

Meopham Parish Council

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A Civility & Respect
Pledge Council

Minutes of the Full Council Meeting held on Tuesday 10th February 2026 at 7:00pm at Harvel Village Hall, Meopham, DA13 0DS.

Members Present: Cllr S Buchanan
Cllr D Bramer
Cllr R Collings
Cllr P Haslam – Chairman for the meeting
Cllr D Johnson
Cllr S Johnson
Cllr B Wade
Cllr P Watson

In Attendance: 8 members of the public
L Winter – Clerk

Meeting commenced 19:02

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

F.C. 208 Apologies were received from Cllr Fisher (unwell), Cllr McNamara (recovering) and Cllr Sims (work commitment).

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

F.C. 209 None declared.

Item 3: Minutes of Previous Meetings: To approve the minutes of the meetings held on 20.01.26

F.C. 210 Cllr Buchanan proposed and Cllr Collings seconded that the minutes of the Full Council meeting of 20.01.26 be approved. All in favour.

Item 4: Public Session & External Reports

4.1 Public Session

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

F.C. 211 A number of members of the public who were residents from Valley Lane and Ridge Lane, which is a long established residential area predominantly made up of permanent homes, were in attendance to ask for clarity on the intended future use of the numerous vacant

plots. They strongly believed that these plots should be allocated and supported for residential development, with planning permission for houses that are in keeping with the scale and character of the surrounding properties.

Councillors advised that Meopham Parish Council are consultees only and that these views needed to be put to the Local Planning Authority. It was agreed that the Clerk would forward their letters of concern to Gravesham Borough Council planning and enforcement departments.

4.2 Borough Councillor and County Councillor

F.C. 212 There were no Borough Councillor or County Councillor present.

4.3 Police

F.C. 213 There were no Police present.

Item 5: Pitfield Green Toilets: To receive an update

F.C. 214 Update No7 on progress.

Following the update the Clerk raised the concern that the figures quoted would breach the approved £25.5K and that a report requesting approval of additional expenditure would be required at a future meeting.

Item 6: Gravesham Civic & Community Awards 2026: Consider and approve a nomination

F.C. 215 Councillors agreed the nominee.

Item 7: Council Governance – Financial Regulations: To review and approve the Council's Financial Regulations for the 2025/2026 municipal year

F.C. 216 The Council's Financial Regulations were adopted with the following significant amendments:

- 5.6 Removed;
- 5.8 For contracts greater than **£5,000 including** VAT the RFO shall seek at least 3 fixed-price quotes;
- 5.9 Where the value is between £500 and **£5000 including** VAT, the RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers;
- 5.18 **£5,000**;
- 6.8 ii. **£5,000**;
- 9.1 the Clerk and Finance Officer **£2,500 each card**;
- 15.5 **£1000**.

PROPOSED: Cllr D Johnson. SECONDED: Cllr S Johnson. All in favour. (Amended version attached to these minutes)

Item 8: Financial Matters

F.C. 217 Councillors considered the documentation presented.

RESOLVED that:

- 8.1 The schedule of payments since the last meeting up to 31 January 2026 be agreed.
- 8.2 The receipts and payments report for the same period be received.
- 8.3 The bank statements and supporting Bank Reconciliation be received and signed.
- 8.4 The council reserves statement be received and signed

Item 9: Gravesham KALC: To approve the purchase of refreshments as the host for the meeting on Thursday 5th March 2026

F.C. 218 RESOLVED that the purchase of refreshments for a maximum of 10 attendees at £5 per head be approved.

Item 10: Standing Agenda Item: To consider any need for professional advice or reports on planning related issues.

F.C. 219 Councillor Collings stated that the Council were now too late for procuring a traffic assessment. He then requested for approval to represent the Council in a formal capacity in future meetings, where he wished to engage constructively in relation to Policy LP7.3 (Meopham) prior to the commencement of the formal Regulation 19 consultation period.

Councillor Bramer stated that there needed to be more than one representative. Councillor D Johnson and Councillor Watson volunteered in addition to Councillor Collings.

RESOLVED that at least two councillors attend meetings as representatives for the Council. Matters at the meetings to be addressed constructively with no predetermination on course of actions.

F.C. 220 Closed Session – all public and press were asked to leave the meeting.

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

CLOSED SESSION

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

F.C. 221 Suspension of Standing Order 3(x) – a meeting shall not exceed a period of two hours.

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

Item 11: Southdown Shaw Allotment: To receive feedback from the meetings with MDAA and make any recommendations

F.C. 222 The Clerk and councillors appraised the council of the situation with the MDAA.

RESOLVED that:

- a) The MDAA write a new constitution and plot-holder tenancy agreement for consideration and approval at the full council meeting in March. If this cannot be achieved, then the Clerk of MPC to draft the documents alongside the new lease agreement. Each document must correspond and integrate with the others.
- b) The MDAA call an AGM, subject to MPC agreeing the new lease, constitution and plot-holder agreement at the full council meeting in March, as soon as possible.

The meeting ended 21:18