIN: B0F997DCJQ

Shipping Charges	£4.16	£4.99	£4.99
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Invoice total	£10.98
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VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£9.15	£1.83
Total	£9.15	£1.83

Amazon encourages customers to help protect the environment by recycling old or unwanted electrical products. Find out where you can recycle them at recycle-more.co.uk

LU-BIO-04

Amazon EU S.à r.l. - 38 avenue John F. Kennedy, L-1855 Luxembourg
R.C.S. Luxembourg: B 101818 - Share Capital: 37,500 EUR

VAT declared by Amazon

Invoice

Paid

Payment reference ID 16nK5WVcr9wgrTqxzlgT

Sold by SIM DISTRIBUTORS LTD

VAT # GB378692435

MRS TRACEY HANLON
MEOPHAM PARISH COUNCIL, ST JOHNS CENTRE ,
WROTHAM ROAD,
MEOPHAM, KENT, DA13 0AA
GB

Invoice date / Delivery date	26 January 2026
Invoice #	GB60151EYLWLHI
Total payable	£21.49

For customer support visit www.amazon.co.uk/contact-us

Billing address	Delivery address	Sold by
MRS TRACEY HANLON MEOPHAM PARISH COUNCIL, ST JOHNS CENTRE , Wrotham Road, MEOPHAM, KENT, DA13 0AA GB	MRS TRACEY HANLON MEOPHAM PARISH COUNCIL, ST JOHNS CENTRE , Wrotham Road, MEOPHAM, KENT, DA13 0AA GB	SIM DISTRIBUTORS LTD 691 LONDON ROAD ISLEWORTH ISLEWORTH, TW7 4ES GB VAT # GB378692435

Order information

Order date	26 January 2026
Order #	204-7083580-3701961

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
HP Papers,5 Ream I 2500 Sheets,White,RH98112 Printer Paper, Office A4 Paper, 210x297mm, 80gsm, 5 Ream Carton, 2500 Sheets - FSC Certified Copy Paper ASIN: B00DUCH35A	1	£17.91	20%	£21.49	£21.49
Shipping Charges		£0.00		£0.00	£0.00
Invoice total					£21.49
		VAT rate	Item subtotal (excl. VAT)	VAT subtotal	
		20%	£17.91	£3.58	
Total			£17.91	£3.58	

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Temperate Heating Ltd Chalk Plumbing Supplies

Tel : 01634 571815

Email : temperateaccounts@yahoo.co.uk

STATEMENT

Date	31/01/2026
Account Ref	HOLLAND

DUNCAN HOLLAND
4 ODDFELLOWS COTTAGES
WROTHAM ROAD
MEOPHAM
KENT
DA13 0AS

BANK: CATER ALLEN
A/C NAME: TEMPERATE HEATING LTD
A/C NO: 33135277
SORT CODE: 16-57-10

All values are shown in Pound Sterling

Date	Ref	Details	Debit	Credit	Balance
28/01/2026	267392	Z1773	14.80		14.80
17/01/2026	267369	Z1773	54.10		68.90

Current	Period 1	Period 2	Period 3	Older
£ 68.90	£ 0.00	£ 0.00	£ 0.00	£ 0.00

Amount Due
£ 68.90

emperateHeating^{Ltd}



Rainham Road
Batham, Kent, ME5 7EJ
I. (01634) 571815
mperateheating@yahoo.co.uk

NAME D. Z. Frazier DATE 17/10/26

$\frac{7.2 \text{ tons}}{2.17 \times 3} = 0.9$

DATE: 17/10/26

[illegible]

nk: Cater Allen

C Name: Temperate Heating Ltd

C No.: 33135277, Sort Code: 16-57-10

NETT	VAT	GOODS
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VAT

GOODS

45.08	9.02	54.10
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TR Reg. No. 204 9068 75

12 Rainham Road
Chatham, Kent, ME5 7EJ

Tel. (01634) 571815

temperateheating@yahoo.co.uk

NAME DN FOUND

DATE _____

LAND
21773

21773

TRADE	RETAIL
7.95	
2.00	
2.95	
1.40	
0.50	
Sub-total % discount	
NETT VAT GOODS	
12.35 2.47 14.80	
TOTAL	

Bank: Cater Allen

A/C Name: Temperate Heating Ltd

A/C No.: 33135277, Sort Code: 16-57-10

VAT Reg. No. 204 9068 75

Bank: Cater Allen

A/C Name: Temperate Heating Ltd

A/C No.: 33135277, Sort Code: 16-57-10

NET

VAT

GOODS

12.35	7.47	14.80
-------	------	-------

VAT Reg. No. 204 9068 75

D. N. Holland

contract engineer design - development - project management - validation - test - commissioning

reference Z17731i2.mpc

To Meopham Parish Council
St Johns Centre
Wrotham Road,
Meopham
Kent. DA13 0AA
FAO Lisa Winter – Assistant Clerk
Tel: 01474-813770
Mbl: 07

Your order No. Pitfield Toilets

Date 12th February 2026

Our job number Z1773

INVOICE

To: supply of materials and small parts only for the Pitfield toilets re-enabling, following PC meeting
09/09/2025 to date

date	hours / quantity	Description	Unit price £	item cost £
<u>Materials</u>				
12-Feb-26	1	as attached list	536.450	536.45
sub total materials				536.45
<u>Labour</u>				
12-Feb-26	0	materials only		
sub total labour				0.00
this account is no longer VAT registered				
Total due this invoice				£ 536.45

