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

LOCAL COUNCIL AWARD SCHEME FOUNDATION

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 October 2025** at **7:00pm** to be held at **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: Thursday 2nd October 2025

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 Meetings:** To approve the minutes of the meetings held on 09.09.25 and 23.09.25. *This item is to confirm the accuracy of the minutes and not to raise matters arising* (*)

4. **Pitfield Green Toilets:** Receive update from Clerk. Approve the service contract days/hours for the tender process

5. **Public Session & External Reports**
   - **5.1 Public Session**
   - **5.2 Borough Councillors and County Councillor**
   - **5.3 Police**

6. **Strategic Plan 2024-2027:** To note the Strategic Plan adopted 15th May 2024 (*)

7. **Highways Improvement Plan (HIP):** To review the HIP and prioritise the items prior to sending to KCC for response (*)

8. **Request for a Memorial Bench:** To consider the request as detailed in the report (*)

9. **Southdown Shaw Allotments:** To consider the quotes for the new site entrance (*)

10. **Review of various policies and procedures** *(to follow)*

11. **Financial Matters**
    - 11.1 **Approval of Payments:** To approve the payments made since the last meeting up to 30 June 2025 (*)
    - 11.2 **Receipts & Payments Report:** To note the receipts and payments report up to 30 June 2025 (*)
    - 11.3 **Bank Statements:** To note the Unity, Cambridge, Lloyds and Redwood statements and the supporting Bank Reconciliation as of 30 September 2025 (*)
    - 11.4 **Council Reserves:** To note the reserves balance as of 30 September 2025 (*)
    - 11.5 **External Audit:** To note the External Auditors report and Certificate for the year ended 2024-2025, Section 3 of the Annual Governance & Accountability Return for the Parish Council has been received. The notice of conclusion of audit will remain on display for 14 days in compliance with the Accounts and Audit Regulations 2015 (*)
    - 11.6 **Interim Audit Report for 2025-2026:** To receive the Interim Audit report from Mulberry and Co and consider its recommendations (*)

Item 3

Meopham Parish Council

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LOCAL COUNCIL AWARD SCHEME FOUNDATION

A Civility & Respect Pledge Council

Minutes of the Parish Council Meeting
held on Tuesday 09 September 2025 at 7:00pm
at the Meopham Cricket Pavilion, Meopham Green, DA13 0DQ

Members Present:
Cllr S Buchanan
Cllr D Bramer
Cllr R Collings
Cllr D Fisher
Cllr S Gofton
Cllr D Johnson
Cllr S Johnson
Cllr D Sims – Chairman
Cllr P Watson

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

Meeting commenced 19:01

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

F.C. 73 Apologies were received and accepted from Cllr Haslam and Cllr Wade (away) and Cllr McNamara (illness).

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

F.C. 74 None declared.

Item 3: To approve minutes of the of the meeting held on 29.07.2025

F.C. 75 Following a discussion on minute reference F.C.63 Pitfield Green Toilets it was clarified that Option 1 was agreed with the use of the £15K budget allocated for the demolition.

RESOLVED that: The minutes of the full Council Meeting of 29.07.2025 be agreed.

Item 4: Community Grants: To consider applications received for the Community Grant Scheme for the 2025-2026 financial year

F.C. 76 It was agreed to make the following community grants. All in favour.

Organisation	Amount	Legal Power
Harvel Village Hall	£500	S133 of Local Government Act 1972

Meopham Windmill Trust	£500	S133 of Local Government Act 1972
Kent Air Ambulance	£500	S137 of Local Government Act 1972
Meopham Carers	£1000	S19 of Local Government Act (Miscellaneous Provisions) 1976

Item 5: **Meopham Windmill Trust: To consider granting permission to the Windmill Trust to attach Christmas lights to the flagpole**

F.C. 77 RESOLVED that permission be granted with a caveat that the Meopham Windmill Trust carry out a risk assessment to comply with all health and safety requirements taking into account the extra weight to the pole, weather conditions and all foreseeable health and safety issues to meet insurance requirements.

Item 6: **Arboricultural Survey: To consider and choose a contractor from the quotes**

F.C. 78 RESOLVED that: Crown Tree Consultancy be awarded the contract with a quote of £1350 plus VAT.

Item 7: **Judsons Pavilion: To note that we have not received a set of keys from the leaseholders for the Pavilion and decide a course of action**

F.C. 79 The Clerk stated that keys had been dropped to the office earlier today. However, we had not been given a key for the storage/garage area, as this contains valuables.

Item 8: **Pitfield Green Toilets: Receive an update and advise on course of action**

F.C. 80 The Clerk proposed that the order of the works required to get the toilets reopened should be drainage survey, asbestos survey and legionella testing. As any issues here need to be addressed before continuing.

Followed by the deep clean and clearing of the guttering and downpipes. These essentially need to be before the reinstatement of the electricity, purely for health and safety reasons.

The Clerk also advised that the regulations have changed and a electricity kiosk has to be fitted to the outside of the toilet block. This requires a check with GBC regarding its siting, as it is within a conservation area. In addition, we need to consult with a suitably qualified electrician to ascertain if what UKPN have suggested is possible in that location. Current quote £3425 plus VAT plus the work to be carried by an electrician.

The Clerk requested that they been given the authority by Councillors to procure the goods, services or works required to get the toilets reopened. This would be as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

RESOLVED: that the Clerk have the authority within a £20K envelope (£15K demolition budget plus £5K hand-dryer) to administer the council's financial affairs in accordance with proper practices as the holder of a statutory office to achieve the reopening of the toilets. Councillors would like the Clerk to endeavour to use locals. There were 8 votes in favour and 1 against. Motion carried.

Item 9: Public Session & External Reports

9.1 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. 81 A trustee from Meopham Cricket Club asked if anything had been decided with regards the perimeter fencing of Meopham Green to prevent quad-bikes accessing the green. The Clerk advised that following the request from the trustee to postponed the decision until it had been discussed by all the trustees, it would not be an agenda item until requested again. The Chairman stated that it would be a future agenda item.

A member of the public stated that Councillors may be able to carry out unpaid work for the Parish Council. The issue is insurance and suggested we check the legal position.

A member of the public stated that they were a mechanical engineer with their own public liability insurance and offered to look at what UKPN had proposed and discuss with the Clerk whether it was feasible. Their offer to provide technical assistance with scoping the re-commissioning works was gratefully accepted by the Clerk.

A member of the public requested that the names of the public who contributed be published within the minutes. Councillor Bramer stated that this was not possible due to GDPR.

A member of the public asked what the Parish Council were doing to take action against the large scale planning applications? Councillor Watson advised that Gravesham KALC (Kent Association of Local Councils) were looking to pool resources and produce a response. All the local parishes have the same issue of large scale planning applications and an approach together is believed to be better than individual parishes.

Members of the public were advised that a Parish Council is only a consultee, and as such can only voice a collective opinion. However, every resident can individually voice an opinion direct to Gravesham Borough Council.

Councillor Gofton stated that you need to have reasons to object, it cannot just be 'not in my back yard', we do not want all 5 bedroom detached, etc, you must have reasons. Do your homework and be smart about it so that you have a say about what you are getting. Do not be objecting to environmental issues, the developer has to meet these requirements.

The Chairman advised that we have an Extra Ordinary Full Council meeting on Tuesday 23rd September 2025 at 7.30pm in Meopham Village Hall to discuss the large scale planning application for Blackthorn Farm, Culverstone. Councillors requested borough councillors be invited and for the police to be advised of the meeting as there could be parking issues. They agreed to not invite Esquire Developments as this was not a public consultation meeting, it was the Parish Council agreeing its response as a consultee.

9.2 Borough Councillor and County Councillor

F.C. 82 There were no Borough Councillor or County Councillor present.

9.3 Police

F.C. 83 There were no Police present.

Item 10: Service Contract: To consider the final draft specification for the tender of the service contract

F.C. 84 The Clerk stated that this service contract had been drafted following consultation with Councillor Bramer and Wade. Councillor Bramer added that the cost of the previous service contract had been majorly under estimated for the amount of work. The Clerk advised Councillors that they should anticipate the tenders to be significantly higher than previous and that Harvel Pond and Edmund Green had been added to the specification. In addition, the Clerk queried the hourly rates for ad hoc tasks and emergency tasks.

Councillors stated that the contractors submitting tenders should state what they would charge and specify when/where the charges started e.g. emergency tasks – from when then leave home or from when they arrive at the job. The service contract be amended to allow for this information to be provided.

RESOLVED that the Service Contract be issued for tenders with the above amendment incorporated.

Item 11: Council Budget for 2026-2027: To review the draft budget for the 2026-2027 financial year

F.C. 85 The Clerk advised that this was a very draft budget with a number of the figures being guestimates but these will hopefully be firmed up by the final budget.

Comments were received from Councillors regarding the rolling provisions and the Clerk explained that these were necessary as devolution would happen and as the Responsible Financial Officer they are required to advise Councillors that the Parish Council need to start provisioning for the things that are likely to be passed to them. Anything that the Parish Council takes the responsibility for will also have cost implications on the council administration, for instance, officer resources.

A number of other comments were received around the total council administration figure, election costs and grant funding which the Clerk would discuss with the Chairman of the Council prior to the next draft budget.

It was agreed to circulate the Strategic Plan and for this to be an agenda item on the next meeting along with the Highway Improvement Plan (HIP) as these could have an impact on the budget.

Item 12: **Financial Matters**

F.C. 86 Councillors considered the documentation presented.

RESOLVED that:

12.1 The schedule of payments since the last meeting up to 31 August 2025 be agreed.
12.2 The receipts and payments report for the same period be received.
12.3 The bank statements and supporting Bank Reconciliation be received.
12.4 The council reserves statement be received.
12.5 The expenses claimed by the Clerk be approved.
12.6 The agreement to open new accounts with the signatories being the Chairman and Vice Chairman of Council and those Councillors who are Chairman and Vice Chairman of Committees.

The meeting ended at 21:00.

Item 3

Meopham Parish Council

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LOCAL COUNCIL AWARD SCHEME FOUNDATION

A Civility & Respect Pledge Council

Minutes of the Extra Ordinary Full Council Meeting held on Tuesday 23rd September 2025 at 7:30pm in Meopham Village Hall, Wrotham Road, DA13 0AT

Members Present:
Cllr S Buchanan
Cllr R Collings
Cllr D Fisher
Cllr S Gofton
Cllr P Haslam – Meeting Chairman
Cllr J McNamara
Cllr B Wade
Cllr P Watson

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

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

F.C. 87 Apologies were received and accepted from

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

F.C. 88 Cllr McNamara declared a pecuniary interest in planning application 20250878 – Little Hintock, Meopham Green, Meopham, DA13 0PY

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.

F.C. 89 The Chairman asked if anyone present was here to discuss anything other than the Planning Application for Blackthorn Farm, if they were this would be the time. No comments/questions were received.

3.2 Borough Councillors and County Councillors

F.C. 90 Cllr D Morton introduced herself.

3.3 Police

F.C. 91 There were no police present.

Item 4: **Planning Applications: To consider and make recommendations on the following planning applications**

F.C. 92 All recommendations made will be actioned under delegated authority to the Clerk

20250802 – Blackthorn Farm, Wrotham Road, Meopham, Gravesend, Kent
Outline planning application for up to 100No. residential dwellings (including affordable housing), with all matter reserved except for access and creation of a new access from A227/South Street

The Chairman started off by stating that Meopham Parish Council are consultees only. They do not have any powers, it will submit its response to Gravesham Borough Council the same as anyone else. Councillors can comment as individuals, but must clearly state this.

They advised that the public need to comment as individuals, whether to object or support, but the reasons given need to be material. Valid planning objections (material considerations) are: These relate directly to land use, development, and planning law:

- Impact on traffic and highway safety – congestion, access, parking provision, road safety.
- Impact on neighbours' amenity – overlooking, loss of privacy, overshadowing, loss of light, noise, odours.
- Scale, design, and appearance – whether the proposal is out of keeping with the character of the area.
- Impact on the environment – loss of trees, effect on wildlife or biodiversity, pollution concerns.
- Impact on heritage – effect on conservation areas, listed buildings, archaeological sites.
- Local planning policy – conflict with the Local Plan, Neighbourhood Plan, or national planning policies (e.g. NPPF in England).
- Land use – whether the development is appropriate for the location.
- Flood risk, drainage and contamination – if the site has constraints or risks.
- Infrastructure capacity – schools, healthcare, utilities, etc., if relevant and evidenced.
- Designated sites – Green Belt, Areas of Outstanding Natural Beauty (AONB), SSSIs etc.
- Sustainability issues – energy efficiency, climate impact, public transport accessibility.

Many comments were received from the public with the fundamental areas focussing around the known wildlife in the area, the ancient woodland, concerns over the water run off, the demand on the A227. An attendee stated that the traffic implications were the most likely to be successful in getting the application stopped, and that it would be prudent to carry out traffic surveys. Another added that the hydrology was also fundamental.

Cllr Watson stated that Gravesham Kent Association of Local Councils (KALC) were united in gathering details that would be submitted to Gravesham Borough Council on all the large scale planning proposals affecting Cobham, Higham, Shorne, Luddesdown and Meopham.

A member of the public suggested this united approach include Sevenoaks as well. They also added that Cllr Harry Rayner at a meeting of Ash-cum-Ridley Parish Council, stated that it may be possible that the A227 could get weight restriction classification to prevent HGVs using it other than for access only.

The Councillors of Meopham Parish Council then all contributed to the debate and voted unanimously to object to the planning application.

