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 15th April 2025** at **7:00pm** to be held at **Cricket Pavilion, Meopham Green, DA13 0DQ**. Papers have been circulated for items marked with (*)

Yours faithfully

Lisa Winter

Lisa Winter
Clerk and Responsible Financial Officer
Date of Issue: Tuesday 8th April 2025

AGENDA

1. **Election of Chairman for the meeting**

2. **Apologies for Absence:** To receive and accept apologies

3. **Declarations of Members' Interests:** To receive declarations of pecuniary and non-pecuniary interests for this meeting

4. **Minutes of Previous Meeting:** To approve the minutes of the meeting held on 18.03.2025. *This item is to confirm the accuracy of the minutes and not to raise matters arising* (*)

5. **Employment Tribunal Cover:** To consider covering the respondents Legal Costs and Expenses (*)

6. **Release of Independent Investigation Report:** To consider the release of the Independent Investigation Report (*)

7. **Poll Cards:** To consider issuing poll cards for the by-election in Camer & Meopham Green Ward and Nurstead & Hook Green Ward (*)

8. **Public Session & External Reports**
   - 8.1 **Public Session**
   - 8.2 **Borough Councillors and County Councillor**
   - 8.3 **Police**

9. **New Website:** To consider the quotes received for providing Meopham Parish Council with a new website (*)

10. **Training:**
   - **10.1** New Councillor induction: To approve online training available from KALC £60 or Mulberry Local Authority Services £45+ VAT (various dates available)
   - **10.2** Finance and Governance Networking Day – Thursday 10th July 2025 – To approve for the Clerk (free) and Finance & Grants Officer (discounted) to attend

11. **PAT Testing:** To approve the testing of the office portable appliances at a cost of approximately £50 for up to 45 items.

12. **Financial Matters**
   - **12.1 Approval of Payments:** To approve the payments made since the last meeting up to 1 April 2025 (*)
   - **12.2 Receipts & Payments Report:** To note the receipts and payments report up to 1 April 2025(*)
   - **12.3 Bank Statements:** To note the Unity bank statement and the supporting Bank Reconciliation as of 28 February 2025 (*)
   - **12.4 Council Reserves:** To note the reserves balance as of 1 April 2025 (*)

13. **Subscription:** To approve the annual KALC subscription

14. **Liaison Councillor Reports:** To receive liaison councillor reports for information only

Item 4

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A Civility & Respect Pledge Council

Minutes of the Parish Council Meeting
held on Tuesday 18th March 2025 at 7:00pm
at Harvel Village Hall, Harvel, DA13 0DS

Members Present:
Cllr D Bramer
Cllr S Buchanan
Cllr P Crow - Vice-Chairman
Cllr A Evans
Cllr D Fisher
Cllr G Smith
Cllr B Wade
Cllr P Watson

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

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

F.C. 213 Apologies were received and accepted from Cllr Haslam (away), Cllr Sims (exams) and we have pre-approved apologies for Cllr Price.

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

F.C. 214 Cllr Crow failed to declared an interest in agenda item 4.3 against the advice of the Clerk. This would be reported to the monitoring officer.

Item 3: Minutes of Previous Meetings: To approve the minutes of the meeting held on 18.02.25

F.C. 215 Cllr Evans PROPOSED an amendment to F.C. 199 final paragraph as the wording makes it sound as if those statements are fact, which they are not. It is, in fact, the facts and figures stated by the member of the public that come into question, not those of the Council.

Therefore, they requested that the minutes be amended to read:

A member of the public stated that, *(begin quote)* "we have just been told that just for the postage of polling cards to Culverstone and Harvel ward comes to over £4000. Given the cost of a first class stamp is £1.35 not £1.65 and that this is the smallest ward in the parish the figure of £4000 is clearly incorrect. We were previously told that the parish poll would cost £30K. This therefore calls into question all 'facts and figures' that the council releases." *(end quote)*

SECONDED: Cllr Fisher. There were seven votes in favour and one abstention. The motion was carried.

Item 4: **Motions from Councillors:**

4.1 **Motion proposed by Cllr Evans: Management of Meetings**

F.C. 216 To request that the chair of the Full Council meetings, and other council meetings, ensure full compliance with Standing Orders 2(a-c) and 3(e-k) at all times, with particular attention to enforcement during any Public Session (*)

SECONDED: Cllr Fisher.

A recorded vote was requested.

Cllr D Bramer	FOR
Cllr S Buchanan	FOR
Cllr P Crow	FOR
Cllr Evans	FOR
Cllr Fisher	FOR
Cllr Smith	FOR
Cllr Wade	FOR
Cllr Watson	FOR

There were eight votes in favour. The motion was carried.

4.2 **Motion proposed by Cllr Crow: Pitfield Green Toilets**

F.C. 217 To resolve that no further action be taken on the demolition of the public toilets on Pitfield Green until the following conditions have been met:

(a) A second survey of the toilet building has been conducted with instructions to specify what is required

(i) to bring the building up to the standard required by current building regulations

(ii) to meet the legal minimum requirement for reopening the building

in order that competitive costings can be obtained to undertake the work for both options.