BACS payment to account No32359804 sort code 40-47-80 preferred
Terms 7 days from date of invoice.

telephone 01474 814952

mobile 07836 541675

e-mail m@dn holland.com

• audio visual - process control - micro processors - programming - control panels - instrumentation - data and telecommunication - networks - air handling systems - electrical systems

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G:\DNH-DATA\current\Projects\DNH\Job files\Z-2023\Z1773 - PitField Toilets
recommission\Z17731i2.mpc.doc

4 Oddfellows Cottages, Wrotham Road, Meopham, Kent. DA13 0AS

cis registration CIS(4)P 9287049578101

Z1773 pit field toilets re-commissioning
12/02/2026

item	materials supplied	DNH materials paid out			
Plumbing	230V solenoid valve	22/12/2025	£ 87.00	conexions	180,085
	occupancy switch CPC		£ 115.55	cpc	6425916
	UPS		£ -	foc london bridge!	14/01/2026
signage	no smoking on these premises, ladies, gents, PRM	19/11/2025	£ 35.00	cpc	
door handles - previously smashed off, coach screws to blank off, new handles to close, lock open bracket -	ply back plate for DB	10/11/2025	£ 97.00	sparks	
	600mm handle for PRM toilet		£ 12.00	sparks	
	ply for shelves		£ 28.66	sparks	05/12/2025
PRM alarm, UPS, misc	replacement batteries		£ 5.00	sparks	
			£ 76.24	cpc	6440110
			£ 30.00	petrol for generator	20/01/2026
	gents door lock plate + cover for comms kit		£ 50.00	bespoke lifts	
			£ 536.45		

the above listing is an extract of the cost sheet for the project

19

234

Voucher Code 235 .

Unipar Services LLP

The Old Stables, 65 Lower Green Road,
Rusthall
Tunbridge Wells
Kent
TN4 8TW
+01892549606
admin@uniparservices.com
VAT Registration No.: 510056502



VAT Invoice

INVOICE TO

Meopham Parish Council
Parish Council Office
St John's Centre
Wrotham Road
Meopham

INVOICE NO. 6039

DATE 11/02/2026

DUE DATE 13/03/2026

TERMS NET 30

WORKS NO:

30694

PO NO:

Paul Watson and Lisa Winter

DESCRIPTION	VAT	QTY	RATE	AMOUNT
DUAL MESSAGE SIGN WITH SMILEY FACE - Serial no 1659	20.0% S	1	2,995.00	2,995.00
DELIVERY BY OUR COURIER	20.0% S	1	35.00	35.00

SUBTOTAL	3,030.00
VAT TOTAL	606.00
TOTAL	3,636.00
BALANCE DUE	£3,636.00

Please Remit Payment to:

UNIPAR SERVICES LLP
National Westminster Bank Plc
Account number: 55200141
Sort code: 60-21-28

20

Voucher code 239 .

North Kent Planning Services

Town Planning Consultant

INVOICE

To: roger.collings@meopham-pc.gov.uk

Invoice No. 032

By email only

Date: 23rd February 2026

Job: NKPS022602

Description of work: First payment

Fee:	£1000.00
Expenses:	£0.00
Total:	£1000.00

Payment terms 14 days

nkps

5 Bergamot Close
Sittingbourne
ME10 4EY

PHONE 07831520004
EMAIL STEVE@NORTHKENTPLANNINGSERVICES.CO.UK

Company No. 16427819 Registered Address 19-21 Swan Street West Malling Kent ME19 6JU

04-06-05

27131671

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Your pre-notification statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mrs Tracey Hanlon
Meopham Parish Council, St. Johns Centre
Wrotham Road
Gravesend
Kent
United Kingdom
DA13 0AA

Date: 31/01/2026

Page number 1 of 3

Account Name: Meopham Parish Council

Statement number: 109

Sort Code: 608301

Account Number: 20405821

Dear Mrs Tracey Hanlon,

This letter outlines charges relating to the transactions and debit interest on your account between 01/01/2026 and 31/01/2026.

You can find full details of our fees and charges within the Standard Service Tariff on our website <https://www.unity.co.uk/terms-and-conditions/>

The charges for this billing period are:

Total charges	£10.95
Total debit interest	£0.00
To be debited from your account on	28/02/2026

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**For Businesses.
For Communities.
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
Unity Trust Bank is entered in the Financial Services Register under number 204570.
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
Registered in England and Wales no. 1713124.
Calls may be monitored and recorded for training, quality and security purposes.
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INVESTORS IN PEOPLE
We invest in people Gold



Pre-notification of account charges		
Type	Count	Charge
Automated Payments	12	£1.80
Faster Payments	21	£3.15
Manual	—	£0.00
Account Fee	—	£6.00

Additional information			
The combined account charge includes the following transaction types:			
Automated Payments	Bacs Credit (in)	Direct Debit (out)	Faster Payment Credit (in)
Faster Payments	Standing Orders (out)	Bill Payments (out)	
Manual	Cheques	Credits	
Account Fee	This is the standard charge for maintaining your account regardless of any transactions.		
Total charge	These charges do not include cash or cheques paid in through the Post Office, Bank Counter or via our Freepost service.		