F.C. 93 The Chairman agreed for Planning Application 20250878 – Little Hintock, Meopham Green, Meopham be moved to the end of the agenda for decision allowing Cllr McNamara to be present for all other items and only needing to leave at the end.

F.C. 94 **20250899 – Pine View, Whitepost Lane, Culverstone, Gravesend, DA13 0TH**

Demolition of conservatory and erection of a single storey rear extension with flat roof and roof light

It was agreed that the Parish Council would raise no objection to this proposal.

F.C. 95 **20250121 – Leasden, Rhododendron Avenue, Meopham, Gravesend Kent**

Erection of two bedroom, self-build bungalow, with associated works including hardstanding for two cars and pedestrian access path

Councillors noted that planning had been refused some years ago but that it appeared that an existing building, albeit dilapidated, was shown in photo's. It was in the green belt but on balance propose no objection.

It was agreed that the Parish Council would raise no objection to this proposal.

Item 5: **Planning Appeals: To note the following appeals had been received**

2025/038/REF – Land At Stoney Wood Wrotham Road South Street Meopham Kent DA13 0QG

Application for the change of use of land from agricultural to C3 dwellinghouse, proposal to convert the existing agricultural barn into a single self build dwelling with associated hard and soft landscaping

2024/00035/ENF – Land North of Brecon Heron Hill Lane Meopham

Appeal against the Enforcement Notice that without the benefit of planning permission the material change of use of the Land from vacant land in the Green Belt to a Gypsy and Traveller residential site, the stationing of a touring caravan and vehicles on the Land, installation of water treatment plant and utilities, and the carrying out of engineering operations, including the deposit of hard core materials, to create a site access and hardstanding

F.C. 96 These were noted.

Item 6: **Training: To agree the date for the councillor training with Mulberry LAS Ltd on roles and responsibilities at a cost of £450+VAT plus travel expenses and refreshments for all attendees.**

F.C. 97 The training was agreed unanimously at a cost of £450+VAT plus travel expenses and refreshments for all attendees. Date to be advised.

Item 7: **Act of Remembrance: To agree arrangements**

F.C. 98 Arrangements were discussed and it was agreed that Cllr Fisher, Cllr Buchanan, Cllr Wade and Cllr Gofton would plan the event and inform full council of the final arrangements. The event would incur costs for the road closure, wreaths and the cricket pavilion but that there was an event budget.

F.C. 99 Cllr McNamara left the room

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

20250878 – Little Hintock, Meopham Green, Meopham Gravesend, DA13 0PY
Installation of 13 solar panels to roof, 6 to rear and 7 to side

F.C. 100 A Councillor advised that there were houses not far away from this property that had solar panels on the front and side. Three of these houses the solar panels were quite prominent. This application is for them to be installed on the side and rear. Another Councillor stated that this was within a conservation area.

Proposed no objection. There were 5 votes for and 2 abstentions. The proposal was carried.

The Parish Council would raise no objection to this proposal.

The meeting closed at 9.24pm

Item 6

MEOPHAM PARISH COUNCIL
COUNCIL PLAN 2024-2027

Council HR and Governance Support
Excellence in all we do

March 2024

MEOPHAM PARISH COUNCIL

COUNCIL PLAN

2024 – 2027

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FOREWORD

As Chairman, it is with great honour and responsibility that I present to you the first ever Council Plan produced by Meopham Parish Council. This document is not just a blueprint for our future endeavours but also a testament to our collective commitment to the well-being and prosperity of our parish.

In crafting this plan, we have acknowledged the diverse needs and aspirations that make our community unique. Our strategic plan is built upon the pillars of inclusivity, sustainability, and community spirit, aiming to create an environment where every individual has the opportunity to thrive.

As your Parish Council, we recognize the challenges ahead, but we are bolstered by the strength and resilience that reside within our community. With a clear vision and determination, we can navigate the path of progress whilst preserving the cherished values that define us.

I invite each one of you to engage with this council plan, and to join us in turning these dreams into reality. Together, our efforts will shape a future that we can all be proud of.

Councillor Cheryl Price
Chairman of the Council

“It has been a privilege to serve as the Clerk and Responsible Financial Officer at Meopham since October 2021. I am delighted to now be supporting the Council in the creation and adoption of our first-ever council plan. During my time at the Council, several positive achievements have been made in modernising and professionalising the Council, as we continue to seek to be a dynamic, inclusive, and progressive Council that reflects the needs and desires of the community we serve.

I believe that in adopting this council plan, we are setting out a comprehensive range of ambitious but achievable actions that will benefit the parish and our residents for the long-term.

This document sets out twenty-one key objectives, spread across five corporate priorities that has been agreed by the Council. It is my firm belief that Meopham Parish Council is well-positioned to adapt and respond to the ever-changing needs of our community, and to continue to be prepared in responding to further devolution of services and responsibilities from our principal councils; KCC and GBC.

I am honoured to be supported by a team of talented officers with a wealth of skills and experience, who stand ready to advise Councillors and work to enact the decisions taken to help the Council in achieving the objectives of this Plan”

Shaun Fishenden PSLCC
Clerk and Responsible Financial Officer

EXECUTIVE SUMMARY

This document has been prepared in order to clearly set out the key priorities and objectives for Meopham Parish Council over the next four years (2024, 2025, 2026 and 2027). The detail of the document has been informed by the Council staging a 'visioning exercise' in February 2024, where all Council members attended a facilitated workshop that led to the Council agreeing a vision, mission statement, values and a set of corporate priorities that are set out in this strategy document.

The Council's five Corporate Priorities are:

1. **To protect and enhance community assets supporting initiatives that help improve the environment, help reduce climate change and reduce incidents of crime and disorder**

2. **To improve the efficiency of the Council, generating new income streams and providing value for money for residents of Meopham**

3. **Promote and provide healthy lifestyles and wellbeing opportunities**

4. **Strengthen the representative role of the Council**

5. **To improve how the Council communicates, internally, externally and with key partners**

The aim of the document is to give Meopham's residents a clear understanding of what the Council is trying to achieve and how it intends to deliver. It sets out what the Council intends to focus on over the next four years. It is not a traditional Parish Plan that many town and parish council's produce but is a document that aims to set out what the Council can achieve rather than a document that seeks to influence others on issues that are not directly under the control of the Council. The document will be reviewed on an annual basis and updates on achievements will be reported through the Council's annual reporting process.

AN OVERVIEW OF MEOPHAM AND MEOPHAM PARISH COUNCIL

MEOPHAM

Meopham is the longest village in England and is a large rural Parish with a population of approximately 7000 residing in an area of eight and a half square miles. The centre is just five miles south of Gravesend and the River Thames.

The Parish of Meopham has four main greens - Culverstone Green, Harvel Green, Hook Green and Meopham Green - and it is on the last of these that cricket has been played since 1778. It is overlooked by The Cricketers Inn, one of Meopham's well known public houses and also by the Windmill, built by the Killick Brothers in 1801 and served as the headquarters of the Parish Council from 1973 to 2023. Visits to the Windmill can be made in the summer months by arrangement with the Windmill Trust.

Nurstead, to the north, used once to be an independent parish, but is now part of Meopham. There is a small 14th century church there, dedicated to St Mildred and opposite the church is Nurstead Court, one of the most famous small medieval houses in the country.

The four villages that comprise the Parish of Meopham (Hook Green, Meopham Green, Culverstone and Harvel) possess a wealth of historic buildings, a host of village greens and a Country Park with well documented footpaths, bridleways and byways which traverse miles of attractive landscapes and open country.

MEOPHAM PARISH COUNCIL

Meopham Parish Council was established in its current form in 2000 following the separation of Vigo into it's own parish, removing it from the Parish of Meopham. It has Foundation status under the Local Council Award Scheme and is a Civility and Respect Pledge Council.

The Council comprises 12 representatives that are elected or co-opted (typically) every four years. For Parish Council purposes, Meopham is divided into 3 political wards that have the following numbers of representatives:

Nurstead & Hook Green Ward – 4 Council Members
Camer & Meopham Green Ward– 4 Council Members

Culverstone & Harvel Ward– 4 Council Members

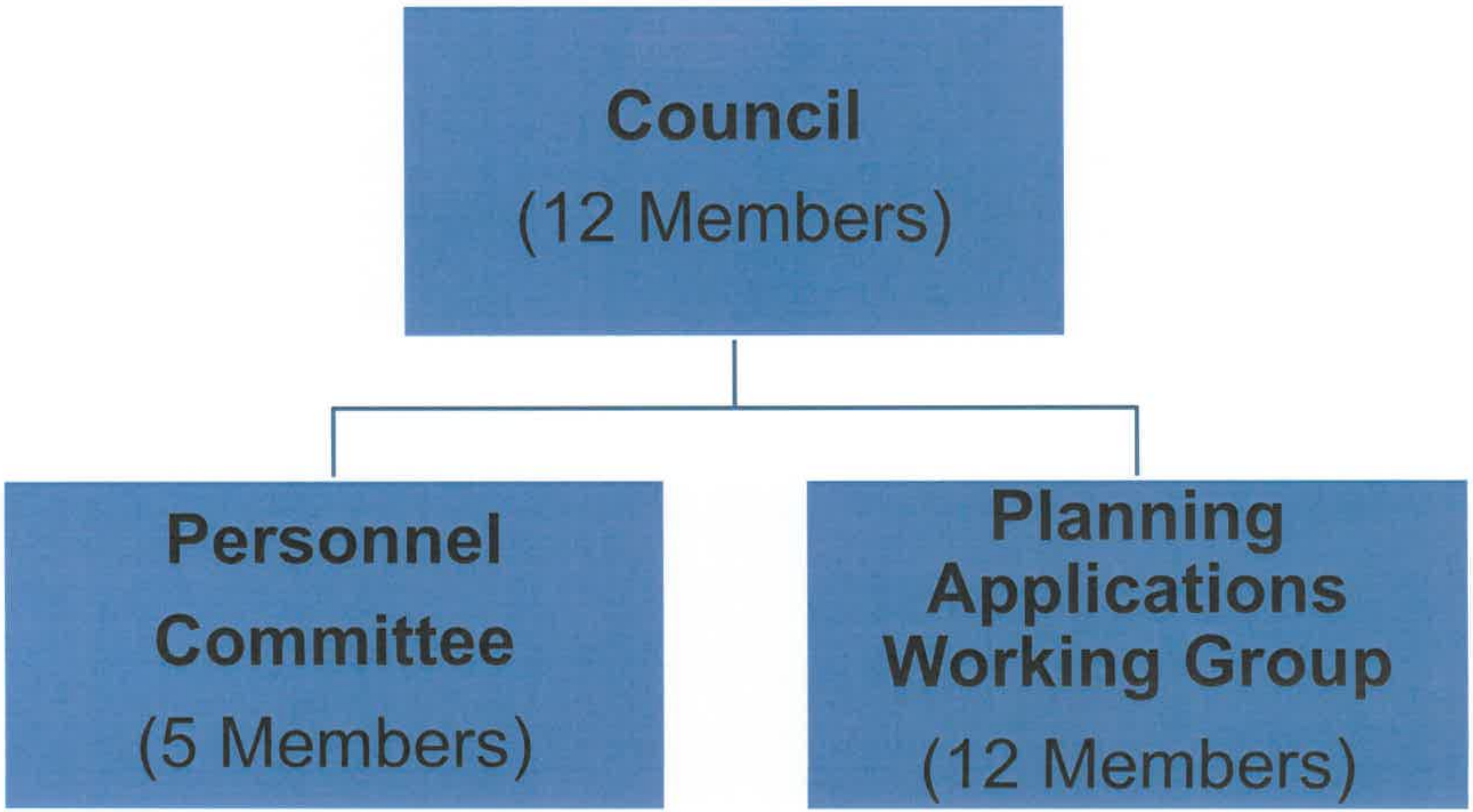
The Parish Council is the body that makes decisions in line with the Council's Constitution, Standing Orders and Scheme of Delegation to Officers (please see the Council's website www.meopham-pc.gov.uk for further details).

The Council is chaired by the Chairman of the Council and meets monthly. It has a Personnel Committee, that has delegated responsibility for dealing with staff matters and a Planning Applications Working Group that makes recommendations to Council on planning application consultations.

The Council is entirely funded by the residents of Meopham through what is known as a precept on the council tax charge and by generating income through services delivered. The 2024/25 budget set a total precept target of £196,146.87 which equates to a council tax charge of £63.44 per council tax band D household. The Council's total gross expenditure for 2024/25 is budgeted to be £196,971.00. In addition, the Council had an allocated capital reserve of approximately £xxxx and a general reserve of £xxxxx (as at 1 April 2023).

Supporting the Council is an officer structure that the Council employs to deliver services and ensure that all decisions are made appropriately. The Council officer structure is headed by the Clerk and Responsible Financial Officer who is also the statutory Head of the Paid Service and Proper Officer. They in turn are supported by three further staff namely, the Deputy Clerk, Assistant Clerk and Finance and Grants Officer. A copy of the Council's Committee and staffing structures are set out below.