(b) Due consideration has been given by councillors to a range of designs including a single-unit accessible toilet, as previously agreed, together with the refurbishment options based on the second survey.

(c) Costings have been sought for one or more options chosen by councillors, leading to a decision on a single preferred option to pursue further.

(d) Planning permission has been gained for the preferred option.

SECONDED: Cllr Wade made an amendment to propose that the Community Toilet Scheme budget be used to fund the second survey.

A recorded vote was requested.

Cllr D Bramer	FOR
Cllr S Buchanan	FOR
Cllr P Crow	FOR
Cllr Evans	FOR
Cllr Fisher	FOR
Cllr Smith	FOR
Cllr Wade	FOR
Cllr Watson	AGAINST

There were seven votes in favour and one against. The motion was carried

4.3 Motion proposed by Cllr Watson: Vote of No Confidence against the Vice-Chair, Cllr Crow

F.C. 218 This Council resolves that:

1. It has no confidence in Vice-Chair Peter Crow due to his failure to act in accordance with proper governance principles and his disregard for the advice of the Proper Officer.
2. Vice-Chair Peter Crow acted improperly in the calling of an Extraordinary Full Council Meeting against the explicit advice of the Proper Officer, failing to uphold the standards of due process and governance expected of his role.
3. The decision to cancel the improperly called meeting at the last minute caused significant reputational damage to the Council, undermining public confidence in its decision-making processes.
4. As Vice-Chair, Peter Crow had a duty to ensure compliance with procedural and governance standards but failed to provide the necessary leadership in upholding the integrity of the Council's operations.
5. This Council formally withdraws its confidence in Vice-Chair Peter Crow and requests that he consider his position in light of the disruption and reputational harm caused.

SECONDED: Cllr Evans

Cllr Watson added that following his email to the Vice Chair, he failed to make a full and truthful apology for calling and then cancelling the meeting and failing to issue notices and display them at the venue.

Cllr Watson also asked a direct question of the Vice Chair, "Did you attend the Village Hall to explain, to any parishioners that attended, the reason for the cancellation?." The Vice Chair stated that he had attended the venue. Cllr Watson then pressed the Vice Chair on the time that he had attended, but the Vice Chair could not give an answer. Cllr Watson then advised that he was personally in attendance at 6pm speaking to the parishioners that had turned up for the meeting.

In the ensuing debate the Clerk stated that her advice had been given prior to any summons being issued. This advice clearly gave the Vice Chair two options on how to proceed: start the process of requesting an extraordinary meeting as in the Standing Orders or the motion be put on the next full council meeting. However, the Vice Chair chose to not take the Clerks advice but instead 'Google' the question "Can the acting Chair call an extraordinary parish council meeting?." The Clerk is the adviser to the council. Part of the role is to provide information and guidance as to the law. Cllr Bramer stated that Councillors do not have to take the advice given to them from the Proper Officer.

A recorded vote was requested.

Cllr D Bramer	AGAINIST
Cllr S Buchanan	AGAINST
Cllr P Crow	AGAINST
Cllr Evans	FOR
Cllr Fisher	FOR
Cllr Smith	FOR
Cllr Wade	AGAINST
Cllr Watson	FOR

There were four votes in favour and four against. The Chair of the meeting, Cllr Crow, used their casting vote. The motion fell.

Item 5: **Officers Report**

F.C. 219 The officer's report will be attached as an appendix to the minutes.

Item 6: **Swale Community Leisure: Activity Fun Days: To consider funding the activity fun days, dates as detailed in the report for 2025/2026.**

F.C. 220 Councillors heard from Ben Ryder, from Swale Community Leisure and agreed to fund the activity fun days, as detailed in the report, in line with the Families and Young People budget of £6000 for 2025/2026

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

Item 7: **Public Session & External Reports**

7.1 Public Session

F.C. 221 Members of the public were invited to speak on matters of interest. A question was asked about the number of FOIs outstanding and how many of those have exceeded the deadline for response. They asked that this information be brought to the next meeting.

A trustee of the Meopham Cricket Club enquired about the basal cutting and the tree pollarding. The Clerk advised that the basal cutting had been scheduled as urgent and it was disappointing that it still remained. This would be followed up again. The tree pollarding would have to wait until bird nesting season was finished, but 3 quotes had been sourced, once received councillors will make the decision ready for the works to be carried out in October.

A member of the public asked when the hyperlink to the statement by the Chair of the Council published on the website would be removed. They were advised that it would be looked at on Thursday when the Clerk was next in the office.

A member of the public expressed their agreement with the motion regarding the public session, was going to read a statement that purported to the Pitfield Green toilets but motion at 4.2 had been agreed, so wasn't necessary and stated that motion 4.3 highlighted the lack of agreement amongst councillors.