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**For Businesses.
For Communities.
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
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 Calls may be monitored and recorded for training, quality and security purposes.
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Meopham Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

Council Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Staff Salaries Tax & NIC				88,101.00	45,530.46	42,570.54	42,570.54 (48%)
25	Staff Pensions				13,600.00	7,594.06	6,005.94	6,005.94 (44%)
26	Cllr & Staff Expenses				400.00	212.66	187.34	187.34 (46%)
28	Professional Memberships				4,816.00	3,070.00	1,746.00	1,746.00 (36%)
29	Chairman's Allowance				100.00		100.00	100.00 (100%)
30	Training					1,085.61	-1,085.61	-1,085.61 (N/A)
33	Photocopier Contract		12.95	12.95	700.00	1,866.89	-1,166.89	-1,153.94 (-164%)
34	Communications & IT				2,100.00	2,669.11	-569.11	-569.11 (-27%)
87	Insurance				3,000.00	2,234.88	765.12	765.12 (25%)
88	Office Rent				6,525.00	6,089.63	435.37	435.37 (6%)
89	Venue Hire for Meetings				720.00	351.30	368.70	368.70 (51%)
90	Office Supplies		27.06	27.06	1,200.00	408.25	791.75	818.81 (68%)
91	Software Licences		60.00	60.00	1,800.00	1,517.97	282.03	342.03 (19%)
92	Internal & External Audit Fees				1,200.00	1,246.25	-46.25	-46.25 (-3%)
93	Payroll Services				360.00	252.00	108.00	108.00 (30%)
104	Bank Charges		102.75	102.75	372.00	229.75	142.25	245.00 (65%)
105	Professional Services				5,000.00	5,454.40	-454.40	-454.40 (-9%)
110	Water Supply					26.08	-26.08	-26.08 (N/A)
111	Reserve Transfer 24							(N/A)
112	Other Office expenses: 90					55.00	-55.00	-55.00 (N/A)
113	Multipay Card Payment							(N/A)
114	ANNUAL SUBSCRIPTION					47.00	-47.00	-47.00 (N/A)
116	SURVEYS AND REPORTS							(N/A)
118	Village Poll 117							(N/A)
122	KALC CONFERENCE FEE							(N/A)
123	RESERVES							(N/A)
129	EAP-EMPLOYMENT ASSISTAN				780.00	715.00	65.00	65.00 (8%)
132	ELECTIONS					15,178.75	-15,178.75	-15,178.75 (N/A)
133	NEW BANK ACCOUNT							(N/A)
136	LITIGATION SETTLEMENT					30,130.00	-30,130.00	-30,130.00 (N/A)
SUB TOTAL			202.76	202.76	130,774.00	125,965.05	4,808.95	5,011.71 (3%)

Council Projects & Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	Community Events				7,000.00	752.31	6,247.69	6,247.69 (89%)
82	Health & Wellbeing							(N/A)
100	Village Greens - Post Replacem							(N/A)
102	New Website Project					1,404.00	-1,404.00	-1,404.00 (N/A)
103	Camer Parade - Highways Scher							(N/A)
109	Harvel Bench							(N/A)
124	MEOPHAM WINDMILL				5,000.00		5,000.00	5,000.00 (100%)
125	JUDSONS PAVILLION				6,000.00		6,000.00	6,000.00 (100%)
126	LIBRARY SERVICES				12,500.00		12,500.00	12,500.00 (100%)
127	SCHOOL CLOSE				5,000.00		5,000.00	5,000.00 (100%)
135	PITFIELD TOILETS		4.15	4.15	15,000.00	18,326.58	-3,326.58	-3,322.43 (-22%)

Meopham Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

02 March 2026 (2025-2026)

SUB TOTAL	4.15	4.15	50,500.00	20,482.89	30,017.11	30,021.26 (59%)
------------------	-------------	-------------	------------------	------------------	------------------	------------------------

Council Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Defibrillator Maintenance				150.00		150.00	150.00 (100%)
8	Service Contract & Litter Collecti				20,000.00	2,084.00	17,916.00	17,916.00 (89%)
13	Trees				3,300.00	10,560.00	-7,260.00	-7,260.00 (-220%)
16	Community Grants Scheme				3,000.00	2,500.00	500.00	500.00 (16%)
17	Families and Young People				6,000.00	6,000.00		(0%)
19	Community Toilet Scheme							(N/A)
22	Bus Shelter Cleaning				1,200.00	1,107.70	92.30	92.30 (7%)
68	Streetlights				11,040.00	6,911.12	4,128.88	4,128.88 (37%)
83	Community Engagement				3,000.00		3,000.00	3,000.00 (100%)
85	Village Sign & Flagpole				1,000.00		1,000.00	1,000.00 (100%)
106	Harvel Pond							(N/A)
107	Former Toilet Block					269.16	-269.16	-269.16 (N/A)
108	Drinking Fountain					357.40	-357.40	-357.40 (N/A)
115	YOUTH PROVISION.17							(N/A)
128	ARBORICULTURAL SURVEY - I				1,650.00	1,350.00	300.00	300.00 (18%)
130	SPEEDWATCH				1,500.00	3,030.00	-1,530.00	-1,530.00 (-102%)
131	BASAL CUTTING							(N/A)
134	JUDSONS MAINTENANCE					220.00	-220.00	-220.00 (N/A)
138	VILLAGE GREEN MAINTENANCE					225.00	-225.00	-225.00 (N/A)
139	ALLOTMENT MAINTENANCE					3,191.25	-3,191.25	-3,191.25 (N/A)
140	BUS SHELTER MAINTENANCE					339.00	-339.00	-339.00 (N/A)
SUB TOTAL					51,840.00	38,144.63	13,695.37	13,695.37 (26%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
45	Bank Interest Received	20.00	4,111.74	4,091.74				4,091.74 (20458%)
46	Precept	231,570.00	231,570.00					(0%)
49	Wayleaves	170.00	190.63	20.63				20.63 (12%)
50	Rental Income	634.00	634.13	0.13				0.13 (0%)
94	VAT Reclaim		7,852.59	7,852.59				7,852.59 (N/A)
95	Other Income		691.63	691.63				691.63 (N/A)
119	BT CREDIT REFUND							(N/A)
120	EVENTS INCOME							(N/A)
121	Insurance Excess Refund							(N/A)
137	SOS - D/D REFUND		494.04	494.04				494.04 (N/A)
SUB TOTAL		232,394.00	245,544.76	13,150.76				13,150.76 (5%)