COUNCIL COMMITTEE STRUCTURE

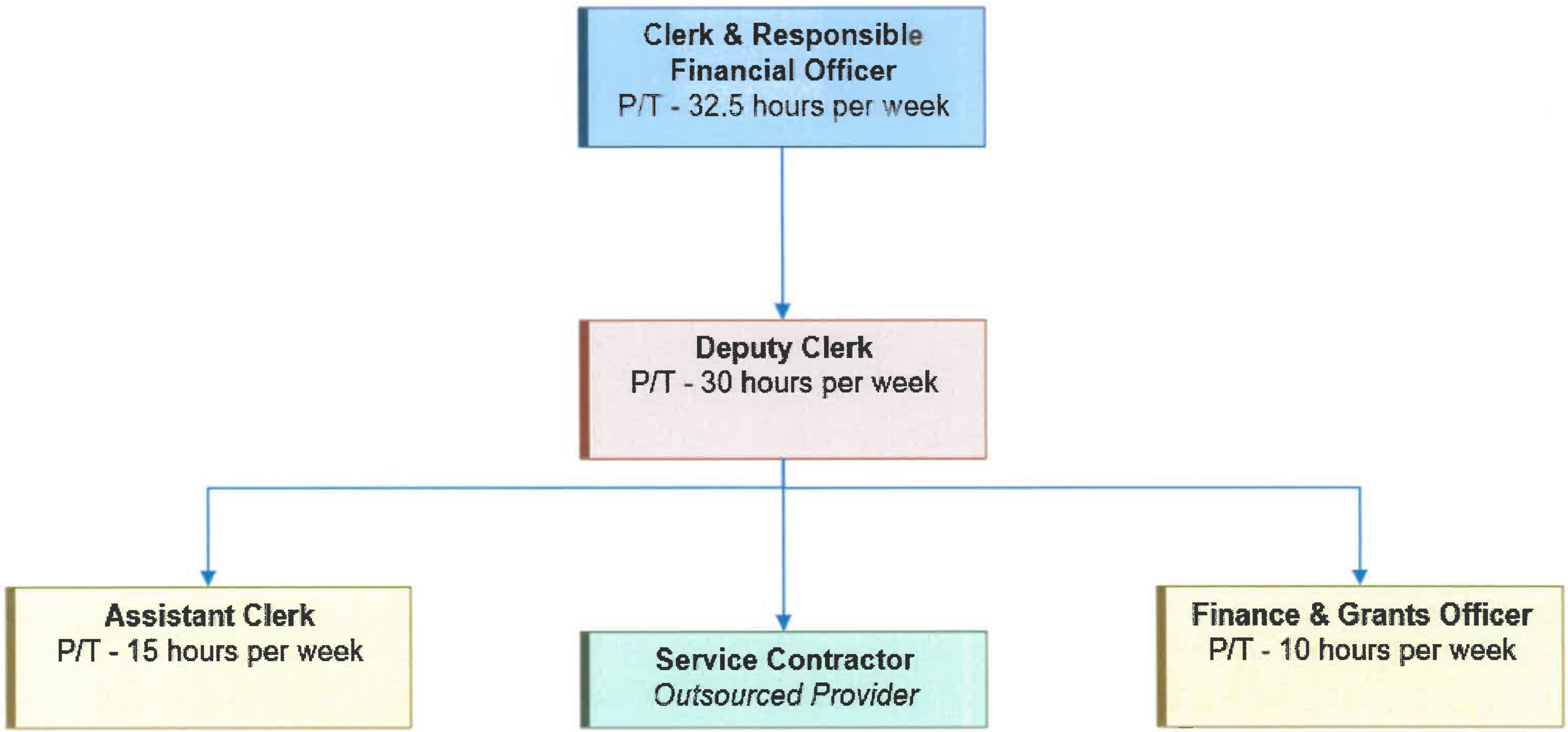


FUNCTIONS AND SERVICE RESPONSIBILITIES OF THE COUNCIL

Meopham Parish Council Services and Functions

- Community Toilet Scheme
- Village Greens and Judsons Recreation Ground
- Judsons Pavilion (managed by Meopham Colts JFC)
- Community Forums
- Community Grants Scheme
- 63 x Streetlights
- Public Access Defib
- Southdown Shaw Allotments (managed by Meopham & District Allotment Association)
- Memorial Benches and Trees
- Provision for Families and Young People
- Ownership and Management of Local Assets inc. Meopham Green War Memorial, Hook Green Village Sign, Meopham Green Drinking Fountain and Harvel Pond

COUNCIL STAFFING STRUCTURE



MEOPHAM PARISH COUNCIL'S VISION

The Council agreed its *Vision*, *Mission Statement* and *Values* in February 2024. They are as follows:

THE COUNCIL'S VISION

'Our vision is to be the best, most accessible Council as possible, helping make Meopham an attractive place to live and work, improving the quality of life and environment for all'.

THE COUNCIL'S MISSION STATEMENT

'Support, protect and enhance the parish of Meopham in a pro-active, ethical way that promotes community engagement, positive interaction between the Council and residents which ensures they feel fully represented'.

THE COUNCIL'S VALUES

The Council will at all times:

- Be an advocate and campaigning voice for the people of Meopham
- Work to the highest standards of integrity and openness and deliver services to the best of our abilities
- Work in partnership with other organisations to improve services and deliver value for money for the Meopham council taxpayer

MEOPHAM PARISH COUNCIL'S CORPORATE PRIORITIES AND KEY OBJECTIVES

In trying to promote civic pride, make Meopham a lively and vibrant place and improve the quality of life for its residents, the Council currently delivers a range of different services and functions. The Council provides such services in line with various powers that have been established by Government legislation.

Council Members believe it is these existing services and powers that govern the Council's priorities and as a result the Council has adopted the following 5 Corporate Priorities and associated key objectives that the Council will seek to achieve over the next four years.

1. **To protect and enhance community assets supporting initiatives that help improve the environment, help reduce climate change and reduce incidents of crime and disorder**

2. **To improve the efficiency of the Council, generating new income streams and providing value for money for residents of Meopham**

3. **Promote and provide healthy lifestyles and wellbeing opportunities**

4. **Strengthen the representative role of the Council**

5. **To improve how the Council communicates, internally, externally and with key partners**

What follows over the next few pages are a range of key actions that the Council will pursue over the lifespan of this document.

Key Objectives for the Council over the Next Four Years

To protect and enhance community assets supporting initiatives that help improve the environment, help reduce climate change and reduce incidents of crime and disorder			
Action	**Lead Member and Officer**	**Timescale**	**Comments**
1. Secure ownership of and improve School Close car park	Liaison Cllrs for Highways & Heritage Clerk & RFO	By September 2025	
2. Improve co-ordination of neighbourhood watch schemes within the parish	Liaison Cllrs for Rural Environment Deputy Clerk	By January 2025	To include section on website listing neighbourhood watch schemes within the parish
3. Assist in securing the future of Meopham Windmill	Liaison Cllrs for Highways & Heritage Clerk & RFO	Progress to be evidenced over the lifespan of this document	
4. Secure the future of the Culverstone Silver Band Hut, bringing it back into use as a community asset	Liaison Cllrs for Environment & Amenities Clerk & RFO	Progress to be evidenced over the lifespan of this document	

5. Identify opportunities to utilise council-owned land to increase environmental benefits such as a community orchard, wildflower meadow or hedgerow planting	**Liaison Cllrs for Environment & Amenities** **Assistant Clerk**	**Progress to be evidenced over the lifespan of this document**	

To improve the efficiency of the Council, generating new income streams and providing value for money for residents of Meopham			
Action	**Lead Member and Officer**	**Timescale**	**Comments**
6. Secure a new permanent Parish Council office	Chairman and Vice-Chairman of Council Clerk & RFO	By end of February 2026	
7. Generate income from the former Pitfield Green toilet block through alternative use	Liaison Cllrs for Finance & Governance Finance & Grants Officer	Secure an alternative use by end of December 2024	
8. Formalise usage agreements for Judsons Pavilion	Chairman and Vice-Chairman of Council Clerk & RFO	To be achieved by end of December 2024	
9. Establish a monthly farmers market	Liaison Cllrs for Youth & Community Deputy Clerk	By end of July 2026	

Promote and provide healthy lifestyles and wellbeing opportunities			
Action	**Lead Member and Officer**	**Timescale**	**Comments**
10. Establish new annual village fete event	Liaison Cllrs for Youth & Community Assistant Clerk	By July 2024	
11. Carry out feasibility for a new 'Men's Shed' type scheme	Liaison Cllrs for Finance & Governance Finance & Grants Officer	Feasibility of this to be determined by end of December 2025	
12. Establish a community events programme	Liaison Cllrs for Youth & Community Deputy Clerk	By December 2024	
13. Explore a jointly funded project with Gravesham Borough Council to construct an outdoor gym	Liaison Cllrs for Environment & Amenities Assistant Clerk	Feasibility of this to be determined by end of December 2026	This action will be dependent on co-operation from the Borough Council

Strengthen the representative role of the Council			
Action	**Lead Member and Officer**	**Timescale**	**Comments**
14. Lobby KCC and Kent Police for a speed restriction scheme through the village	**Liaison Cllrs for Highways & Heritage** **Assistant Clerk**	**Progress to be evidenced over the lifespan of this document**	
15. Lobby for and facilitate an improved broadband scheme for rural Meopham	**Liaison Cllrs for Rural Environment** **Finance & Grants Officer**	**By end of April 2027**	
16. Produce a neighbourhood Plan for Meopham	**Chairman and Vice-Chairman of Council** **Assistant Clerk**	**By end of April 2027**	
17. Establish a new community transport scheme	**Liaison Cllrs for Highways & Transport** **Finance & Grants Officer**	**By end of April 2026**	

To improve how the Council communicates, internally, externally and with key partners			
Action	**Lead Member and Officer**	**Timescale**	**Comments**
18. Commission a new interactive website for the Council	Liaison Cllrs for Finance & Governance Deputy Clerk	New website to launch by September 2024	
19. To improve local services, collaborate better with partner council's and utilise the KALC Area Committee structure	Chairman and Vice-Chairman of Council Clerk & RFO	Progress to be evidenced over the lifespan of this document	
20. Adopt a community engagement strategy including the production of a newsletter and podcast for Meopham	Liaison Cllrs for Youth & Community Deputy Clerk	By end of December 2024	
21. Commission a promotional film of Meopham	Liaison Cllrs for Youth & Community Deputy Clerk	By end of March 2025	

HOW TO COMMENT ON THIS DOCUMENT AND CONTACT THE COUNCIL

Meopham Parish Council welcomes feedback on its Council Plan from all sections of the community.

Views about the work of the Council are welcomed as are suggestions for further service developments and other issues that are important for the village that the Council can have an impact on.

Comment can be made direct at the Council offices and in writing to:

Meopham Parish Council
St Johns Centre,
Wrotham Road,
Meopham
DA13 0AA

Or by e-mailing

enquiries@meopham-pc.gov.uk

or by telephoning

01474 813779

Or by visiting the Council's Facebook page

A full copy of this document can be downloaded from the Council's website: www.meopham-pc.gov.uk

Item 7

Highway Improvements Team working in Partnership with Meopham Parish Council
Highway Improvement Plan

Submission Date: 29.02.2024

(Please remember that the HIP is for new initiatives/measures/schemes in your community – it is NOT to be used as a maintenance log, as these MUST be logged using the online reporting tool via this link https://www.kent.gov.uk/roads-and-travel/report-a-problem)

HIP Front Cover

HIP Version	Submitted by (Name)	HIP Date	Record Of Meeting Dates with KCC Virtual or Face to Face	County Member
1 2 3	Shaun Fishenden (1&2) Lisa Winter (3)	29.11.22 08.11.2023 29.02.2024 07.10.2025	29.02.2024	Cllr Bryan Sweetland (1&2) Cllr Diane Morton
Please list below the funding opportunities/Sources for HIP initiatives/Measures				County Member Parish Precept Donation

Are you an active member of the Speed Watch Scheme?	Yes ☒ No ☐	Are you an active member of the Lorry Watch Scheme?	Yes ☐ No ☒

Name of HIP Representative	*See Clerk's details below*	Contact Telephone Number		Email Address	
Name of Clerk	Shaun Fishenden (1&2) Lisa Winter (3)	Contact Telephone Number	01474 813779	Email Address	clerk@meopham-pc.gov.uk
Name of Chair	Cheryl Price (1&2) Daren Sims (3)	Contact Telephone Number	01474 813779	Email Address	
KCC Project Manager Team	Community & Engagement Team (WEST)	Contact Telephone Number	03000 418181	Email Address	west.highwayimprovements@kent.gov.uk

- Please note the Priority column MUST be those issues which are regarded as the most important (No 1 being your highest priority, then filtering down) KCC is unable to guarantee that all your requests will be deliverable, but Project Managers can investigate your top 1 or 2 priorities per year.

Live Priorities Record

Please Note: Highway Improvement Plans will only be accepted if they are in this prescribed template format. ***PLEASE DO NOT ALTER IN ANY WAY.*** *Whilst this is intended to be a living document for your Parish Council, KCC can only make resources available to review your HIP annually –*

Meopham Parish Council's review is on or after November each year.