A member of the public stated that MPC had applied for lottery funding for one accessible unit. This would be in breach of legislation that requires separate toilet facilities. One unit would not pass building regulations. In addition, she had started a petition which had 1400 signatures supporting the need for the toilets to remain. A councillor asked if these signatures could be verified by postcode to show they live within Meopham. They responded that it was a local petition, but not all were within Meopham. Walkers, delivery drivers, bus drivers all have a right to use a toilet.

A member of the public stated that MPC needed to stop rubbishing surveys and conduct their own. They added that the person that publishes documents can be found libel for its content.

Another member of the public expressed their appreciation that the councillors had agreed to another survey as these toilets needed saving in some way. They then expressed their disappointment that other people hadn't come forward with offers of help. He was a builder but you would need other trades such as an electrician. He then advised all those present that Lenham Parish Council were refurbishing a toilet block that was very similar to the Pitfield Green toilet block in size and looks, this had raised great concerns as they had 10 companies tender for the works and all were above £100K. This works would give them three accessible toilets and to fund this project they had sold some land.

They then proposed that a separate meeting was needed to establish options and discuss things such as funding issues just to reopen as they stand. If torn down, the use of the bricks to rebuild. They finished with the statement that everyone here were not going to all get what they want. We could all chip in, but it was just under £15K just for the 3 hand dryers. There are also other things coming down the road for Meopham.

7.2 Borough Councillors and County Councillor

F.C. 222 There were no Borough Councillors or County Councillor present.

7.3 Police

F.C. 223 There were no Police present.

Item 8: Pitfield Green Toilets: To consider the quotes received for the demolition of the toilet block

F.C. 224 It was agreed to accept the quote from South Kent Demolition at a cost of £6000+ VAT.

PROPOSED: Cllr Evans. SECONDED: Cllr Smith.

A recorded vote was requested.

Cllr D Bramer	FOR
Cllr S Buchanan	FOR
Cllr P Crow	FOR
Cllr Evans	FOR
Cllr Fisher	FOR
Cllr Smith	FOR
Cllr Wade	ABSTAIN
Cllr Watson	FOR

There were seven votes in favour and one abstention. The motion was carried.

Item 9: Financial Matters

9.1 Approval of Payments: To approve the payments made since the last meeting up to 28.02.25

F.C. 225 Cllr Wade queried Voucher 212 and why it had not been agreed by Full Council. The Clerk advised that she had the authority to demolish the toilet block and this could not be carried out safely until the electricity supply had been removed. Three quotes were not necessary as the works can only be carried out by UK Power

Networks and had to be paid in advance. The Chair of the Council was consulted.

Members approved the payments up to 28.02.25 as per the report.

PROPOSED: Cllr Evans. SECONDED: Cllr Smith. Agreed.

9.2 Receipts & Payments Report: To note the receipts and payments report up to 11.03.25

F.C. 226 The receipts and payments report up 11.03.25 was noted.

9.3 Bank Statements: To note the Unity bank statement and the supporting bank reconciliation as of 28.02.25

F.C. 227 The Clerk advise that the agenda should read Unity bank statement not Lloyds. The bank statement and the supporting bank reconciliation as of 28.02.25 were noted and signed by the Chairman.

9.4 Council Reserves: To note the reserves balance as of 28.02.25

F.C. 228 The council reserves were noted as at 28.02.25.

9.5 New Account: To agree the opening of a new account and the bank signatories

F.C. 229 Members agreed to the opening of a new account with Redwood Bank with a 35 day notice. All signatories to be the same as other bank accounts as these will be reviewed at the Annual Council meeting in May.

PROPOSED: Cllr Evans. SECONDED: Cllr Fisher. All in favour.

Item 10: New Website: To consider the quotes received for providing Meopham Parish Council with a new website

F.C. 230 Cllr Smith proposed that as Cllr Haslam was not in attendance, this item be postponed. All members agreed.

Item11: Planning Applications: To consider and make recommendations on the following planning applications:

F.C. 231 **20250170 – Meopham Windmill, Wrotham Road, Meopham, Gravesend Kent DA13 0QA**
Application for Listed Building Consent for the removal of failed mortar haunch from abutment junction of engine house roof with brick base to the windmill, make repairs to waterproof the roof with stepped lead flashings and soakers in place of the mortar, replace existing fibre roof cement slates with modern asbestos free fibre cement slates where required

Cllr Watson PROPOSED that the council should not raise any objection. All in favour.

F.C. 232 **20250076 – Northfield House, Wrotham Road, Meopham, Gravesend Kent DA13 0AQ**

Demolition of garage and erection of a self-build 3 bed dwelling in rear garden of Northfield House

Cllr Wade declared an interest, but stated just for clarification on Cllr Watsons comments, that it was not in a conservation area and it was not within the green belt.

Cllr Watson PROPOSED that the council should object over the concerns with the access to the site, it was a shared entrance. All in favour. Cllr Wade abstained.

F.C. 233 **20240826 – Commority Farm, Harvel Road, Meopham, Gravesend Kent DA13 0UA**

Erection of an Agricultural Livestock Building

Cllr Evans PROPOSED that the council should not raise any objection to this application. All in favour.