Meopham Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

02 March 2026 (2025-2026)

Summary

NET TOTAL	232,394.00	245,751.67	13,357.67	233,114.00	184,592.57	48,521.43	61,879.10
V.A.T.		5,706.35			11,275.14		
GROSS TOTAL		251,458.02			195,867.71		

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Meopham Parish Council
RECONCILIATION - Unity Trust Bank 28-02-2026

From Accounts	£25,993.09
-------------------------	------------

Payments not cashed Add	
Receipts not entered Subtract	

Statement should be	£25,993.09
--------------------------------------	-------------------

Current T2

60-83-01 • 20405821

Balance Available balance

24,951.09 24,951.09

Show:

Transactions



Balances are correct as of 08:54 on 02 Mar 2026.

↓ Date	Description	Paid in	Paid out	Balance
02/03/26	S/O to: DEAN HILL • MEOPHAM PC		-521.00	24,951.09
02/03/26	S/O to: Matthew Dellafera • MEOPHAM PC		-521.00	25,472.09
28/02/26	Service Charge		-10.95	25,993.09
24/02/26	B/P to: TEMPERATE • Z1773 HEATING 267392/369		-68.90	26,004.04
24/02/26	B/P to: DUNCAN HOLLAND • MPC - Z1773		-536.45	26,072.94
24/02/26	B/P to: UNIPAR SERVICES • MPC - 6039		-3,636.00	26,609.39
24/02/26	B/P to: NTH KENT PLAN SERV • MPC - 032		-1,000.00	30,245.39
20/02/26	S/O to: Meopham PCC • MEOPHAM PC		-543.75	31,245.39
20/02/26	S/O to: L Winter • MEOPHAM PC		-2,317.89	31,789.14
20/02/26	S/O to: KCC Pension Fund • MEOPHAM PC		-696.15	34,107.03
20/02/26	S/O to: Tracey Hanlon • SALARY MPC		-632.75	34,803.18
16/02/26	Direct Debit (LLOYDS • 80000029478III5805 BANK PLC)		-6.00	35,435.93
09/02/26	B/P to: HELIOCENTRIX LTD • INV 29397		-203.04	35,441.93
09/02/26	B/P to: DEAN HILL • MPC - XMAS TREE		-50.00	35,644.97
09/02/26	B/P to: Matthew • MPC- XMAS Dellafera TREE		-50.00	35,694.97
04/02/26	Compensation	25.00		35,744.97
04/02/26	B/P to: GW Shelter Solutio • SI- 2053		-406.80	35,719.97
31/01/26	Service Charge		-10.65	36,126.77

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Meopham Parish Council
RECONCILIATION - CAMBRIDGE BUILDING SOCIETY 28-02-2026

From Accounts	£96,063.25
-------------------------	------------

Payments not cashed	Add
Receipts not entered	Subtract

Statement should be	£96,063.25
--------------------------------------	-------------------



[Home](#)

[MENU](#)

Account Details

Manage your account

Your Account

Instant Access

CB01477687 Council Saver

Meopham Parish Council

Balance: £96,063.25

Available: £96,063.25

Accrued interest (not paid): £259.50

Interest rate: 1.55%

[Transactions](#)

[Future Payment](#)

Transactions

Period from

to

30

Filter

Download Transactions

Date	31/12/2025
Description	GROSS INTEREST
In (£)	1,656.71
Out (£)	
Balance (£)	96,063.25
Date	10/12/2025
Description	RECEIPT BY CHEQUE
In (£)	10,000.00
Out (£)	
Balance (£)	94,406.54
Date	09/01/2025
Description	RECEIPT BY PRODUCT SWITCH
In (£)	84,406.54
Out (£)	
Balance (£)	84,406.54
Date	09/01/2025
Description	WITHDRAWAL BY PRODUCT SWITCH
In (£)	
Out (£)	84,406.54
Balance (£)	0.00
Date	09/01/2025