Kent County Council kent.gov.uk

Highway Improvements Team working in Partnership with Meopham Parish Council
Highway Improvement Plan

	Location	Problem/Concern	Potential solutions?	KCC Comments (This column is to be completed by Project Manager ONLY)
1	Camer Parade, Wrotham Road, A227 	Insufficient parking at Camer Parade. 50% of shop keepers would like time limit to be 30mins no return within 1 hour	50% Shop Keepers would like time limit to be 30mins no return within 1 hour. Extension of usable area of School Close car park at rear of Parade with parking limit of 2 hours	
2	Green Lane Meopham	Cars parking on the pavement from the junction of Wrotham Road to the telephone exchange and driving along the pavement		29.02.2024 Planning and Advice are agreeable to installing timber bollards but MPC will need to ensure that they support this on their HIP and give it the correct order within the priority listing.
3	Longfield Road 	Following our meeting at the event put on by the Parish Council, you raised concerns about speeding on Longfield Road. I have as promised looked at the data, which	n the meantime I did have a quick look on google Streetview and although these images are from	I have attached some snips from the modelled speed data we have access to from telematics data and this broadly gives us a very good flavour as to what is currently happening, I have noted down the highest average speed for each section of road; Highest average speed: 17.63 mph

		doesn't appear to substantiate the concerns, however if Meopham Parish Council shared your worries they could add to their Highway Improvement Plan for us to further investigate in the new year and we could maybe lay some tubes down (ATC's) to ascertain speeds specifically in the 30 area.	August 2021, if the picture remains the same on site to date, these 30 terminal signs are not tall enough and are obscured by vegetation and one is not even facing the correct way. This can be raised through the online reporting tool and the white zig zag road markings are in need of a refresh at the approaches to the Zebra crossing as well as the SCHOOL KEEP CLEAR yellow road markings appear to be worn and would benefit from a remark. The road markings outside the Autistic School aren't as bad in the image but they	 Highest average speed: 16.30 mph  Highest average speed: 26.69 mph day time  Highest average speed: 32.19 mph night time

			may be further worn now? All these things can be highlighted on the online reporting tool as separate items ie road markings, 30 terminal signage, school warning signage, but it will also be helpful to include on the HIP (excluding the maintenance issues of marking refresh)	 Highest average speed: 31.97 mph Highest average speed: 39.15 mph However this includes the national speed limit too in this section therefore the figures will be skewed. Also, I noted that there doesn't appear to be any advance warning signs for the schools in Longfield Road in either direction, Finally checking the crash data, I am pleased to say that there are no records recorded for the last 3 years along this stretch of road outside the schools. 29.02.2024 Await information from MPC as to whether they would like us to look at installing school beware of children signage and indeed whether they wish us to put down some ATCS
4	Meopham Green	HGV's also being directed around the Green by Sat Nav which is unsuitable due to narrow width	'Unsuitable for HGV's' sign be placed at appropriate points	HGV signage would cost in the region of £500 per sign. 29.02.2024 This can be looked at but we need to look at the top two priorities in the first instance...is this correct to have as no 4? **CHALLENGE THIS AS THIS IS KCC HIGHWAYS's DAY JOB**
5	A227 – Entrance to Meopham School site/Doctors/Leisure Centre/Library & Nursery	Congestion/Volume of traffic	Roundabout so that congestion free flowing or traffic lights at	Traffic Light option is likely to be £450,000 to £600,000 Roundabout option is likely to be £700,to £1 million as this is an A road and the roundabout would have to be large enough to enable a full sized

			entrance to school site potential option from Ian Grigor?	HGV to do a 360 rotation of roundabout. A mini roundabout cannot be permitted at this location There is potential to widen the site entrance, but this will necessitate the use of private land within the highway authority. The PC will need to explore this with the site owners. Overflow car park in operation, on street parking seems to be improved – continue to monitor Advise school to make contact with Iona Rogulski of KCC who helps schools develop strategies for school travel plan. HIT can only look from a resource perspective at the Parish top 2 priorities therefore as this is a potential large scale project and costly this has to be a longer term aspiration to be considered in next years HIP 29.02.2024 Cheryl reports Overflow car park in operation, on street parking seems to be improved – continue to monitor
6.	Land on left-hand side of Whitepost Lane, from Beechwood Drive to Southdown Shaw on Harvel Road	It is difficult for pedestrians to walk along this road as there is no footpath. Most of the pedestrians are young Mothers with buggy's or older people and due to the traffic the road is very dangerous for vulnerable people who are perhaps trying to access the bus stop or the shops at Vigo.	Pave/wood-chip to create a footpath	To be looked at in future HIP years potential for Active Travel Schemes future bids? For next year's HIP 29.02.2024 Nice to have footway idea but there are very very few peds who would use such an investment. If MPC wish to move this into live priorities for HIT to check that the peds in road signage and SLOW road markings are in situ and if they are not we could look at installing some if feasible.

NEW	Camer Park Road	Concerns raised by member of the public regarding the junction of Green Lane and Camer Park Road	Installation of a safety mirror	
NEW	Wrotham Road/Junction of Green Lane	Request from resident for double yellow lines. Following the new road layout at the Camer Parade Shops. Vehicles have taken to park opposite Green Lane where there are no double yellow lines. However, it is near/opposite a very busy junction	Double yellow lines	
NEW	Wrotham Road	Lack of adequate pedestrian crossings on Wrotham Road between the secondary school and The Parade		
NEW	North Lodge, South Street, Wrotham Road	Drop the kerb outside North Lodge, South Street – use of a disability pram - very difficult to get the pram up and down the kerb safely and securely on the 40mph road in addition to a 2nd high needs child without very nearly being hit by a vehicle		

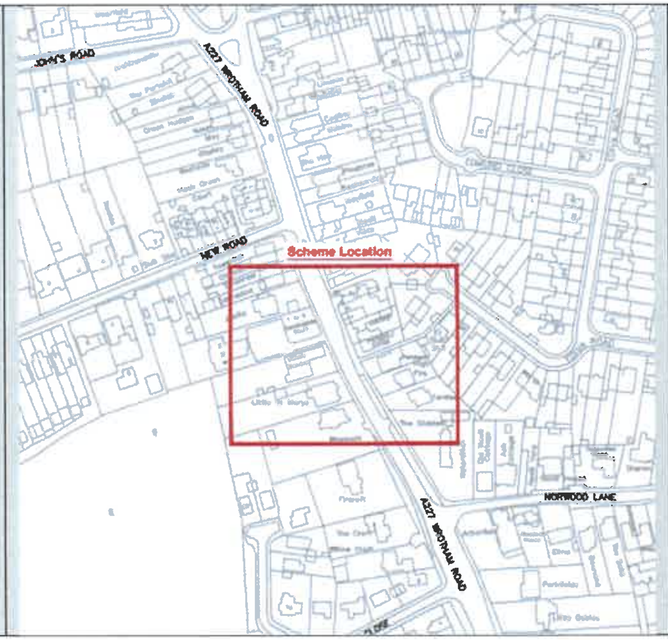
Historical Priorities Record

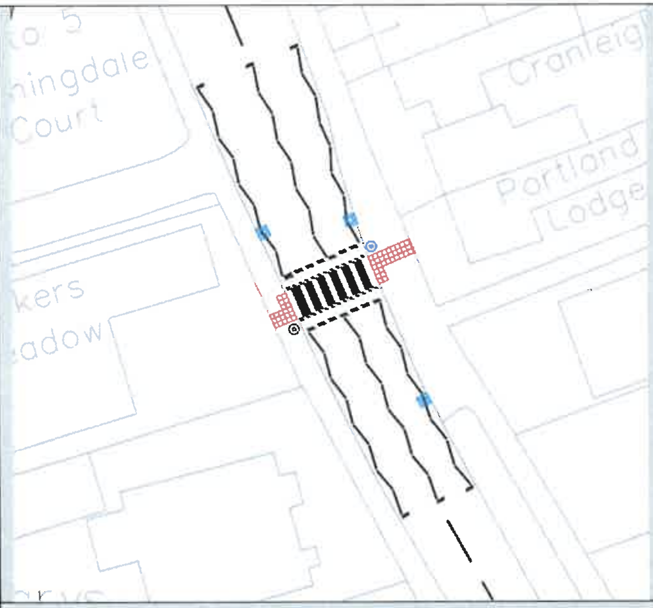
A227 - Meopham Green area Close to either The Cricketers PH or the Kings Arms Pub or near Pitfield Green as this is where people access the public toilets	Concern for safety crossing the road as speeding traffic in excess of the 30mph	• Pedestrian crossing outside Kings Arms pub or adjacent to Pitfield Green toilet block • Increase in signage near dangerous bend • Chevrons on the road and other traffic calming measures to slow down traffic	Appreciate that Camer Parade is likely to be the main priority this year for the parish and also considering that there is a successful LTP bid for a zebra crossing within the wider area. From an initial high level assessment, there would appear to be a number of factors that would currently rule out a formal crossing installation. These include ... street lighting, visibility, available footway I have suggested that the Parish Council look at installing a footway along the length of the green however I believe that the green is part of a conservation area and the Parish would not wish to install a footway...Therefore on many fronts this is a non starter. Please see criteria for site for both ped refuge and zebra below. A reduction in speed limit was asked by Cheryl – I explained that the speeds would need to be self enforcing for a 20 scheme or it would require traffic calming and street lighting. We looked at HADMS data to look at the speeds and it would not be appropriate for a 20 on the face of it as the speeds are too high.... Please note for your reference that Puffin or Zebra Crossings need to meet the PV2 calculation. (The degree of conflict between pedestrians and vehicles is determined by PV2 where V is the 2-way total hourly flow of vehicles and P is the 2-way total hourly flow of pedestrians crossing

			the road. The average of the peak four hours provides the basic PV2 measurement for the site.) Site Requirements for a zebra crossing: Existing 20/30mph speed limit. The measured 85%ile speed (the speed at, or below 85% of traffic travels) must be below 35mph for a zebra crossing to be safe. ⍰ Street lighting must be in place to illuminate the crossing at night. If missing or insufficient it will need to be provided or upgraded at significant cost. ⍰ Footways on both sides of the road, usually at least 1.8m wide. ⍰ Nearby power supply for the belisha beacons. ⍰ Good visibility for drivers and pedestrians (i.e. not on or near a bend, on a hill or obscured by trees or parked vehicles etc). The minimum distances for visibility of pedestrian crossings for approaching traffic are based on the 85th percentile speed. For example, the recommended stopping sight distance for a road in which 85% of drivers travel at 20mph is 22m and at 30mph is 40m. ⍰ Away from junctions (absolute minimum 5m from side roads and well away from signal junctions) and clear of private driveways. ⍰ Pedestrian and traffic speed surveys will be required to justify the need and to assess the safety and operation of this type of crossing. Pedestrian Refuge Island site requirements: There must be sufficient carriageway width within which to construct the island. A minimum of 10m road is needed to avoid the need to widen the road. ⍰ There needs to be sufficient visibility of the crossing and pedestrians for approaching traffic. The minimum distances for visibility of pedestrian crossings for approaching traffic are based on the 85th percentile speed. For example, the recommended stopping sight distance for a road in which 85% of drivers

			travel at 20mph is 22m, at 30mph is 40m, and at 40mph is 80m. ⍰ The crossing should ideally be sited where it is not hidden in a dip in the road or just over the crest of a hill as drivers will not be able to see it or any pedestrians using it. ⍰ There needs to be a standard footway of 1.2m (minimum) in width on either side of the road for pedestrians to use. If the kerbs are not dropped and tactile paving (to assist blind or partially sighted pedestrians) in place, this will need to be included in the project work. ⍰ The island should be on, or close to the 'desire line' for pedestrians wishing to cross the road. ⍰ The island must be sited so that it doesn't obstruct the turn in and out of junctions or private accesses 29.2.24 Cheryl advised that this entry would need to be put in the historical entries due to the site requirements not being able to be met. Michelle advised it would be better to look at how we can increase speed limit compliance in the first instance. Await direction from MPC as to whether this goes back into live priorities.
A227 - Nurstead Church Lane to Istead Rise	Lack of safe walking/cycling option	Creation of a cycle route/footpath	To be looked at in future HIP years As you know there is a footway part of the way but beyond that we do not own land beyond the existing carriageway. In order to provide the route you wish it would necessitate private landowners donating large sections of land. 29.02.2024 KCC currently doing a consultation on Active Travel Scheme. Await to hear from that consultation The PC will need to explore this with the landowners. Cheryl asked this to be moved to historical section in the meantime.

Highway Improvements Team working in Partnership with Meopham Parish Council
Highway Improvement Plan

A227 Wrotham Road (between junction of New Road and Norwood Lane)	Problem identified by Elizabeth Bineham within the HIT department and therefore she bid for a Dragons Den LTP fund		29.02.2024 Although this didn't feature on the HIP and MPC was not aware of the need for a zebra crossing at this location, it is important to include for audit purposes.

			
A227 – Junction with Longfield Road	Congestion for traffic trying to exit Longfield Road on to A227	Roundabout or traffic lights to ease congestion and make road safer	**29.02.2024 Cheryl -No further action - Working well, obviously peak times are congested with two schools in close proximity...move to historical**
A227 – Meopham Station to Culverstone Garage	Speeding at all times. Increase in numbers of HGV's	• Reduce speed to 20mph at the three school locations with 20mph flashing signs in the mornings and afternoons on school days • Traffic calming measures such as additional road markings, improved signage and road furniture	**The first step would be to gather speed data for this stretch of the A227. This costs approx. £150 per location. Have the Parish identified funding resource?** **29.02.2024 Cheryl reported No longer an issue. Hogarth HGV issue more on the agenda and being dealt with by the police on an enforcement level.** HADMS data shows some excessive speeds, advised to share with Alan Watson from speed watch to request

			enforcement presence (especially in the evenings) Parish Council to look at becoming a member of speed watch
Junction of Green Lane and A227	Congestion for traffic trying to exit Green Lane on to A227.	Mini roundabout would help to ease this congestion and make the road safer.	29.02.2024 Same issues as raised re Longfield Road. Insufficient highway land width to widen the exit from green lane Not an issue Annotate this entry and move
Meopham Green	Road around Meopham Green is called Steeles Lane. Maps and Sat Navs direct HGV's to green and large vehicles turn around causing damage. Main entrance to Steeles Lane is further along A227.	Improvements and protection to the edging need to be implemented all around the Green	29.02.2024 Cheryl asked this to move to historical as this is being dealt with by PC.
Meopham Green		• Improvements and protection to the edging need to be implemented all around the GreenA 'Unsuitable for HGV's' sign be placed at appropriate points	**PC –Please confirm exact extent where you would like boundary posts or edging to be considered** **HGV signage would cost in the region of £300 per sign.** **Move to historical as this is being dealt with by PC.** **Look at signage still within this priority but separate**
Meopham – Sole Street (Green Lane)	No pavement on narrow windy lane. Extremely dangerous for pedestrians/road users/HGV's.	Improved signage	To be looked at in future HIP years Warning signage can be provided at the cost of approx. £300 per sign

			29.02.2024 The PC will need to explore this with landowners. PROW crossing the fields can be utilised where there is no footway. Move to history section
Norwood Lane, Meopham and Whitepost Lane, Culverstone	Speeding traffic, regular complaints from local residents concerned about speeding on narrow lane	Speed humps and width restrictions	Norwood lane narrow road: HADMS data does not suggest that there is a speeding issue. Data shows average speed data is within compliance 29.02.2024 Cheryl asked for this to be moved to historical and continue to monitor

Agenda Item	8
Meeting Date	Full Council Tuesday 7th October 2025
Report Title	Memorial Bench
Recommendation/s	See report
Prepared By	Clerk and RFO – Lisa Winter

Detailed Information

We have been approached by Mrs Cleary enquiring about a bench on the village green in memory of her late husband, Mr Ian Cleary.