F.C. 234 **20250143 – Land On The Western Side Of Ridge Lane, Meopham**

Retrospective conversion of existing building to two bed dwelling, use of outbuilding for ancillary storage, hard and soft landscaping to include access, and parking amenity area

Cllr Evans PROPOSED that the council object to this retrospective application due to inappropriate development and approval would serve to encourage further such destruction. In addition MPC recommend enforcement action.

Item 12: **Planning Appeals: To note the following appeals have been received**

F.C. 235 **2025/009/REF – 42 Cricketers Drive, Meopham, DA13 0AX**

Demolition of existing rear garage and conservatory. Erection of single storey side and rear wrap around extension, hip to gable enlargement to allow for the creation of a rear dormer, installation of roof lights in the front roof slope and conversion of roof into habitable rooms.

Change of Use of Land to form a Gypsy/Traveller site comprising the siting of 1 Mobile Home, 1 Touring Caravan, and 1 Dayroom

Noted.

Item 13: **Annual Parish Meeting : To agree a new date**

F.C. 236 Cllr Buchanan PROPOSED Wednesday 30th April 2025 for the Annual Parish meeting, as it was better before the Annual Council meeting. All in favour.

Item 14: Harvel Cricket Club: To receive and note a letter from Harvel Cricket Club

F.C. 237 The Councillors asked the Clerk to write to the Harvel Cricket Club to advise that they have no statutory powers to fund this. However, they could try Active Kent & Medway and/or the National Lottery Awards for All. In addition, watch out for the Parish Council community grants scheme for 2025/2026.

Item 15: Liaison Councillor Reports: To receive liaison councillor reports for information only

F.C. 238 Cllr Watson had attended a 'Secure the Landscape' meeting at which he had raised a number of issues. The Rural Taskforce were being pulled away from the area even though they had been funded to police around here. The lack of enforcement down Whitepost Lane, Cobham had also been raised, again where are the rural taskforce and why are the sites down there being treated differently?

The meeting closed at 8.48pm

Appendix to
18 March 2025
Minutes

Agenda Item: **5 – Tuesday 18 March 2025**

Title: **Officer's Report**

Prepared By: **Lisa Winter – Clerk and RFO**

Cancelled Extraordinary Meeting

The Clerk is the adviser to the council. Part of my role is to provide information and guidance as to the law to aid council members. I have to ensure that statutory and other provision governing or affecting the running of the council are observed. As the Proper Officer to the Council in law, I am answerable to the council as a whole if I fail to do this.

Prior to any summons being issued for the Extraordinary meeting, I gave the Vice-Chair unbiased advice regarding the process of requesting an extraordinary meeting. I also stated that the motion could go on the next full council agenda.

The Vice-Chair chose to disregard my advice and not follow the correct process. The result being that the meeting scheduled for Wednesday 5th March 2025 was not legally constituted and therefore any decisions taken would have been null and void.

The Vice-Chair made the decision to cancel the meeting.

Judsons

I have this week received some correspondence back from The Colts. This needs looking at in detail and reading alongside the lease.

They understand that the arrangements for booking Judson's have been put in place by the Manager, but they still need to collate the procedure details and will send them in due course.

They are also still yet to provide us with keys following changing the locks.

Meopham Cricket Club

I have this week received some correspondence back from the Cricket Club Trustees. This needs looking at in detail and reading alongside the lease.

We have today received a decision from Gravesham Borough Council allowing the pollarding of 6 x lime trees at the rear of the cricket pavilion. The pollarding needs to be carried out between October and March to avoid the bird nesting season. So unfortunately this work will now have to wait until October. However, we have approached three companies to obtain quotes for the works so that councillors can agree the funding and everything can be in place for October.

I was also disappointed to see that the basal has still not been cut at the rear of the cricket pavilion, even though I have instructed this to be carried out as a matter of urgency, along with all the trees on Meopham Green having this work carried out. I will follow this up again.

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Agenda Item	Item 5
Meeting Date	15th April 2025
Report Title	Employment Tribunal Cover
Recommendation/s	To consider extending the cover to the respondents
Prepared By	Clerk – Lisa Winter

Detailed Information

In respect of the named respondents, they would be covered under the employee civil legal defence section of the insured's policy. This section would cover the named respondents for the defence of any discrimination claims that are being made against them. The employee civil legal defence section of the policy does not benefit from Compensatory Award Cover, so the named respondents would only benefit from cover for their legal costs and expenses and any Compensatory Award Cover the named respondents may be ordered to pay by the Employment Tribunal would not be covered.

If the insured Council did wish to extend cover to the named respondent's, the insurer could look to appoint another panel firm to represent the named respondents as, in this particular case, a conflict of interest would arise with the legal representative appointed for the Council. This could potentially require another four legal firms being appointed as the respondents have all submitted individual responses to the Employment Tribunal.