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Description	GROSS INTEREST
In (£)	44.38
Out (£)	
Balance (£)	84,406.54
Date	31/12/2024
Description	GROSS INTEREST
In (£)	362.16
Out (£)	
Balance (£)	84,362.16
Date	31/10/2024
Description	RECEIPT BY CHEQUE
In (£)	84,000.00
Out (£)	
Balance (£)	84,000.00
Date	21/10/2024
Description	PAYMENT REVERSED - CHEQUE
In (£)	
Out (£)	84,000.00
Balance (£)	0.00
Date	16/10/2024
Description	RECEIPT BY CHEQUE
In (£)	84,000.00
Out (£)	
Balance (£)	84,000.00

Meopham Parish Council
RECONCILIATION - REDWOOD BANK 28-02-2026

From Accounts	£108,455.03
-------------------------	-------------

Payments not cashed Add	
Receipts not entered Subtract	

Statement should be	£108,455.03
--------------------------------------	--------------------

Account Details

Manage your account

35 Day Notice Account (Issue 13)-Monthly Interest

80202762 35 Day Notice Account (Issue 13)-Monthly Interest

Meopham Parish Council

Tax status: Gross

Nominated account: 608301 20405821

[Edit account details](#)

Balance: £108,455.03

Available: £108,455.03

Accrued interest (not paid): £10.67

Interest rate: 3.59%

[Make a payment](#)

[Transfer money](#)

[Transactions](#)

[Future Payments](#)

Transactions

Period from

to

34

[Filter](#)

Download transactions

Date	28/02/2026
Description	Gross Interest
In (£)	312.17
Out (£)	
Balance (£)	108,455.03
Date	31/01/2026
Description	Gross Interest
In (£)	346.41
Out (£)	
Balance (£)	108,142.86
Date	31/12/2025
Description	Gross Interest
In (£)	342.61
Out (£)	
Balance (£)	107,796.45
Date	02/12/2025
Description	Receipt by Bank Transfer
In (£)	26,000.00
Out (£)	
Balance (£)	107,453.84
Date	30/11/2025
Description	Gross Interest
In (£)	252.53
Out (£)	
Balance (£)	81,453.84
Date	31/10/2025
Description	Gross Interest

In (£)	260.11
Out (£)	
Balance (£)	81,201.31
Date	30/09/2025
Description	Gross Interest
In (£)	250.94
Out (£)	
Balance (£)	80,941.20
Date	31/08/2025
Description	Gross Interest
In (£)	258.47
Out (£)	
Balance (£)	80,690.26
Date	31/07/2025
Description	Gross Interest
In (£)	257.64
Out (£)	
Balance (£)	80,431.79
Date	30/06/2025
Description	Gross Interest
In (£)	174.15
Out (£)	
Balance (£)	80,174.15

[Latest](#) | [Next](#)

Meopham Parish Council
RECONCILIATION - HAMPSHIRE TRUST 28-02-2026

From Accounts	£30,000.00
-------------------------	------------

Payments not cashed	Add
Receipts not entered	Subtract

Statement should be	£30,000.00
-------------------------------	-------------------

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Hampshire Trust Bank

PO Box 74003
London
EC2P 2QR

T: 020 7862 6222

W: HTB.co.uk

02 March 2026

MEOPHAM PARISH COUNCIL
ST. JOHNS CENTRE
WROTHAM ROAD
MEOPHAM
KENT
DA13 0AA

Transactions period:	08/01/2026 to 02/03/2026
Account Type:	SME Notice 95 Days 95-Day Notice SME Saver (Issue 11) 100% Notice Account New Account Full Status 95 Day Notice 3.95%
Account Number:	20583932
Account Sort Code:	23 62 47

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C0232E

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List of Transactions

Transaction Date	Transaction Description	Deposit	Withdrawal	Balance
08/01/2026	Receipt by Bank Transfer	£30,000.00		£30,000.00

Meopham Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 28/02/2026		
	Cash in Hand 01/04/2025		204,921.06
	ADD Receipts 01/04/2025 - 28/02/2026		251,458.02
	SUBTRACT Payments 01/04/2025 - 28/02/2026		456,379.08
			195,867.71
	Cash in Hand 28/02/2026 (per Cash Book)		260,511.37
B	Cash in hand per Bank Statements		
	Petty Cash 28/02/2026	0.00	
	Lloyds Bank 28/02/2026	0.00	
	Unity Trust Bank 28/02/2026	25,993.09	
	Unity Multipay Card 28/02/2026	0.00	
	CAMBRIDGE BUILDING SOCIETY 28/02/2026	96,063.25	
	REDWOOD BANK 28/02/2026	108,455.03	
	HAMPSHIRE TRUST 31/01/2026	30,000.00	
			260,511.37
	Less unrepresented payments		
			260,511.37
	Plus unrepresented receipts		
	Adjusted Bank Balance		260,511.37
	A = B Checks out OK		

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Meopham Parish Council
BANK ACCOUNTS

Lloyds Bank	
Unity Trust Bank	£25,993.09
Unity Multipay Card	
CAMBRIDGE BUILDING SOCIETY	£96,063.25
REDWOOD BANK	£108,455.03
HAMPSHIRE TRUST	£30,000.00
Total in Banks	260,511.37
Cash	
GRAND TOTAL (Banks and Cash)	£260,511.37

Meopham Parish Council
Reserves Balance
2025-2026

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Judsons Play Area	14,000.00				14,000.00
Memorial Bench Donations	5,500.00				5,500.00
Elections	6,838.24	-6,838.24			0.00
Arboricultural Survey	1,500.00				1,500.00
Judsons Legal Fees - Earmarked	1,200.00				1,200.00
Post Replacements - Earmarked					0.00
All Council Strategic Day - Earmarked	683.70				683.70
Harvel Green Bench - Earmarked					0.00
Total Earmarked	29,721.94	-6,838.24			22,883.70
TOTAL RESERVE	29,721.94	-6,838.24			22,883.70
GENERAL FUND					237,627.67
TOTAL FUNDS					260,511.37

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MEOPHAM PARISH COUNCIL

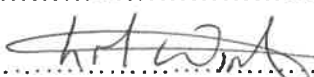
Claim for Expenses : Staff

Period covered :01.09.25 – 27.03.26.....