She has noticed there is a bench in front of Wellington Cottages in very poor condition and wondered if the council were looking to replace it. She would love the opportunity to replace the bench with one in memory of Ian.

Below is a minute extract from the Full Council meeting of 27th September 2022 when the Memorial Bench and Tree Policy was last reviewed:

Item 6: Policy Review

6.1 Memorial Bench Policy: To review the Memorial Bench Policy

F.C. 147 It was agreed to impose a moratorium on allowing memorial benches and memorial trees to last until further notice. The Council will explore alternative options including a sponsorship scheme or memorial wall.

PROPOSED: Cllr Green. SECONDED: Cllr Ogden.
Eight votes in favour, one against. The motion was carried.

6.2 Memorial Tree Policy: To review the Memorial Tree Policy

F.C. 148 This was dealt with by Item 6.1

RECOMMENDATIONS: Consider reviewing the Policy. If councillors wished for the Policy to be reviewed, the Clerk could draft a new policy for a future full council meeting.

Agenda Item	9
Meeting Date	Full Council Tuesday 7th October 2025
Report Title	Site Entrance – Southdown Shaw Allotments
Recommendation/s	Approval of works
Prepared By	Clerk and RFO – Lisa Winter

Detailed Information

Please find attached quotes for the site entrance to Southdown Shaw Allotments.

Please note that the quote from Hooper & Sons Ltd is from April 2024, we have requested an up to date costings quote, but we are yet to receive it.

These two companies are the only ones that have responded.

RECOMMENDATIONS: Consider the quotes and approve a contractor for the works.

Key Implications

Financial	There is not a budget allocated in the 25/26 financial year for Southdown Shaw Allotments so would be from the general reserves.

From: Peter Concrete Services Ltd . <peterconcrete@hotmail.com>
Sent: 10 September 2025 09:32
To: Finance & Grants Officer - Meopham Parish Council <financeofficer@meopham-pc.gov.uk>
Subject: Re: Quote

Hi Tracey,

Please see below our price for work required at Meopham.

Digging and Breaking to allow for 150mm of new concrete: **£750**

Shuttering and Preparing with Mesh: **£750**

Concrete, brush finish and curing agent: **£1500**

Prices above allow for all labour, material and plant.

We are very flexible as and when you'd like this completed.

Let me know your thoughts, I'm happy to discuss further if required.

Kind Regards,

Dil Boora

Director
M: 07702020646
W: www.peterconcrete.co.uk

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— SERVICES LTD —

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Hooper & Sons LTD
GROUNDWORK CONTRACTORS

working with

Meopham Parish Council

St Johns Centre, Wrotham Rd., Meopham, Kent, DA13 0AA

Site Address:	**Southdown Shaw Allotments** **Wrotham Rd.** **Meopham** **Kent** **DA13**
Date:	**28.03.2024**
F.A.O:	**Lisa Winter**
Tel.:	**01474 813770**
Email:	**assistantclerk@meopham-pc.gov.uk**
Our Ref:	**662**
DOW:	**New site entrance**

Subject to the following drawings

No Drawings supplied. Therefore, subject to discussions and site visit.

Prelims

- RAMS (if required, if not these will not be charged) £150.00

Prelims Total: £150.00

To include the following

- **Option A** – New Tarmac Site Entrance (Approx. 17.5m²) £2,808.12
    - Transport plant and operatives to site.
    - Breakout existing tarmac and dispose off site to relevant waste recycling facility.
    - Reduce level dig, not exceeding 200mm deep.
    - Trim and compact bottom of excavation, 200mm below finished levels.
    - Supply and lay Type 1 aggregate, not exceeding 100mm deep.
    - Trim and compact.
    - Supply and lay 70mm thick of compacted, AC20 Base course tarmac.
    - Supply and lay 30mm thick of compacted, 10mm dense SMA surface course tarmac.
    - Apply bitumen over banding to seal and waterproof joints.
    - Dress in topsoil to edges of new site entrance.
    - Sweep up area and leave site clean and tidy.

Works Total: £2,808.12

PLEASE NOTE. ANY VARIATIONS TO ABOVE WILL BE SUBJECT TO PRICE ALTERATIONS.

Total works including prelims: £2,958.12

Hooper and Sons general conditions of contract

Should there be a requirement to enter into standard terms and conditions, which have been amended in any way, which we consider onerous, then we reserve the right to discuss these with you if our offer proves of interest, prior to our acceptance of an order.

Either party may at any time refer a dispute to adjudication. Any adjudication should be carried out pursuant to the Model Adjudication Procedures published by the Construction Industry Council current at the time of reference. The nominating body shall be the Royal Institute of Chartered Surveyors.

Should there be a requirement to enter into any form of warranty, bond or guarantee then the working of such a document is to be agreed prior to our acceptance of any order and we reserve the right to add to our offer sum any reasonable costs arising from executing such a document. In particular any collateral warranty required is to be agreed such that our insurance cover is maintained, any variance from a standard un-amended British Property Federation or JCT Warranty is likely not to meet this criteria.

In the absence of formal written acceptance of alternative contract terms and conditions the following shall prevail.

Should any of our applications or invoices be subject to query, such objections or queries must be notified to us in writing at our offices within 7 working days of the date of the application or invoice in question. Otherwise, you will be deemed to have approved the works covered by that invoice or application and you will not then be entitled to withhold or refuse to authorise payment of the invoice or application in question and the amount due under that invoice or application will become a debt payable to us.

Settlement of our interim and final applications or invoices is due 14 days from the date of the invoice, after which, we will be entitled to charge interest at a rate of 8% over the Bank Lending Rate of BARCLAYS bank for the relevant period. We shall be entitled to recover from you any expenditure reasonably incurred in recovering monies due under this contract including, but not limited, to any legal costs.

If payment is not made within the terms of this contract, we reserve the right to clear the site of all plant and equipment having ensured that the works are safe. All costs arising from such action and subsequent return shall be in accordance with our day work charges.

Unless stated otherwise, all our prices are subject to the addition of VAT exclusive of any discounts and make no allowance for retentions, liquidated damages, other conditions of contract, payment for any building regulation plan or inspection fees or any other statutory charges, party wall notices or other notices. Should LADS ultimately be accepted by virtue of further contract negotiations, then the maximum acceptable damages will not exceed 10% of the subcontract value.

In so far as we have designed the work, we shall have a like liability in respect of defects in such design as a normal competent professional designer would have when providing a service for design only.

It is a condition of this offer that the site investigation information provided by yourselves and/or the ground conditions we have allowed in preparing this offer is/are correct and representative of the whole site.

If errors, omissions or defects are found in our work, we shall have the right to be given the opportunity to inspect and correct these as appropriate without any contra-charges or offsets being made to our account. The client shall not be entitled to deduct or set off any monies against payments due to Hooper and Sons without our prior agreement in writing.

(Opening up and testing) In particular where any opening up for inspection, testing and reinstatement is instructed and the work, the subject of such instruction, is found to be in accordance with the Contract, then any costs and expenses in respect thereof shall be added to the Contract Sum together with the granting of an appropriate extension of time for completion of the works. With regard to the foregoing an appropriate amendment, where necessary, shall be made to any Contract arising from the acceptance of this Tender.

It is a condition of any contract entered into that ownership of the goods supplied does not pass until the full contract sum has been paid.

On acceptance of this estimate you agree to the above terms and conditions. NO MCD or RETENTIONS have been allocated in this instance.

The Employer shall indemnify Hooper and Sons against the cost of any claim or liability for pollution or contamination howsoever caused arising out of our design or construction of the works.

ID:012732

Item 11.1

Meopham Parish Council

30 September 2025 (2025-2026)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
91	Bus Shelter Cleaning	01/09/2025	Contract	Unity Trust Bank		Bus Shelter Cleaning	Element UK	S	221.54	44.31	265.85
92	Communications & IT	08/09/2025	CONTRACT	Unity Trust Bank		Phone System	HELIOCENTRIX/MICROSOF	S	169.20	33.84	203.04
93	Payroll Services	09/09/2025	CONTRACT	Unity Trust Bank		PAYROLL SERVICES	DM Payroll Services	S	84.00	16.80	100.80
95	Community Grants Scheme	11/09/2025	FC76	Unity Trust Bank	HARVEL VILLAGE I	MPC - Grant	Meopham Parish Council	X	500.00		500.00
96	Community Grants Scheme	11/09/2025	FC76	Unity Trust Bank	MEOPHAM WINDM	MPC - Grant	Meopham Parish Council	X	500.00		500.00
97	Community Grants Scheme	11/09/2025	FC76	Unity Trust Bank	KENT AIR AMBULA	MPC - Grant	Meopham Parish Council	X	500.00		500.00
98	Community Grants Scheme	11/09/2025	FC76	Unity Trust Bank	MEOPHAM CARERS	MPC - Grant	Meopham Parish Council	X	1,000.00		1,000.00
94	Venue Hire for Meetings	11/09/2025		Unity Trust Bank		HALL BOOKING	Meopham Village Hall	E	25.90		25.90
99	Bank Charges	15/09/2025		Unity Multipay Card		BANK CHARGES	Lloyds Bank	E	6.00		6.00
100	Cllr & Staff Expenses	16/09/2025	FC86	Unity Trust Bank		MPC - EXPENSES	Meopham Parish Council	X	212.66		212.66
101	Training	16/09/2025	Delagated Authority	Unity Trust Bank		Training	ASH-CUM-RIDLEY PARISH	S	86.78	17.36	104.14
104	Staff Salaries Tax & NIC	23/09/2025	CONTRACT	Unity Trust Bank		Salary	L Winter	X	1,924.34		1,924.34
105	Staff Salaries Tax & NIC	23/09/2025	CONTRACT	Unity Trust Bank		Salary	T Hanlon	X	665.32		665.32
106	Staff Pensions	23/09/2025	CONTRACT	Unity Trust Bank		Pension Contributions	KCC	X	687.51		687.51
103	Photocopier Contract	23/09/2025	CONTRACT	Unity Trust Bank		Photocopier Lease & Printing C	Smart Office Solutions	S	170.60	34.12	204.72
107	Office Rent	23/09/2025	CONTRACT	Unity Trust Bank		Office Rent	St Johns Centre	X	611.66		611.66
102	Internal & External Audit Fees	23/09/2025		Unity Trust Bank		INTERNAL AUDIT	Mulberry & Co	S	272.50	54.50	327.00
							Total		7,638.01	200.93	7,838.94

Voucher 94

Meopham Village Hall Charitable Trust

Charity No 302802
www.meophamvillagehall.co.uk
enquiries@meophamvillagehall.co.uk
Telephone: 07888 368521

INVOICE

Invoice No:	**25/095**	**Invoice Date:**	**10/09/2025**
FUNCTION:	**Parish Council Meeting**	**Hire Date:**	**Tuesday 23/09/2025**
Booked by:	**Parish Clerk**	**Hire Time:**	**19:15 – 21:15**

Main Hall	**£**		
Small Hall	**£**	**25.90**	**2 hrs @ £12.95 ph**
Committee Room	**£**		
Kitchen	**£**		
Crockery	**£**		
Damage Deposit (refundable **)	**£**		
Amount Due	**£**	**25.90**	

Please make payment to: **Meopham Village Hall Management Fund**

Lloyds Bank Sort Code: 30-93-60 Account Number: 00429156

Please put the date of the event as the reference on payments

---

A £30 deposit per hall, per day, will secure the date. The balance is due **4 WEEKS** before the event.

* **CANCELLATION** In the event of cancellation, the booking deposit will be forfeited unless the Booking Secretary is notified at least **3 MONTHS** prior to the hire date. In this event an administration fee of £10 will be deducted. Please see the Hire Terms and Conditions for our full cancellation policy.

** **DAMAGE DEPOSIT** If you have paid a damage deposit, email enquiries@meophamvillagehall.co.uk with your **bank sort code, account number and account name** so that we can refund it after the hire, which will be done provided the hall is left in good order and is vacated by the end of the hiring period.