I would also note that if the insurers were to appoint additional legal firms to assist with the named respondent's defence, this would be subject to the same level of insurance as the council's defence and any compensation awards, etc (£200,000 is the maximum the insurer will pay in costs and expenses for both the Council's defence and any compensation awards and any named respondent's defence costs).

If the insured would like us to appoint additional legal firms to assist with the named respondent's defences, please do let us know and we can set up a new claim reference for the named respondents and look to appoint alternative panels to assist them.

Recommendation: To consider extending the cover to the respondents

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LOCAL COUNCIL AWARD SCHEME FOUNDATION

A Civility & Respect Pledge Council

Agenda Item	Item 6
Meeting Date	15th April 2025
Report Title	Release of Independent Investigation Report
Recommendation/s	To consider releasing the report
Prepared By	Clerk – Lisa Winter

Detailed Information

We have received in writing from the claimant that they are willing to waive their right to privacy if Full Council votes to publish the independent investigation report commissioned as part of their grievance. This is entirely conditional on the Council agreeing to its release, in the event they do not, their right to privacy remains in place.

Recommendation: To consider the release of the Independent Investigation Report.

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LOCAL COUNCIL AWARD SCHEME FOUNDATION

A Civility & Respect Pledge Council

Agenda Item	Item 7
Meeting Date	15th April 2025
Report Title	Poll Cards
Recommendation/s	To consider issuing poll cards
Prepared By	Clerk – Lisa Winter

Detailed Information

Gravesham Borough Council (GBC) have received letters with the ten signatures required to request an election to fill the vacancy in both Nurstead and Hook Green ward AND Camer and Meopham Green ward.

Should the by-election be contested, the election date will be set for both as Thursday 19 June 2025.

We do not have the actual costs for the cards and the printing. The current royal mail postage costs are: First Class £1.70. Second Class £0.87.

There is nothing preventing the poll cards being sent second class, given that they're not required in Parish elections in the first place. In GBC's experience there is very little difference in service delivery between classes.

GBC have no significant concerns with sending poll cards via second class, albeit the more notice people get the better, especially for any election in June, where a cohort of electors (normally those retired) take holidays away from the busy school holidays. So, the sooner the Parish makes the decision, the better for the electorate.

Given the timetable for the elections, the delivery of the poll cards themselves would by ordinary standards seem very far away from the point where you knew you had an election – that must be understood.

Recommendation: To consider issuing poll cards for the by-election in Camer & Meopham Green Ward and Nurstead & Hook Green Ward and approving the financial implications required for this decision.

Key Implications

Financial	Elections budget currently in earmarked reserves at £6838.24

Item 9 – New Website Provider Covering Report

See attached covering websites.

Summary sheet shows commercials etc

All suppliers can give us what we require.

My recommendation is to go with Parish Web and Host.

Although they are the least expensive this was not a deciding factor.

They were the most proactive in response, seem to have the most varied layouts in operation across the sites they have built and support. Their approach to training is also best suited to us I think. They will likely do the best job of hand holding.

Potential Supplier	Parish Web & Host	Parish Council Websites	Town & Parish Council Websites
Meeting MPC Requirements			
Commercials			
Set Up Cost	479	749	699
Data Migration.	0	0	385
Annual Hosting & Maintenance	225	262	330
Domain Renewal	60	30	60
Total	**764**	**1041**	**1474**
Training - virtual	Included	£56 per hour	£80 per hour
Training Website	N	Y	N
Training Videos	N	N	Y
Accessability	Y	Y	Y
Security	Y	Y	Y
Sel other sites	Arlington Parish Council Chisworth Parish Council - Chisworth Parish Council Hetton Town Council - Hetton Town Council	Lindford Parish Council – Serving the people of Lindford Studley Parish Council – Serving the people of Studley Steep Parish Council – Serving the people of Steep	https://lechladeonthames.co.uk/ https://blackbourton.org.uk/ https://strattonaudley.org/