Mileage allowance	Date	No of miles	Claim @ £0.65 per mile
Notice boards	03.09.25	7	4.55
Notice boards	18.09.25	7	4.55
Notice boards	26.09.25	7	4.55
Notice boards	02.10.25	7	4.55
Notice boards	21.10.25	7	4.55
Notice boards	06.11.25	7	4.55
Notice boards	20.11.25	7	4.55
Notice boards	27.11.25	7	4.55
Notice boards	15.01.26	7	4.55
Notice boards	22.01.26	7	4.55
Notice boards	03.02.26	7	4.55
Notice boards	26.02.26	7	4.55
Notice boards	16.03.26	7	4.55
Notice boards	27.03.26	7	4.55
<i>Attending meetings (out of Parish)</i>			
Clerks Meeting – Shorne	27.11.25	13	8.45
<i>Other (please give details)</i>			
Site Visit – Edmund Green	01.09.25	2.4	1.56
Allotments meet Contractor (Driveway) followed by Site Visit – Edmund Green (basal)	09.09.25	4.6	2.99
Windmill Opening Celebration followed by Pitfield Toilets - electricity	12.09.25	1.6	1.04
Site Visit – Edmund Green – reports of twigs and leaves –	19.09.25	2.4	1.56

<i>removed by Clerk</i>			
<i>First Aid Training Course Milestone Track Centre, New Ash Green</i>	22.09.25	10.8	7.02
<i>Pitfield Toilets</i>	29.09.25	1.6	1.04
<i>Pitfield Toilets – meet UKPN</i>	06.10.25	1.6	1.04
<i>Site Visit – Meopham Green - reports of large hole</i>	14.10.25	1.6	1.04
<i>Allotments – Site Visit followed by visit to Camer Parade notice board, and Edmeades Court, Evenden Road – report of vandalised streetlight</i>	20.10.25	5.2	3.38
<i>Pitfield Toilets</i>	30.10.25	1.6	1.04
<i>Pitfield Toilets</i>	31.10.25	1.6	1.04
<i>Morrisons – food/refreshment collection for training event</i>	19.11.25	7.6	4.94
<i>Pitfield Toilets</i>	15.12.25	1.6	1.04
<i>Waitrose – food/refreshment collection for Carols on the Green</i>	16.12.25	7.2	4.68
<i>Site Visit – Meopham Green to carry out risk assessment for Carols on the Green</i>	16.12.25	1.6	1.04
<i>Pitfield Toilets</i>	13.01.26	1.6	1.04
<i>Allotments – Meet MDAA with Councillors</i>	05.02.26	4	2.60
<i>Site Visit – Meopham Green (tree felling) and Edmund Green (complaint re storage of equipment)</i>	26.02.26	4	2.60
<i>Site Visit – Harvel Pond meet contractors (whilst on annual leave)</i>	02.03.26	walked	0.00
<i>Allotments – notices displayed</i>	10.03.26	4	2.60
<i>Site Visit – Edmund Green (branches/twigs reported) and Defib @ Station</i>	26.03.26	2.8	1.82
Grand total			£117.26

Name LISA WINTER Date 27.03.26

Signed 

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Use of Meopham Cricket Club and The Green

From [REDACTED]
Date Wed 11/03/2026 9:04 PM
To Enquiries - Meopham Parish Council <enquiries@meopham-pc.gov.uk>

Good evening Lisa

Hope all's well with you.

Meopham Cricket Club have been approached to host the annual Year 6 Leavers event by Meopham School. The proposed date is Thursday 23 July (1700 to 2300).

The organisers know that they have to have the relevant insurances in place (including any insurances required from third party suppliers) and the usual events licence from Gravesham. We will also make sure that the event is run as last year with neighbours being notified of the event and times well in advance with a strict cut off time on the day of 2300.

Please could you add this to the agenda for approval at the next main council meeting. If any further information is needed in advance of the meeting, please let me know.

Thanks as always.

Best wishes

[REDACTED]



Internal Audit 2026-27

From [REDACTED]

Date Tue 03/03/2026 4:10 PM

1 attachment (170 KB)

Internal Audit Quotation 2026-27.pdf;

Dear Clerk/RFO

I am contacting you as our records indicate that your current internal audit contract with Mulberry Local Authority Services Ltd is due to expire at the end of this financial year.

Don't worry - your current contract covers the year-end internal audit work due to take place between April and June, and most of you will already have booked your dates for completing this with your assigned auditor.

As you are no doubt aware, following the CIPFA review of local government finances, there are a number of recommendations currently going through a consultation process. These are likely to require more detailed financial information to be included on the AGAR in future, and subsequently a more robust audit process for both internal and external auditors and securing a sector specialist internal auditor will be more important than ever in the coming years.