Voucher 101

INVOICE

Date:16th September 2025

Billed To:
Meopham Parish Council
St Johns Centre
Wrotham Road
DA13 0AA

Item Description	
1 Day Emergency First Aid at Work | 22-Sep-25 X 2	£86.78
VAT	£17.36
Total Due	**£104.14**

Thank You

Please make cheques payable to Ash-cum-Ridley Parish Council or bank details:
Lloyds Bank
Account: 00124517
Sort Code: 30-93-60

Parish Office Ash Green Sports Centre Ash Road New Ash Green Kent DA3 8JZ
Telephone: 01474 702760 Email: info@acrpc.org.uk
Website: www.hugofox.com/community/ash-cum-ridley-parish-council-12628
Managers of Ash Green Sports Centre

Voucher 103

Smart Office Solution

Smart Office Solution Ltd
Unit 2&3
Nepicar Park
London Road
Wrotham
Kent
TN15 7AF

T. 01622 809508
E. finance@smartofficegroup.com

Invoice

Invoice To

Meopham Parish Council
St John's Centre
Wrotham Road
Meopham
Kent
DA13 0AA

Invoice No.	651975
Invoice Date	19/09/2025
Order #	
Account #	MEO004
Page #	1/1

Model # KONICA-MINOLTA-BIZHUB-C550I **Location** 7th Floor Berkley Street
Serial # AA7P021008026 *Meopham Parish Council, St John's Centre, Meopham, Kent, DA13 0AA.*

Description	Unit amount	Quantity	Net amount
Mono			
Via Remote Billing			
Reading at 16/09/2025 is 15,820 Reading at 09/06/2025 as 8,939			
Usage for period: 03/06/2025 to 02/09/2025	0.00400	2,281	9.12
Usage for period: 03/06/2025 to 02/09/2025	0.00000	4,600	0.00
Colour			
Via Remote Billing			
Reading at 16/09/2025 is 38,286 Reading at 09/06/2025 as 32,449			
Usage for period: 03/06/2025 to 02/09/2025	0.04000	4,037	161.48
Usage for period: 03/06/2025 to 02/09/2025	0.00000	1,800	0.00

The amount due will be collected by Direct Debit on or immediately after 14 days, due by 03/10/2025

Net Total	GBP	170.60
Tax Total	GBP	34.12
Invoice Total	GBP	204.72

Voucher 102

M

TAX INVOICE

Meopham Parish Council
The Windmill, Wrotham Road
Meopham Green
Meopham
Kent
DA13 0QA
UNITED KINGDOM

Invoice Date
18 Sep 2025

Invoice Number
INV-1531

VAT Number
GB464103811

Mulberry Local Authority Services Limited
Eastgate House
Dogflud Way
Farnham
Surrey
GU9 7UD
UNITED KINGDOM
Mobile 07428 647069
Office 03303 450596
e anna@mulberrylas.co.uk

Description	Quantity	Unit Price	VAT	Amount GBP
Professional services rendered in connection with the provision of an internal audit for the 2025-26 council year. Fee based on time spent 3.5 hours at £65ph	1.00	227.50	20%	227.50
Mileage 100 miles charged at 45p per mile	1.00	45.00	20%	45.00
			Subtotal	272.50
			TOTAL VAT 20%	54.50
			TOTAL GBP	**327.00**

Due Date: 18 Oct 2025
PLEASE NOTE MULBERRY LOCAL AUTHORITY SERVICES LIMITED HAS ITS OWN BANK ACCOUNT, REMITTANCES SHOULD NOT BE SENT TO MULBERRY & CO

Cheque remittances: please make cheques payable to "Mulberry Local Authority Services Limited" For bacs/on-line payment: bank name: Lloyds bank plc; sort code: 30-54-66; account number: 10998068

PAYMENT ADVICE

Customer	Meopham Parish Council
Invoice Number	INV-1531
Amount Due	**327.00**
Due Date	18 Oct 2025
Amount Enclosed	

Enter the amount you are paying above

To: Mulberry Local Authority Services Limited
Eastgate House
Dogflud Way
Farnham
Surrey
GU9 7UD
UNITED KINGDOM
Mobile 07428 647069
Office 03303 450596
e anna@mulberrylas.co.uk

Item 11.2

30 September 2025 (2025-2026)

Meopham Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

Council Administration

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
24	Staff Salaries Tax & NIC				88,101.00	21,146.75	66,954.25	66,954.25 (76%)
25	Staff Pensions				13,600.00	3,745.83	9,854.17	9,854.17 (72%)
26	Cllr & Staff Expenses				400.00	212.66	187.34	187.34 (46%)
28	Professional Memberships				4,816.00		4,816.00	4,816.00 (100%)
29	Chairman's Allowance				100.00		100.00	100.00 (100%)
30	Training					496.78	-496.78	-496.78 (N/A)
33	Photocopier Contract		12.95	12.95	700.00	526.80	173.20	186.15 (26%)
34	Communications & IT				2,100.00	1,729.60	370.40	370.40 (17%)
87	Insurance				3,000.00	2,234.88	765.12	765.12 (25%)
88	Office Rent				6,525.00	3,384.79	3,140.21	3,140.21 (48%)
89	Venue Hire for Meetings				720.00	159.30	560.70	560.70 (77%)
90	Office Supplies				1,200.00	153.01	1,046.99	1,046.99 (87%)
91	Software Licences				1,800.00	419.99	1,380.01	1,380.01 (76%)
92	Internal & External Audit Fees				1,200.00	616.25	583.75	583.75 (48%)
93	Payroll Services				360.00	168.00	192.00	192.00 (53%)
104	Bank Charges				372.00	99.70	272.30	272.30 (73%)
105	Professional Services				5,000.00	4,532.40	467.60	467.60 (9%)
110	Water Supply							(N/A)
111	Reserve Transfer 24							(N/A)
112	Other Office expenses: 90							(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		780.00	780.00 (100%)
132	ELECTIONS					15,178.75	-15,178.75	-15,178.75 (N/A)
133	NEW BANK ACCOUNT							(N/A)
	SUB TOTAL		**12.95**	**12.95**	**130,774.00**	**54,852.49**	**75,921.51**	**75,934.46 (58%)**

Council Projects & Events

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
2	Community Events				7,000.00		7,000.00	7,000.00 (100%)
82	Health & Wellbeing							(N/A)
100	Village Greens - Post Replacem							(N/A)
102	New Website Project					704.00	-704.00	-704.00 (N/A)
103	Camer Parade - Highways Sche							(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%)
	SUB TOTAL				**35,500.00**	**704.00**	**34,796.00**	**34,796.00 (98%)**

Meopham Parish Council

30 September 2025 (2025-2026)

Summary of Receipts and Payments

All Cost Centres and Codes

Council Services

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
4	Defibrillator Maintenance				150.00		150.00	150.00 (100%)
8	Service Contract & Litter Collecti				20,000.00		20,000.00	20,000.00 (100%)
13	Trees				3,300.00	1,260.00	2,040.00	2,040.00 (61%)
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	664.62	535.38	535.38 (44%)
68	Streetlights				11,040.00	4,829.56	6,210.44	6,210.44 (56%)
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				15,000.00	19.16	14,980.84	14,980.84 (99%)
108	Drinking Fountain					48.66	-48.66	-48.66 (N/A)
115	YOUTH PROVISION.17							(N/A)
128	ARBORICULTURAL SURVEY - I				1,650.00		1,650.00	1,650.00 (100%)
130	SPEEDWATCH				1,500.00		1,500.00	1,500.00 (100%)
131	BASAL CUTTING							(N/A)
134	JUDSONS MAINTENANCE					220.00	-220.00	-220.00 (N/A)
	SUB TOTAL				**66,840.00**	**15,542.00**	**51,298.00**	**51,298.00 (76%)**

Income

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
45	Bank Interest Received	20.00	690.26	670.26				670.26 (3351%)
46	Precept	231,570.00	231,570.00					(0%)
49	Wayleaves	170.00		-170.00				-170.00 (-100%)
50	Rental Income	634.00	634.13	0.13				0.13 (0%)
94	VAT Reclaim							(N/A)
95	Other Income							(N/A)
119	BT CREDIT REFUND							(N/A)
120	EVENTS INCOME							(N/A)
121	Insurance Excess Refund							(N/A)
	SUB TOTAL	**232,394.00**	**232,894.39**	**500.39**				**500.39 (0%)**

Summary

	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position
NET TOTAL	**232,394.00**	**232,907.34**	**513.34**	**233,114.00**	**71,098.49**	**162,015.51**	**162,528.85 (34%)**
V.A.T.		5,601.29			2,779.12		
GROSS TOTAL		**238,508.63**			**73,877.61**		

Item 11.3

Meopham Parish Council
RECONCILIATION - Unity Trust Bank 30-09-2025

From Accounts	£150,675.28
Payments not cashed . . . . . Add	
Receipts not entered . . . . . Subtract	
Statement should be	**£150,675.28**

unity trust bank

Meopham Parish Council
Current T2
60-83-01 • 20405821

Balance £ 150,675.28 | Available £ 150,675.28

Balances are correct as of 09:22 on 30 Sep 2025.

Date	Description	Paid in	Paid out	Balance
25/09/25	B/P to: SMART OFFICE SOL • 651975		-204.72	150,675.28
25/09/25	B/P to: MULBERRY LOCAL ATH • MPC - 1531		-327.00	150,880.00
22/09/25	S/O to: Meopham PCC • MEOPHAM PC		-611.66	151,207.00
22/09/25	S/O to: L Winter • MEOPHAM PC		-1,924.34	151,818.66
22/09/25	S/O to: KCC Pension Fund • MEOPHAM PC		-687.51	153,743.00
22/09/25	S/O to: Tracey Hanlon • SALARY MPC		-665.32	154,430.51
19/09/25	B/P to: ASH-CUM-RIDLEY PC • MEOPHAM PC		-104.14	155,095.83
19/09/25	B/P to: LISA WINTER • MPC EXPENSES		-212.66	155,199.97
17/09/25	B/P to: Meopham V Hall • 25/095		-25.90	155,412.63
17/09/25	B/P to: Meopham Carers Sup • MPC - GRANT 25		-1,000.00	155,438.53
17/09/25	B/P to: Meopham Windmill T • MPC - GRANT 25		-500.00	156,438.53
17/09/25	B/P to: Air Ambulance • MPC - GRANT 25		-500.00	156,938.53
17/09/25	B/P to: Harvel VH Cttee • MPC - GRANT 25		-500.00	157,438.53
16/09/25	Direct Debit (LLOYDS CORP • 80000029478III3973 CARD)		-6.00	157,938.53
08/09/25	B/P to: Element UK Limited • 139886		-265.85	157,944.53
08/09/25	B/P to: HELIOCENTRIX LTD • INV 23858 / 59 /60		-203.04	158,210.38
08/09/25	B/P to: DM Payroll • 4705		-100.80	158,413.42
08/09/25	SMART OFF SOLUTION • REFUND	15.54		158,514.22
05/09/25	Meopham & District • MDAA RENT	33.00		158,498.68
05/09/25	Meopham & District • MDAA RENT	400.13		158,465.68
31/08/25	Service Charge		-8.70	158,065.55
29/08/25	Direct Debit (SMART OFFICE SOLU) • ARC00240		-15.54	158,074.25
27/08/25	B/P to: Gravesham Borough • 0998254J		-8,921.40	158,089.79

22/08/25	B/P to: ELITE TREE CARE • INV-2119		-1,020.00	167,011.19
20/08/25	S/O to: Meopham PCC • MEOPHAM PC		-543.75	168,031.19
20/08/25	S/O to: L Winter • MEOPHAM PC		-2,152.64	168,574.94
20/08/25	S/O to: KCC Pension Fund • MEOPHAM PC		-687.51	170,727.58
20/08/25	S/O to: Tracey Hanlon • SALARY MPC		-747.84	171,415.09
18/08/25	B/P to: KENT CRICKET GRDSM • MPC - GA25/03A		-360.00	172,162.93
18/08/25	Direct Debit (LLOYDS CORP • 80000029478III3973 CARD)		-62.13	172,522.93
14/08/25	B/P to: HELIOCENTRIX LTD • INV 27544		-203.04	172,585.06
14/08/25	B/P to: HELIOCENTRIX LTD • INV 27589		-84.16	172,788.10
05/08/25	B/P to: UK POWER NETWORKS • 3700030285		-4,432.80	172,872.26
04/08/25	B/P to: LISA WINTER • MPC BACK PAY 25		-120.13	177,305.06
04/08/25	B/P to: Tracey Hanlon • MPC BACK PAY 25		-31.14	177,425.19
04/08/25	B/P to: Element UK Limited • 139865		-265.85	177,456.33
04/08/25	B/P to: MULBERRY LOCAL ATH • MPC - 1383		-144.00	177,722.18
31/07/25	Service Charge		-8.55	177,866.18
29/07/25	B/P to: A Day • JULY 25		-220.00	177,874.73
29/07/25	Direct Debit (SCOTTISH WATER BUS) • 662899		-25.82	178,094.73
25/07/25	MEOPHAM COLTS FC • INV 10 MCFC RENT	240.00		178,120.55
24/07/25	Direct Debit (HMRC SDDS) • 0000340636		-3,003.06	177,880.55
22/07/25	B/P to: Meopham Village Ha • 25/078 MPC		-11.20	180,883.61
22/07/25	B/P to: NARKE DESIGN • MPC - 1034106		-225.00	180,894.81
22/07/25	B/P to: NARKE DESIGN • MPC-1034105		-479.00	181,119.81
21/07/25	S/O to: Meopham PCC • MEOPHAM PC		-543.75	181,598.81
21/07/25	S/O to: L Winter • MEOPHAM PC		-1,867.12	182,142.56
21/07/25	S/O to: KCC Pension Fund • MEOPHAM PC		-592.70	184,009.68
21/07/25	S/O to: Tracey Hanlon • SALARY MPC		-644.69	184,602.38
16/07/25	Meopham Cricket Cl • MEOPHAM CC RENT	1.00		185,247.07
16/07/25	Direct Debit (LLOYDS CORP • 80000029478III3973 CARD)		-155.99	185,246.07
11/07/25	HMRC VAT • 314795487	1,492.54		185,402.06
08/07/25	ZURICH INS/RECS • 12220050787	400.00		183,909.52

07/07/25	B/P to: HELIOCENTRIX LTD • INV 27438	**-208.12**	**183,509.52**
04/07/25	Direct Debit (ICO) • ZA437474	**-47.00**	**183,717.64**

Meopham Parish Council

RECONCILIATION - CAMBRIDGE BUILDING SOCIETY 30-09-2025

From Accounts	£84,406.54
Payments not cashed . . . . . Add	
Receipts not entered . . . . . Subtract	
Statement should be	**£84,406.54**

Account Details

Manage your account

Your Account

Instant Access

CB01477687 Council Saver

Meopham Parish Council

Balance: £84,406.54

Available: £84,406.54

Accrued interest (not paid): £1,269.80

Interest rate: 1.75%

Transactions

Period from

to

Filter

Download Transactions

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
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

Latest

Contact Us

Please contact our Customer Contact Centre on 0345 601 3344. Please see our website for opening times.