Item 12.1

Meopham Parish Council

1 April 2025 (2024-2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
225	Bus Shelter Cleaning	17/03/2025	CONTRACT	Unity Trust Bank	CONTRACT	Bus Shelter Cleaning	Element UK	S	209.00	41.80	250.80
227	Streetlights	17/03/2025	FC120	Unity Trust Bank	CONTRACT	Street Lights Maintenance Cont	Streetlights	S	1,470.00	294.00	1,764.00
221	Payroll Services	17/03/2025		Unity Trust Bank		PAYROLL SERVICES	DM Payroll Services	X	84.00		84.00
222	Former Toilet Block	17/03/2025		Unity Trust Bank		REMOVE PERMA - PITFIELD TC	ORBIS	S	85.00	17.00	102.00
223	Communications & IT	17/03/2025		Unity Trust Bank	HELIOCENTRIX	Phone System	Microsoft	S	172.56	34.51	207.07
224	Former Toilet Block	17/03/2025	CONTRACT	Unity Trust Bank	CONTRACT	Electricity Supply	Octopus Energy	L	17.29	0.86	18.15
226	RESERVES	17/03/2025	FC 7	Unity Trust Bank		HR Support Contract	Council HR & Governance !	S	2,700.00	540.00	3,240.00
228	Internal & External Audit Fees	17/03/2025		Unity Trust Bank		INTERNAL AUDIT	Mulberry & Co	S	273.40	54.68	328.08
229	Internal & External Audit Fees	17/03/2025		Unity Trust Bank		INTERNAL AUDIT	Mulberry & Co	S	341.25	68.25	409.50
232	Service Contract & Litter Collec	20/03/2025		Unity Trust Bank	CONTRACT	Service Contract	Highview Tree Services	X	475.00		475.00
230	Staff Salaries Tax & NIC	20/03/2025		Unity Trust Bank		Salary	L Winter	X	1,827.27		1,827.27
231	Staff Salaries Tax & NIC	20/03/2025		Unity Trust Bank		Salary	T Hanlon	X	634.31		634.31
234	Staff Pensions	20/03/2025		Unity Trust Bank		Pension Contributions	KCC	Z	579.40		579.40
233	Office Rent	20/03/2025		Unity Trust Bank	CONTRACT	Office Rent	St Johns Centre	X	435.00		435.00
235	Bank Charges	20/03/2025		Lloyds Bank		Service Charge	Lloyds Bank	X	4.25		4.25
236	Venue Hire for Meetings	24/03/2025		Unity Trust Bank		HALL BOOKING	Harvel Village Hall Commit	Z	90.00		90.00
237	Professional Services	24/03/2025	Delagated Authority	Unity Trust Bank		Service Charge	SURREY HILLS SOLICITOR	S	290.00	58.00	348.00
238	Bank Charges	25/03/2025		Unity Trust Bank		Service Charge	Unity Bank	E	9.45		9.45
239	Office Rent	31/03/2025	CONTRACT	Unity Trust Bank	CONTRACT	Office Rent	St Johns Centre	X	54.38		54.38
240	Bank Charges	31/03/2025		Unity Trust Bank		Service Charge	Unity Bank	X	8.25		8.25
241	Bank Charges	31/03/2025		Unity Trust Bank		Service Charge	Unity Bank	X	0.90		0.90
242	Bank Charges	31/03/2025		Unity Multipay Card		Multipay Card Payment	Unity Bank	Z	6.00		6.00
							Total		**9,766.71**	**1,109.10**	**10,875.81**

Voucher 222

Invoice

orbis.

Tel : 01895 465500
VAT Registration No. 918 4615 10

Invoice To:	Deliver To:
MEOPHAM COUNCIL WROTHAM ROAD MEOPHAM GRAVESEND KENT DA13 0AA	WROTHAM ROAD MEOPHAM GRAVESEND KENT DA13 0AA

Invoice No:	**C1226380**	**Account:**	MEO001 / 000
Invoice Date:	28/02/25	**Invoice Due Date:**	28/03/25
Site Ref:	**PITFIELD GREEN TOILETS, WROTHAM ROAD, MEOPHAM GRAVESEND, KENT, DA13 0AU**		
Property Ref:			
Hire Agreement:	H3019123	**On Hire Date:**	5/04/24
Fit Job:	0741067A	**Remove Job:**	0970165A
Credit Controller:	Jonathan Huxley-Duggan Tel:07825966794		
Email:	jonathan.huxley-duggan@orbisprotect.com		

Description	Customer Ref	Fit Date/ Removal Date	Min Days	Invoice From/To	Period	Quantity	Rate	Disc %	Goods	VAT	VAT%	Total
REMOVE PERMA	MPC2025 LISA WINTER 0970165A	7/02/25				1. 00	85.00		85. 00	17. 00	20. 00%	102. 00
HIRE TERMINATED 07/02/25												

STANDARD PAYMENT TERMS : NET 28 DAYS
BACS to: HSBC Bank Plc Sort Code: 40-11-60 Account Code: 30099309
All Equipment remains the property of Orbis Protect Limited.
Registered Office:Beaufort House,Cricket Field Road,Uxbridge,UB8 1QG

GOODS TOTAL £	85. 00
VAT TOTAL £	17. 00
INVOICE TOTAL £	102. 00

Voucher 226

PC7

Council HR and Governance Support
Excellence in all we do

Date: 3rd March 2025
REF: Meoph/06

TO: Meopham Parish Council
C/o Parish Clerk

INVOICE

Thank You for Your business!
VAT No. 467 7937 26

Council HR & Governance Support
07805 472859
Exchange Buildings
66 Church Street
Hartlepool
TS24 7DN
finance@chrgs.co.uk

CONTACT		JOB	PAYMENT TERMS	DUE DATE
Lisa Winter		Ongoing negotiation of settlement and advice, as well as updating and amending agreement.	Due within 21 days please	17th March 2025

QUANTITY		DESCRIPTION	UNIT PRICE	LINE TOTAL
45 hours		Ongoing negotiations, email exchanges, meetings and redrafting agreement	£60	£2700
			Subtotal	£2700
			VAT	£540
			Total	**£3240**

BACS payments to CHRGS Ltd please
Sort code 60-83-71
Account number 79823271

THANK YOU FOR YOUR BUSINESS!