We want to offer your council the opportunity to renew your contract with us, and I have attached our quotation for the 2026/27 financial year. As previously, we offer either a one or three-year engagement period, with the hourly rates fixed throughout the chosen term, and are happy to conduct the audits onsite, remotely or as a combination of the two during the year.

The SAPPP Practitioner's Guide (4.11) makes it clear that *'There is no requirement to rotate auditors but the independence of the appointed person or firm should be reviewed every year with regard to; personal independence, financial independence, and professional independence.'*

We have continued to increase our team of internal auditors to meet the needs of our expanding council client base. This enables councils that want to remain with us to benefit from a fresh perspective from a different team member when they feel that would be helpful.

Please ensure that your council considers the internal audit arrangements soon, to ensure that the interim arrangements for 2026/27 can be made in good time, and confirm to me in due course whether you are re-appointing us for one or three years so I can send you the new engagement letter.

If you have any questions about the renewal process, or want to discuss any aspect of the internal audit work, please feel free to contact me.

kind regards

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Internal Audit Services for Town and Parish Councils

Overview of Services

As part of our comprehensive support for town and parish councils, **Mulberry Local Authority Services (LAS) Ltd** provides a professional **internal audit service**. This is delivered in full compliance with the **Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's Guide**, reflecting current guidelines and accounting standards.

Audit Schedule

We generally carry out **two audits per year** as standard:

- **Interim Audit:** Focuses on **governance and accountability**, including procedural aspects such as Financial Regulations, Standing Orders, risk assessments, internal control systems, and policies.
- **Final Audit:** Concentrates on **financial matters**, including verification of the Annual Governance and Accountability Return (AGAR) and all supporting documentation for submission to external auditors.

This two-stage approach allows councils to **identify and address weaknesses** before the final internal audit report is completed.

Flexible and Responsive Service

We understand that each council has unique needs, so we're happy to offer **customised audit visit schedules** and respond to queries throughout the year. Our flexible service ensures your council receives the support it requires when it's needed most.

Sector Expertise and Independence

Mulberry LAS are founder members of the **Internal Audit Forum**, who work in partnership with the National Association of Local Councils (NALC) to promote continuous internal audit improvement in the local council sector.

One of our directors, Mark Mulberry, is the internal audit representative on the SAPPP, which is responsible for issuing proper practices about governance and accounts of smaller authorities.

Mulberry LAS, previously operating as part of **Mulberry & Co**, has over **20 years of experience** in conducting internal audits for local councils. Our auditors have deep sector knowledge and can rotate between clients to ensure **full independence** throughout your engagement.

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In the 2025/26 financial year, we are supporting over **350 councils** with their internal audit requirements, including:

- Small councils exempt from limited assurance reviews
- Larger town and parish councils managing **multi-million-pound budgets** and **complex financial systems**

Audits are conducted **either on-site or remotely**, based on your council's preferences and circumstances.

We publish on our website an **annual internal audit guide**, which enables our councils to prepare for their audits by providing details of the information we review at each visit and reminding them of the publication requirements on the council's website.

Fees and Charges

Our pricing for internal audits for the financial year commencing **1 April 2026** is as follows:

- Precept below £1 million - **£80 per hour + VAT**
- Precept £1 million and above - **£85 per hour + VAT**
- **Travel costs** (for on-site visits) are billed at the standard **HMRC rate of 45p per mile**
- No charges for travel time

Audit duration depends on your council's financial complexity. Once appointed, your assigned auditor will be happy to discuss a **personalised estimate** and timeline.

Engagement Options

We offer **one-year** and **three-year** engagement periods. If you commit to a **three-year term**, we guarantee that your hourly rate will remain **fixed for the full duration** of the agreement.

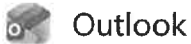
Added Benefits

As a client of Mulberry LAS, you will gain access to **discounted rates** on our **training programme for officers and councillors**. Details of upcoming courses can be found at:
www.mulberrylas.co.uk/training-programme

Contact Us

If you have any questions or require further information, please don't hesitate to get in touch. We look forward to supporting your council's internal audit needs.

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Re: Meopham Parish EV Chargers

From: [REDACTED]

Date: Thu 19/03/2026 2:38 PM

To: Enquiries - Meopham Parish Council <enquiries@meopham-pc.gov.uk>;
enquiries@meophamvillagehall.co.uk <enquiries@meophamvillagehall.co.uk>

📎 2 attachments (500 KB)

Meopham EVCP Data.xlsx; Meopham Villiage Hall EVCP Agreement.pdf;

Hi Lisa,

Thanks for getting in touch.

Yes, our legal agreement expires on 30th April and we are in the process of drafting new agreements and reaching out to the parishes so your timing is perfect.

We are heading into a pivotal time for EV adoption and we are hoping to renew all legal agreements for a few more years and keep the chargers in the network available for residents who rely on them and provide the infrastructure for those who wish to make the transition to electric. Please find a draft agreement attached for your review, please share this with those in the parish council and village hall who would be interested in commenting and once you have made a decision please let me know and I'll send a final version over for signing. The terms are the same as our existing agreement except for the profit share aspect which unfortunately we don't offer as standard anymore, to date the chargers at Meopham Village Hall have not made a profit and as of Jan 2026 we are sitting at -£674.24 when taking the revenue minus the monthly costs we incur. At the moment we would like to keep the chargers in for another 3 years to see if utilisation increases and of course, we can review the terms of the agreement if and hopefully when we recoup our costs and start to make a profit.