Request a Call

Store Locator

Message Centre

Send us a secure message.

Manage your secure messages

Meopham Parish Council

RECONCILIATION - Lloyds Bank 30-09-2025

From Accounts	£53,780.00
Payments not cashed . . . . . Add	
Receipts not entered . . . . . Subtract	
Statement should be	**£53,780.00**

LLOYDS BANK

Your account statement

Issue date: 22 August 2025

Write to us at: PO Box 1000, Andover, BX1 1LT
Call us on: 0345 072 5555 (from UK)
+44 1733 347338 (from Overseas)
Visit us online: www.lloydsbank.com
Your branch: GRAVESEND

Sort code: 30-93-60 Account number: 00332403
BIC: LOYDGB21278
IBAN: GB07 LOYD 3093 6000 3324 03

011839 PDOEA04-20250823-84324-001259
MEOPHAM PARISH COUNCIL
MRS SARAH EGGLESDEN
THE WINDMILL
WROTHAM ROAD
MEOPHAM
GRAVESEND
DA13 0QA

36700 D

PNHN0J2310000

1009011839000010003

COMMUNITY ACCOUNT
MEOPHAM PARISH COUNCIL

Our records indicate that your business is eligible for FSCS deposit protection.
Further details can be found on the Useful Information page.

Account summary

Balance On 24 Jul 2025	**£53,784.25**
Total Paid In	£0.00
Total Paid Out	£4.25
Balance On 11 Aug 2025	**£53,780.00**

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
24 Jul 25		**STATEMENT OPENING BALANCE**			**53,784.25**
11 Aug 25	PAY	SERVICE CHARGES REF : 461476287		4.25	53,780.00
11 Aug 25		**STATEMENT CLOSING BALANCE**	**0.00**	**4.25**	**53,780.00**

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

Payment types:
PAY - Payment

Meopham Parish Council
RECONCILIATION - REDWOOD BANK 30-09-2025

From Accounts	£80,690.26
Payments not cashed . . . . . Add	
Receipts not entered . . . . . Subtract	
Statement should be	**£80,690.26**

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: £80,690.26

Available: £80,690.26

Accrued interest (not paid): £242.57

Interest rate: 3.78%

Make a payment

Transfer money

Transactions   Future Payments

Transactions

Period from

to

Filter

Download transactions

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
Date	10/06/2025
Description	Receipt by Bank Transfer
In (£)	79,000.00
Out (£)	
Balance (£)	80,000.00
Date	09/06/2025
Description	Receipt by Bank Transfer
In (£)	1,000.00
Out (£)	
Balance (£)	1,000.00
Date	09/06/2025
Description	Funds Allocated

In (£)	
Out (£)	1,000.00
Balance (£)	0.00
Date	09/06/2025
Description	Funds Received - not allocated
In (£)	1,000.00
Out (£)	
Balance (£)	1,000.00

Latest

30 September 2025 (2025-2026)

Meopham Parish Council

Prepared by: ______________________________ Date: ____________

Name and Role (Clerk/RFO etc)

Approved by: ______________________________ Date: ____________

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/09/2025			
	Cash in Hand 01/04/2025			204,921.06
	ADD Receipts 01/04/2025 - 30/09/2025			238,508.63
				443,429.69
	SUBTRACT Payments 01/04/2025 - 30/09/2025			73,877.61
A	**Cash in Hand 30/09/2025** (per Cash Book)			**369,552.08**
	Cash in hand per Bank Statements			
	Petty Cash	30/06/2025	0.00	
	Lloyds Bank	30/06/2025	53,780.00	
	Unity Trust Bank	30/06/2025	150,675.28	
	Unity Multipay Card	30/06/2025	0.00	
	CAMBRIDGE BUILDING SOCIET\	30/06/2025	84,406.54	
	REDWOOD BANK	30/06/2025	80,690.26	
				369,552.08
	Less unpresented payments			6.00
				369,546.08
	Plus unpresented receipts			6.00
B	**Adjusted Bank Balance**			**369,552.08**
	A = B Checks out OK			

Meopham Parish Council
Reserves Balance
2025-2026

Item 11.4

Reserve	OpeningBalance	Transfers	Spend	Receipts	CurrentBalance
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 - Earmarke	1,200.00				1,200.00
Post Replacements - Earmarke					0.00
All Council Strategic Day - Earn	683.70				683.70
Harvel Green Bench - Earmarke					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					346,668.38
TOTAL FUNDS					369,552.08

Item 11.5

Newcastle office
Sustainably routed via:
30 Old Bailey
London
EC4M 7AU

Tel: +44 (0)191 383 6300
forvismazars.com/uk

forvis mazars

Ms L Winter
Meopham Parish Council
St Johns Centre
Wrotham Road
Meopham
Gravesend
Kent
DA13 0AA

Direct line: +44 (0)191 383 6348
Email: local.councils@mazars.co.uk

Date: 30 September 2025

Dear Ms Winter

Completion of the limited assurance review for the year ended 31 March 2025

We have completed our review for the year ended 31 March 2025 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the review, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "*Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2024*. This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

Action you are required to take:

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the review. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement **on or before 30 September to confirm:**

- that the review has been concluded and that the statement of accounts has been published;
- of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
- the address at which, and the hours during which, those rights may be exercised.

- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website, but this period must be reasonable.

Minor scope for improvement in 2025/2026

The variance analysis provided by the Council did not cover the Box 9 fixed assets variance, where we require a full explanation of the variance between years. We understand this may be due to a lack of clarity within our template which we will look to correct for next year. We request the Council provides full explanations for all fixed assets variances in 2025/26 to support the AGAR submission.

Accessibility Regulations

We are aware that the Accounts and Audit Regulations requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

Audit fee

Our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at Audit Fees | Smaller Authorities' Audit Appointments (saaa.co.uk) will follow.

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Yours sincerely

Gavin Barker
Engagement Lead
For and on behalf of Forvis Mazars LLP

Section 3 – External Auditor's Report and Certificate 2024/25

In respect of	**Meopham Parish Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit,** it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

In undertaking the review of the 2024/25 Annual and Accountability Return (AGAR) it came to our attention that the Council had not met the requirements of the Accounts and Audit (England) Regulations 2015 in providing electors with a period of 30 working days to inspect the accounts. The Council correctly answered 'No' to the relevant assertion in the 2024/25 Annual Governance Statement and has complied with the regulations in 2025.

In undertaking the review of the 2024/25 Annual and Accountability Return (AGAR) it came to our attention that the Council had not considered whether any litigation, liabilities or commitments, event or transactions, occurring either during or after the year-end. The Council has correctly answered 'No' to the relevant assertion in the 2024/25 Annual Governance Statement. In future, the Council should ensure it complies with all litigation, liabilities and commitments and should tick 'No' to assertion 8 if this is not achieved in 2025/26.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

Not applicable

External Auditor Name

Forvis Mazars LLP, Newcastle Upon Tyne, NE1 1DF

External Auditor Signature	Forvis Mazars LLP	Date	**29 September 2025**

MEOPHAM PARISH COUNCIL

Notice of conclusion of the audit

Annual Return for the year ended 31st March 2025

Section 25 of the Local Audit and Accountability Act 2014

Accounts and Audit (England) Regulations 2015

	Notes
1. The audit of accounts for Meopham Parish Council for the year ended 31 March 2025 has been concluded.	(a) Delete as appropriate
2. The Annual Governance and Accountability Return is available for inspection by any local government elector of the area of Meopham Parish Council on application to: Lisa Winter Clerk and Responsible Financial Officer St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA Office Opening times: Monday, Tuesday & Thursday 9am - 12noon enquiries@meopham-pc.gov.uk	(b) Insert name, position and address of the person to whom local government electors should apply to inspect the Annual Return
3. Copies will be provided to any local government elector on payment of £1 for each copy of the Annual Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: Lisa Winter Clerk and Responsible Financial Officer	(d) Insert name and position of person placing the notice
Date of announcement: 30th September 2025	(e) Insert date of placing of the notice

Item 11.6

MULBERRY
LOCAL AUTHORITY SERVICES LTD

Eastgate House
Dogflud Way, Farnham
Surrey, GU9 7UD

t: 07428 647069
e: office@mulberrylas.co.uk
w: www.mulberrylas.co.uk

Mrs L Winter
Meopham Parish Council
St Johns Centre
Wrotham Road
Meopham
Kent
DA13 0AA

16 September 2025

Dear Lisa

Re: Meopham Parish Council
Internal Audit for Financial Year Ended 31 March 2026 – Interim Audit report

Executive summary
Following completion of our interim internal audit on 16 September 2025 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published Annual Governance and Accountability Return (AGAR). The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of which is available on request. The report concludes with an opinion as to whether each assertion has been met or not at this point in the year. **Recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Meopham Parish Council are well established and followed.

Regulation
The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to "undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance."

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence
Your audit was conducted by Andy Beams of Mulberry Local Authority Services Ltd, who has over 35 years' experience in the financial sector with the last 15 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter and inherent risk assessment
An engagement letter was previously issued to the council covering the 2025/26 internal audit assignment, which includes the scope and plan of works and fee structure. Copies of this document are available on request from anna@mulberrylas.co.uk

In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

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A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been kept properly during the year.

Audit findings

The audit was conducted on site with the Clerk, who also acts as the council's Responsible Financial Officer (RFO). The Clerk had prepared the information advised in advance of the visit, and overall, I have the impression that accounting records are neatly maintained and easily accessible. Other information was reviewed through discussion with the Clerk and a review of the council website www.meopham-pc.gov.uk

The council uses the Scribe accounting package for recording the council's finances. This is an accounting package widely used in the local government sector. The accounting package is updated regularly and used to produce management information reports for review at council meetings.

Sample testing of transactional information during the interim audit shows that the accounting package is being accurately used, providing clear audit trails for expenditure items and producing financial management information that councillors can rely upon to assist them to make informed financial decisions.

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit

The External Auditor's Report for 2024/25 has yet to be completed, and I remind the council that the External Auditor's Report and the Notice of Conclusion of Audit must be published on the council website by 30 September 2025 and subsequently reported to the council and recorded in the minutes of the relevant meeting.

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. **I recommend that the form is amended to include a formal acceptance to receive information by electronic means in the form *"As per Schedule 12 of the Local Government Act 1972, I consent to the receipt of all council meeting papers by electronic methods. I understand I may withdraw this consent at any time"***

The council website includes a link to the Borough Council website where the individual Register of Members' Interests forms are published.

I note that although there are twelve councillors on the Parish Council website, there are only ten ROI forms published on the website and remind the council that it is a requirement for these to be published in accordance with the adopted Code of Conduct.

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The Clerk confirmed that not all email correspondence with councillors is conducted using the councillor emails, and failure to do this will result in the council not meeting the requirements of the new Governance Assertion 10 as detailed below.

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's Guide (March 2025) contains updated guidance on the matter as below, including details of the new Governance Assertion to be included in the 2025/26 AGAR:

Assertion 10 - Digital and data compliance

To warrant a positive response to this assertion, the authority needs to have taken the following actions:

1.47 Email management - Every authority must have a generic email account hosted on an authority owned domain, for example clerk@abcparishcouncil.gov.uk or clerk@abcparishcouncil.org.uk rather than abcparishclerk@gmail.com or abcparishclerk@outlook.com for example.

1.48 All smaller authorities (excluding parish meetings) must meet legal requirements for all existing websites regardless of what domain is being used.

1.49 All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (where applicable).

1.50 All websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency Code for Smaller Authorities (where applicable).

1.51 All smaller authorities, including parish meetings, must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018.

1.52 All smaller authorities, including parish meetings, must process personal data with care and in line with the principles of data protection.

1.53 The DPA 2018 supplements the GDPR and classifies an authority as both a Data Controller and a Data Processor.

1.54 All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

The council has a Website Accessibility Statement on the home page of its website, although there is not currently a Privacy Notice, FOI Publication Scheme or IT Policy in place, and these must be adopted by the council and published by 31 March 2026 to meet the requirements.

Confirm that the council is compliant with the relevant transparency code
As the council's income and expenditure exceeds £25,000, it is not a statutory requirement to follow the requirements of the Local Government Transparency Code, although it is recommended best practice to do so.

Confirm that the council meets regularly throughout the year

In addition to full council, the council has committees for Planning and Personnel.