FC 120.

Voucher 227

Streetlights
PO Box 545
Gravesend
DA12 9RB

Invoice

Page 1

Meopham Parish Council
The Parish Council Office
St Johns Centre
Wrotham Road
DA13 0AA

15164

05/03/2025

MEOPHAMP

Details	**Unit Price**	**Net Amt**	**VAT %**	**VAT**
Re: Quoted Works				
Attention of: Lisa Winter				
Carried out miscellaneous remedial works as detailed in Service Inspection Report.				
For the sum of:	1,470.00	1,470.00	20.00	294.00

VAT Reg No: 624 8915 19
Account Name : Streetlights
Bank Sort Code : 60 - 06 - 33
Account Number : 34346198
Payment Terms : 30 days

Total Net Amount	1,470.00
Carriage Net	0.00
Total VAT Amount	294.00
Invoice Total	1,764.00

Voucher 228

TAX INVOICE

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

Invoice Date
27 Nov 2024

Invoice Number
INV-0722

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 2024-25 council year. Fee based on time spent 3.5 hours at £65ph	1.00	227.50	20%	227.50
Mileage 102 miles charged at 45p per mile	1.00	45.90	20%	45.90
			Subtotal	273.40
			TOTAL VAT 20%	54.68
			TOTAL GBP	**328.08**

Due Date: 27 Dec 2024

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

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

Customer Meopham Parish Council
Invoice Number INV-0722
Amount Due 328.08
Due Date 27 Dec 2024
Amount Enclosed

Enter the amount you are paying above

Voucher 229

M

TAX INVOICE

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

Invoice Date
1 Jul 2024

Invoice Number
INV-0364

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 2023-24 council year. Fee based on time spent 5.25 hours at £65ph	1.00	341.25	20%	341.25
			Subtotal	341.25
			TOTAL VAT 20%	68.25
			TOTAL GBP	**409.50**

Due Date: 31 Jul 2024
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-0364
Amount Due	**409.50**
Due Date	31 Jul 2024
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

Voucher 237

Surrey Hills
Solicitors

A: Oak Green House, 250-256 High Street,
Dorking, Surrey RH4 1QT
T: 01306 877592
W: www.surreyhillssolicitors.co.uk
E: enquiries@surreyhillssolicitors.co.uk

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

Our Ref	MEOPH01-02
Date	23 March 2025
Invoice No.	11484
VAT Reg. No.	247628480

Narrative	FEE £	DISBURSEMENT £	VAT RATE %	VAT £
PROFESSIONAL CHARGES FOR THE PROVISION All services in connection with advice regarding potential defamatory allegations on Facebook. To Fees, Invoice Ref 11484 re: MEOPH01-02 Advice regarding defamation	£290.00		20%	£58.00
DISBURSEMENTS				
NET TOTALS	£290.00	£.00		£58.00

Net Total	£290.00
Disbursements	--------
Vat Total	£58.00
Gross Total Now Due	**£348.00**

As set out in our terms of business, payment is required within 14 days of date of invoice

Surrey Hills Solicitors LLP

Payment can be made via Bank Transfer to:

Lloyds Bank
Sort Code 30-90-09
Account No: 40505760

Please note we also accept most major debit/credit cards and payment can be made over the phone.

Item 12.2

Meopham Parish Council

1 April 2025 (2024-2025)

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		74.40	74.40	85,000.00	54,878.99	30,121.01	30,195.41 (35%)
25	Staff Pensions				16,000.00	9,113.46	6,886.54	6,886.54 (43%)
26	Cllr & Staff Expenses				400.00	68.94	331.06	331.06 (82%)
28	Professional Memberships				4,850.00	1,804.00	3,046.00	3,046.00 (62%)
29	Chairman's Allowance				100.00	100.00		(0%)
30	Training				7,000.00	313.00	6,687.00	6,687.00 (95%)
33	Photocopier Contract				700.00	734.66	-34.66	-34.66 (-4%)
34	Communications & IT				1,800.00	1,704.35	95.65	95.65 (5%)
87	Insurance		100.00	100.00	2,750.00	2,676.50	73.50	173.50 (6%)
88	Office Rent		435.00	435.00	10,220.00	7,018.38	3,201.62	3,636.62 (35%)
89	Venue Hire for Meetings				480.00	240.00	240.00	240.00 (50%)
90	Office Supplies				1,200.00	392.97	807.03	807.03 (67%)
91	Software Licences				1,030.00	2,046.53	-1,016.53	-1,016.53 (-98%)
92	Internal & External Audit Fees				1,200.00	614.65	585.35	585.35 (48%)
93	Payroll Services				360.00	336.00	24.00	24.00 (6%)
104	Bank Charges				336.00	145.70	190.30	190.30 (56%)
105	Professional Services		97.85	97.85		2,999.00	-2,999.00	-2,901.15 (N/A)
110	Water Supply		842.63	842.63		41.49	-41.49	801.14 (N/A)
111	Reserve Transfer 24							(N/A)
112	Other Office expenses: 90					1,599.76	-1,599.76	-1,599.76 (N/A)
113	Multipay Card Payment		16.00	16.00				16.00 (N/A)
114	ANNUAL SUBSCRIPTION					1,935.00	-1,935.00	-1,935.00 (N/A)
116	SURVEYS AND REPORTS							(N/A)
117	VILLAGE POLL					3,367.28	-3,367.28	-3,367.28 (N/A)
118	Village Poll 117							(N/A)
122	KALC CONFERENCE FEE							(N/A)
123	RESERVES					10,902.95	-10,902.95	-10,902.95 (N/A)
	SUB TOTAL		**1,565.88**	**1,565.88**	**133,426.00**	**103,033.61**	**30,392.39**	**31,958.27 (23%)**