Please also find attached the charging data from installation to now so you can see the revenue vs profit. I'd be happy to discuss any questions or queries you have.

Best wishes,

[REDACTED]
[REDACTED] | Transport Planner | Network Innovations | Traffic Management | Kent County Council | County Hall, Maidstone, ME14 1XQ | T: 03000 417 394 | www.kent.gov.uk

From: Enquiries - Meopham Parish Council <enquiries@meopham-pc.gov.uk>

Sent: Thursday, March 19, 2026 9:32 AM

To: [REDACTED]

Cc: enquiries@meophamvillagehall.co.uk <enquiries@meophamvillagehall.co.uk>

Subject: Fw: Meopham Parish EV Chargers

Hi [REDACTED]

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I have been contacted by [redacted] from Meopham Village Hall in regards to the EV Chargers in their car park. He has advised me that the lease finishes March 2026 and was wondering what happens next?

He did also advise me that the Chargers were not installed where they wanted them, and if they were to be removed following the lease expiry, sooner rather than later would be better, as they are currently having work carried out on the car park.

Could you please advise us what happens now?

Kind Regards,

The Parish Council Officers

Lisa Winter (Clerk and RFO) and Tracey Hanlon (Finance & Grants Officer)
Meopham Parish Council - www.meopham-pc.gov.uk

From: Enquiries - Meopham Parish Council <enquiries@meopham-pc.gov.uk>

Sent: Thursday, October 17, 2024 4:50 PM

To: [redacted] <[redacted]@kent.gov.uk>

Subject: Re: Meopham Parish EV Chargers

Hi [redacted]

I am very new to the post at Meopham Parish Council. Could you please tell me where the EV Chargers are located in Meopham?

Kind Regards,

The Parish Council Officers

Lisa Winter (Acting Deputy Clerk) and Tracey Hanlon (Finance & Grants Officer)
Meopham Parish Council - www.meopham-pc.gov.uk

From: [redacted] <[redacted]@kent.gov.uk>

Sent: Thursday, October 17, 2024 3:54 PM

To: Enquiries - Meopham Parish Council <enquiries@meopham-pc.gov.uk>

Subject: Meopham Parish EV Chargers

Hello,

I hope this email finds you well.

I have been analysing our data for the chargers installed in Meopham and I can confirm from the date of installation to July 2024 there has unfortunately not been a profit made for this site, therefore we are unable to provide any profit share to date. This is due to the monthly operation and maintenance fees, transaction fees and electricity charges outweighing the revenue made. Please see the full utilisation below and please let me know if you would like to see the full breakdown of fees per month.

Date	Sessions	Avrg sessions (min)	Energy (kWh)	Revenue (exc Taxes)
Dec-21	4	28	0	£0.00
Jan-22	17	347	662	£139.02

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Feb-22	12	516	633	£132.93
Mar-22	18	468	848	£178.08
Apr-22	13	407	580	£121.80
May-22	9	354	343	£72.03
Jun-22	6	221	155	£44.95
Jul-22	19	242	252	£73.08
Aug-22	3	302	75	£21.75
Sep-22	5	413	150	£43.50
Oct-22	4	187	88	£25.52
Nov-22	6	123	72	£20.88
Dec-22	28	246	590	£171.10
Jan-23	19	209	404	£117.16
Feb-23	10	281	204	£59.16
Mar-23	7	177	131	£37.99
Apr-23	5	285	85	£24.65
May-23	8	131	110	£31.90
Jun-23	5	70	42	£12.18
Jul-23	7	133	96	£29.76
Aug-23	11	129	154	£64.68
Sep-23	6	140	94	£39.48
Oct-23	6	291	101	£42.42
Nov-23	6	375	178	£74.76
Dec-23	7	277	146	£61.32
Jan-24	0	0	0	£0.00
Feb-24	5	126	75	£30.75
Mar-24	7	205	93	£38.13
Apr-24	12	56	82	£34.44
May-24	9	193	113	£46.33
Jun-24	9	65	68	£28.56
Jul-24	8	250	220	£92.40

I will continue to monitor this and intend to provide any profit share on a 6 monthly basis should there be a profit. Please let me know if you have any questions or concerns.

Best wishes,

Brooke

Brooke Huggan | Transport Planner | Network Innovations | Traffic Management | Kent County Council | Invicta House, Maidstone, ME14 1XX | T: 03000 417 394 | www.kent.gov.uk

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KCC Parish EV chargers

From  Brooke.Huggell@kent.gov.uk

Date Fri 04/04/2025 4:01 PM

Hello,

I hope this email finds you well.

I have a slight update on the Electric Vehicle chargers installed in your Parish. We have moved all of the chargers in the network over to smart charging, this means the price per kWh will be cheaper during off-peak hours (Midnight – 7AM) the advantage of this is to provide access to cheaper charging overnight when electricity costs are cheaper. From next week the chargers will cost: 53p per kWh during the day and 43p per kWh overnight.

Please share this with those who regularly use the chargers and please let me know if you have any questions or concerns over this.

Best wishes,



 | Transport Planner | Network Innovations | Traffic Management | Kent
County Council | Invicta House, Maidstone, ME14 1XX | T: 03000 417 394 | www.kent.gov.uk