Terms of reference for each committee are published on the council website.

A diary of future meeting dates is also published on the council website, along with historic agendas and minutes for council and committee meetings.

Check that agendas for meetings are published giving 3 clear days' notice

I was able to confirm that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting.

I note the council published the non-confidential supporting documentation with the agendas as required by the Information Commissioner's Office.

Check the draft minutes of the last meeting(s) are on the council's website

Draft minutes are uploaded to the council website and clearly annotated as draft.

Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months

The Standing Orders are based on the current NALC model and were most recently reviewed and adopted by council on 29 July 2025 (minute ref FC 59).

Confirm that the Parish Council has adopted and recently reviewed Financial Regulations

Financial Regulations are based on the current NALC model and were last reviewed and adopted by council in January 2025 with a further review due in October 2025. (minute ref 23/103). The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed

The council has thresholds in place at which authorisations to spend must be obtained as below:

FR 5.15 *Individual purchases within an agreed budget for that type of expenditure may be authorised by:*

- *the Clerk, under delegated authority, for any items below £1000 excluding VAT.*

Such authorisation must be supported by a minute in the case of council or other auditable evidence trail.

FR 5.18. *In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £1000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.*

Based on the level of financial activity of the council, and through discussion with the Clerk, these authorisation thresholds appear appropriate.

I tested a sample of invoices and was able to confirm that amounts have been properly authorised in accordance with the adopted Financial Regulations.

The council has in place a system to segregate duties in terms of the setting up and subsequent release of payments made via online banking in accordance with the council's adopted Financial Regulations, and has sufficient individuals authorised to complete these steps, minimising the risk of being unable to make payments in a timely fashion.

Confirm the council has adopted the General Power of Competence (GPC) and met the eligibility criteria at the time of adoption, or if GPC not adopted, confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £11.10 per elector
The council does not mee the criteria for adopting the General Power of Competence (GPC), The council has a Section 137 budget within the allowable threshold.

Check receipt of VAT refund matches last submitted VAT return
The council submits its VAT return on a quarterly basis. I reviewed the submission for the period ending 30 June 2024 which showed a refund amount due of £1,492.54 and was fully supported by the required details. I was able to confirm receipt of this amount to the council's bank account on 11 July 2024. The council is up to date with its VAT submissions.

Confirm that checks of the accounts are made by a councillor
The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement
This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings
The council's adopted Financial Regulations include a section covering Risk Management and state:

FR 2.1 *The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.*

FR 2.2 *The Clerk as RFO shall prepare, for approval by the council, a risk management policy covering the activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.*

FR 2.3 *When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.*

FR 2.4 *At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.*

The council has a risk assessment process in place, which was last reviewed and approved by council in December 2024 although the Clerk confirmed this is due for review in October 2025.

I reviewed the financial risk assessment in detail, which assesses risks by category, provides a description of the specific risk, assigns an overall perceived risk level, details the internal controls in place and the review processes in place. This is a suitable approach for a council of this size and includes analysis of all risks typically associated with the council and its range of services and facilities, although the addition of a risk matrix would enhance this further.

I confirmed that the council has a valid insurance policy in place with Zurich Insurance which covers the year under review. The policy includes Public Liability cover of £15 million, Employers Liability cover of £10 million and a Fidelity Guarantee level of £500,000 which is sufficient for a council of this size.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

The council set a precept of £231,570 for 2025/26. With a tax base of 3,064.01, this equates to a band D equivalent of £75.58 (compared to the average in England of £92.92).

The Clerk confirmed that the 2026/27 budget process is underway, and I was presented with a draft budget showing the initial calculations. The final version and precept are due to be approved by the council at the November 2025 meeting.

The budget report dated shows income and expenditure are in accordance with the expectations at this point of the year, suggesting that the budget has been accurately set and carefully monitored throughout the year. There is evidence within the minutes of meetings that councillors regularly receive budget reports for review, providing them with sufficient financial information to make informed decisions.

The council currently holds circa £22,800 in earmarked reserves, spread across a range of clearly identifiable projects and I note the Clerk has planned to add to the earmarked reserves from unspent project funds for this year. I checked the purpose of these earmarked reserves with the Clerk and am satisfied they are all for legitimate future planned projects of the council.

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

5.33 The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

5.34 The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.

5.35 The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

5.36 In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.

5.37 Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.

The general reserve balance is currently is within the recommended range and a further check of this will be conducted at the final internal audit.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

Apart from the precept, the council receives limited other income, with amounts received from wayleaves and rental income, with the fees based on legal agreements.

From a review of the accounting records, income appears to be recorded with sufficient narrative detail to identify the source and allocated to the most appropriate nominal code.

F. PETTY CASH

Internal audit requirement

Petty cash payments were properly supported by receipts; all petty cash expenditure was approved and VAT appropriately accounted for.

Audit findings

The council has no petty cash and the testing for this internal control objective does not apply.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

The council has two employees on the payroll. The Clerk has a signed contract of employment, based on the NALC template, and although the Finance Officer does not have a current contract and this must be addressed as soon as possible to protect both the council and employee. The council is a member of the Local Government Pension Scheme (LGPS).

Payroll is processed is outsourced to a third party, who complete all the PAYE calculations and provide the information to the Clerk each month. I reviewed the payroll summary for the previous two months and the payroll deductions appear correct. I was able to confirm HMRC, and pensions payments are up to date and that the council is correctly not claiming the employment allowance for national insurance contributions.

There are no councillor allowances, although the Clerk is aware if paid to eligible (elected) members, these must be processed through payroll and assessed for tax and national insurance.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on assets and asset registers as below:

5.58 The asset register should contain in its most simple form the date of acquisition, cost of acquisition, useful life estimate and location along with value held for investments; however, it is desirable for the register to contain other such supplementary information to enable the user to better understand the nature and scope of the use of the fixed asset. It is therefore recommended to show insurance value, replacement value, custodian, date last physically vouched.

5.59 Each authority may choose an appropriate minimum value for deciding between fixed assets and general consumables. The limit chosen will relate to expected useful life, whether the item would be included on an insurance claim and whether it is included in the risk assessment of the authority in any way. This minimum level is to be minuted and reviewed at least annually. The rationale and methodology should be recorded in the minutes.

5.60 One item or group of similar items shall be regarded for inclusion in the fixed asset register.

5.61 Assets should be first recorded in the asset register at their actual purchase cost.

5.62 Assets that are either under construction or have not been brought into use should be included on the asset register only once complete and they benefit the community.

5.63 Obsolete assets that are no longer in use or are awaiting disposal should be clearly recorded as such.

5.64 Where an authority receives an asset as a gift at zero cost, for example by community asset transfer, it should be included with a nominal one-pound (£1) value as a proxy for the zero cost.

5.65 Assets that do not have a functional purpose or any intrinsic resale value (for example, a village pond or war memorial) are often referred to as 'community assets'. Authorities should record community assets in the asset register in the same way as gifted assets.

5.66 The particular method of asset valuation is not specified in proper practices so authorities may use any reasonable approach to be applied consistently from year to year. The method of asset valuation adopted should be set out in a policy approved by the authority and recorded in the authority's minutes and in the asset register.

5.67 For authorities covered by this guide, the most appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that the recorded value of the asset will not change from year to year, unless it is materially enhanced.

5.68 Commercial concepts of depreciation, impairment adjustments, and revaluation are not required nor appropriate for this method of asset valuation.

5.69 The total value of an authority's assets recorded on the asset register as at 31 March each year is reported at Line 9 on the authority's AGAR. Authorities should be able to track and explain fully any changes in the asset register from year to year.

The council has a fixed asset register in place, maintained in an Excel format, which includes details of asset location, date of acquisition, original purchase price, replacement value and insurance value. Assets are correctly listed at cost/proxy cost, or where gifted/donated, given a nominal £1 value for the purpose of the asset register.

There have been no acquisitions nor disposals to date this financial year, and I will conduct sample testing of any invoices for items added during the year at the final internal audit to confirm they have been accurately recorded as the original net purchase price.

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on investments, and defines a long-term investment as below:

2.23 Short-term investments, which mainly include deposit and savings accounts typically provided by banks, are those that display the following characteristics:

a. are denominated in pounds Sterling;
b. be realisable at full value on demand or have a maturity end date of not more than 12 months;
c. the whole of the original sum invested can, from the time that the investment is made, be accessed for use by the authority without any reduction; and
d. the authority has assessed the counterparty and is satisfied that the original sum invested is not subject to unreasonable risk.

2.26 A long-term investment arises where the authority invests money in anything other than a short-term investment.

1.11 Arrangements need to be in place to ensure that the authority's funds are managed properly and that any amounts surplus to requirements is invested appropriately, in accordance with an approved strategy which needs to have regard to the government's Statutory Guidance on Local Government Investments. If total investments are to exceed the threshold specified in the statutory guidance at any time during a financial year, the authority needs to produce and approve an annual Investment Strategy in accordance with the guidance.

The council has no long-term investments.

The council has no borrowing through the PWLB.

I. BANK AND CASH

Internal audit requirement

Periodic bank account reconciliations were properly carried out during the year.

Audit findings

Financial Regulation 2.6 states *'At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the Clerk. The member shall sign and date the reconciliations and the original bank statements as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.'*

Bank reconciliations are completed monthly and presented to the Finance Committee for review. I reviewed the August 2025 bank reconciliation for all accounts and was able to confirm the balances to the bank statements and found no errors.

I was able to confirm that the bank reconciliations have been verified in accordance with Financial Regulations, and evidence of this activity taking place is recorded within the minutes of meetings.

As the council's annual budget is below the €500,000 (£430,950 as of 3 July comparative date) threshold, it is protected by the Financial Services Compensation Scheme (FSCS).

The council holds accounts with Redwood Trust, Cambridge Building Society, Lloyds and Unity Trust. At the date of the interim audit, the balances held with Unity Trust exceed the £85,000 protection limit offered by the Financial Services Compensation Scheme (FSCS), although I note the council has agreed to open another account to maximise the protection available to it.

J. YEAR END ACCOUNTS

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.

Audit findings

To be tested at the final internal audit.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

IF the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.

Audit findings

The council did not certify itself exempt in 2024/25 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION

Internal audit requirement

The authority publishes information on a free to access website/webpage, up to date at the time of the internal audit in accordance with relevant legislation

Audit findings

The council is reminded that the following requirements apply.

For councils with a turnover over £25,000, it is recommended best practice to follow the Local Government Transparency Code 2015, but not a statutory requirement and therefore not subject to verification during the internal audit.

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

13(1) An authority must publish (which must include publication on that authority's website)

(a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
(b) the Annual Governance Statement approved in accordance with regulation 6(3)

13(2) Where documents are published under paragraph (1), the authority must

(a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
(b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

13(1) An authority must publish (which must include publication on that authority's website)

(c) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
(d) the Annual Governance Statement approved in accordance with regulation 6(3)

13(2) Where documents are published under paragraph (1), the authority must

(c) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
(d) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

Testing for publication to meet this requirement will be completed at the final internal audit.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Internal audit requirement

The authority, during the previous year, correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2024/25 Actual
Date AGAR signed by council	10 June 2025
Date inspection notice issued	12 June 2025
Inspection period begins	13 June 2025
Inspection period ends	24 July 2025
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

I am satisfied the requirements of this control objective were met for 2024/25, and assertion 4 on the Annual Governance Statement can therefore be signed yes by the council.

N: PUBLICATION REQUIREMENTS

Internal audit requirement

The authority complied with the publication requirements for the prior year AGAR.

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2025 authorities must publish:
• Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited
• Section 1 - Annual Governance Statement 2024/25, approved and signed, page 4
• Section 2 - Accounting Statements 2024/25, approved and signed, page 5

Not later than 30 September 2025 authorities must publish:
•Notice of conclusion of audit
•Section 3 - External Auditor Report and Certificate
•Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.
It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

I was able to confirm that the Notice of the Period of Public Rights and Section 1 (Annual Governance Statement) and Section 2 (Accounting Statement) were published on the council's website before 1 July 2025.

The Notice of Conclusion of Audit and External Auditor Report and Certificate have yet to be published, and I will check for compliance with this internal control requirement at the final internal audit.

O. TRUSTEESHIP

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

The council has no trusts, and testing for this internal control objective is not applicable.

Achievement of control assertions at final internal audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives to date are summarised in the table below.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for			✓
G	Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.	To be tested at final internal audit		
K	If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.			✓
L	The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	To be tested at final internal audit		
M	The authority, during the previous year correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
N	The authority complied with the publication requirements for prior year AGAR.	To be tested at final internal audit		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please contact me directly on andy@mulberrylas.co.uk or 07428 647069

Yours sincerely

Andy Beams
Director, Mulberry Local Authority Services Ltd

Interim Internal Audit - Points Carried Forward

Audit Point	Interim Audit Findings	Council comments
B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	I recommend that the form is amended to include a formal acceptance to receive information by electronic means in the form *"As per Schedule 12 of the Local Government Act 1972, I consent to the receipt of all council meeting papers by electronic methods. I understand I may withdraw this consent at any time"* I note that although there are twelve councillors on the Parish Council website, there are only ten ROI forms published on the website and remind the council that it is a requirement for these to be published in accordance with the adopted Code of Conduct. The Clerk confirmed that not all email correspondence with councillors is conducted using the councillor emails, and failure to do this will result in the council not meeting the requirements of the new Governance Assertion 10. The council has a Website Accessibility Statement on the home page of its website, although there is not currently a Privacy Notice, FOI Publication Scheme or IT Policy in place, and these must be adopted by the council and published by 31 March 2026 to meet the requirements.	