

Meopham Parish Council

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A Civility & Respect
Pledge Council

Minutes of the Full Council Meeting held on Tuesday 11 November 2025 at 7:00pm at Harvel Village Hall, Harvel, Meopham, DA13 0DS

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

In Attendance: 5 members of the public
L Winter – Clerk

Meeting commenced 19:02

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

F.C. 128 Apologies were received from Cllr Fisher (away), Cllr Gofton (away) and Cllr Sims (unwell).

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

F.C. 129 None declared.

Item 3: To approve minutes of the of the meetings held on 28.10.25

F.C. 130 The Clerk advised of two typographical errors:
1. Should read Minutes of the 'Full Council' not Parish;
2. Item 3 extra set of minutes mentioned incorrectly.

Councillor Buchanan proposed and Councillor Collings seconded that the minutes of the Full Council Meeting of 28.10.2025 be approved. Six in favour and one abstention. Motion carried.

Item 4: Pitfield Green Toilets: To receive an update

F.C. 131 Update No3 on progress.

Formal quote received from Hooper & Sons to complete the pathway on the ladies side. (Please note this is not part of the current project remit – to get the facility open – but MPC may wish to consider).

LV connections have provided materials for new service connection and have confirmation from UKPN as to the joint location, formal documentation awaited and programme date awaited.

The following works have been completed to date:

1. Clean & CCTV drainage to specification – Hooper & Sons 30/10/25, report received, invoice paid;
2. Carry out electrical dead testing (EICR) – Eco Electrical 30/10/25, report awaited;
3. PA Group to remove asbestos containing cisterns – FOC many thanks to Cllrs Sims for contact – work completed and paperwork received – formal thanks to be issued;
4. Replacement cisterns from Chalk Plumbing Supplies, invoice paid, materials on site and installed, cisterniser units reprogrammed for new fill and cycle times by DNH 06/11/25;
5. The removal of L shaped wall by the gents entrance and also break out of the pathway on the gents side and includes a ductwork route for the new electrical incoming service – Edwin Ward commenced 10/11/25;
6. LV connections ISP (independent service provider) – awarded job, anticipated 6 weeks lead time from 30/10/25 – programme awaited. Materials delivered 06/11/25 for Edwin to install as part of ground works/pathway works (item 5 above);
7. Woodworm treatment – Swiftcure – issue warranty due to the extent of the infestation. This is going to be an ongoing annual treatment for 4 years, which Swiftcure have offered at a set price of £499 per year;
8. Builders clean completed by Boom Services. Gutters to be swept out and cleaned 12/11/25;
9. DNH has sourced new handles for the doors, new service door hinges, MPC sourced new key safe and key box these will all be fitted hopefully by the end of this month by DNH.

Councillors need to start thinking about opening/closing times and the possibility of a roster of villagers to unlock/lock the facility.

Total accrued costs to date £15800.

The Clerk added that the washer/hand dryer was still to be fixed, but fixing was hoped to be possible.

Councillors mentioned that we had not provided a baby changing facility and asked the Clerk to contact Councillor Diane Morton to enquire about accessing her members grant to fund this.

Item 5: Public Session & External Reports

5.1 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. 132 A member of the public thanked the Councillors that had been involved in delivering the Act of Remembrance event.

A member of the public asked if MPC could post on social media the upcoming dates of meetings and events as not everyone looks at the website and/or notice boards. Councillor S Johnson stated that she would be willing to produce a small pdf newsletter, which could be published by the councillors who are on social media, in a public capacity.

The Meopham Speedwatch coordinator was in attendance who gave a brief outline of what had been happening in Meopham.

A member of the public stated that the housing developments should be a standing item.

5.2 Borough Councillor and County Councillor

F.C. 133 There were no Borough Councillor or County Councillor present.

5.3 Police

F.C. 134 There were no Police present. However, Councillor Watson advised that he would be attending the Kent Police Rural Conference and that if anyone had anything to feed into or for him to raise, please contact the Clerk.

Item 6: Arboricultural Survey: To review the survey and consider the recommendations

F.C. 135 RESOLVED that:

1. the Clerk obtain three quotes where possible, but avoiding undue delay, for work prioritised as 'very high' and 'high'. These trees are identified as T001, T002, T003 for removal. T004 for pruning. T009 for wound inspection/probe and T011 for crown lift;
2. those trees identified as 'moderate' be surveyed in one years time. These being G005, T006, T008, T010, T012, T013, G015, T016, T017, T018, T019.
3. the Clerk be given the authority to use £6K from the service contract budget for the work prioritised as 'very high' and 'high'. Following due diligence, the Clerk appoint the contractor. If the work exceeds the £6K envelope, the Clerk prioritise the work and report to a future meeting for further approval.

Item 7: Speedwatch: To consider purchasing a Speed Indicator Device (SID)

F.C. 136 Councillor Watson stated that MPC would own the device, but it would be stored in the Meopham Speedwatch coordinators garage, which is alarmed. The device would not require regular recalibration as it was not used to prosecute motorists. The units were built to order and at present, due to longer than anticipated semiconductor delivery times, we were looking at around 6-8 weeks for delivery.

Councillors noted that £1500 had been budgeted for the device when MPC were going to share a device with Cobham.

RESOLVED that: the additional money to fund the device be taken from the Community Events budget and agreed the device be purchased for £2995 plus VAT, plus delivery charge of £35 plus VAT.

Item 8: Shallow Shaw Allotments: To consider the report and make any recommendations

- F.C. 137** Following a discussion around the various issues, Councillors RESOLVED that the Clerk send a letter to the new committee of Meopham District Allotment Association requiring the association to:
1. remedy the breaches and confirm in writing the steps being taken to rectify them;
 2. ensure full compliance with the allotment agreement no later than 28 February 2026;
 3. arrange a meeting to meet the new committee.

PROPOSED by Councillor S Johnson. SECONDED by Councillor Wade. All agreed.

Item 9: Financial Matters

- F.C. 138** Councillors considered the documentation presented.

RESOLVED that:

- 9.1** The schedule of payments since the last meeting up to 31 October 2025 be agreed.
- 9.2** The receipts and payments report for the same period be received.
- 9.3** The bank statements and supporting Bank Reconciliation be received.
- 9.4** The council reserves statement be received.

Item 10: Decisions Tracker 2025/2026: To note the report

- F.C. 139** The Clerk was thanked for the reinstatement of this report, which was noted.

The meeting ended 20:20