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		2,575.00	2,575.00	650.00	2,987.69	-2,337.69	237.31 (36%)
82	Health & Wellbeing				1,000.00	650.00	350.00	350.00 (35%)
100	Village Greens - Post Replacem				8,000.00	2,751.00	5,249.00	5,249.00 (65%)
102	New Website Project				6,000.00		6,000.00	6,000.00 (100%)
103	Camer Parade - Highways Sche				7,000.00		7,000.00	7,000.00 (100%)
109	Harvel Bench					721.97	-721.97	-721.97 (N/A)
	SUB TOTAL		**2,575.00**	**2,575.00**	**22,650.00**	**7,110.66**	**15,539.34**	**18,114.34 (79%)**

Council Services

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
4	Defibrillator Maintenance				145.00		145.00	145.00 (100%)
8	Service Contract & Litter Collecti				10,000.00	5,700.00	4,300.00	4,300.00 (43%)

Meopham Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
13	Trees				3,000.00		3,000.00	3,000.00 (100%)
16	Community Grants Scheme		500.00	500.00	3,000.00	3,500.00	-500.00	(0%)
17	Families and Young People				5,000.00	5,000.03	-0.03	-0.03 (0%)
19	Community Toilet Scheme				3,000.00		3,000.00	3,000.00 (100%)
22	Bus Shelter Cleaning				1,000.00	1,254.00	-254.00	-254.00 (-25%)
68	Streetlights				7,500.00	3,423.00	4,077.00	4,077.00 (54%)
83	Community Engagement		-2,875.00	-2,875.00	4,750.00		4,750.00	1,875.00 (39%)
85	Village Sign & Flagpole				2,000.00	950.00	1,050.00	1,050.00 (52%)
106	Harvel Pond					133.12	-133.12	-133.12 (N/A)
107	Former Toilet Block					4,588.28	-4,588.28	-4,588.28 (N/A)
108	Drinking Fountain					40.42	-40.42	-40.42 (N/A)
115	YOUTH PROVISION.17							(N/A)
	SUB TOTAL		**-2,375.00**	**-2,375.00**	**39,395.00**	**24,588.85**	**14,806.15**	**12,431.15 (31%)**

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	406.54	386.54				386.54 (1932%)
46	Precept	196,146.87	196,146.87					(0%)
49	Wayleaves	170.00	170.27	0.27				0.27 (0%)
50	Rental Income	633.13	635.13	2.00				2.00 (0%)
94	VAT Reclaim							(N/A)
95	Other Income		390.00	390.00				390.00 (N/A)
119	BT CREDIT REFUND		99.01	99.01				99.01 (N/A)
120	EVENTS INCOME		500.00	500.00				500.00 (N/A)
121	Insurance Excess Refund							(N/A)
	SUB TOTAL	**196,970.00**	**198,347.82**	**1,377.82**				**1,377.82 (0%)**

Summary

	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position
NET TOTAL	**196,970.00**	**200,113.70**	**3,143.70**	**195,471.00**	**134,733.12**	**60,737.88**	**63,881.58 (16%)**
V.A.T.		9,390.83			7,745.23		
GROSS TOTAL		**209,504.53**			**142,478.35**		

Item 12.3

Your Account Statement

unity trust bank

For Businesses. For Communities. For Good.

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

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

Date: 31/03/2025

Account Name: Meopham Parish Council

Swift Code (BIC): NWBKGB2L
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301
Account Number: 20405821

Your arranged overdraft limit is £0.00

For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: **FSCS.org.uk** or refer to our FSCS Information Sheet and Exclusions List at **unity.co.uk/fscs**

Contact Us

Call us: **0345 140 1000**
Email us: **us@unity.co.uk**
Visit us: **unity.co.uk**

Your Current T2 account transactions:					
Date	**Type**	**Details**	**Payments Out**	**Payments In**	**Balance**
28/02/2025		Balance brought forward	£0.00	£0.00	£77,971.00
11/03/2025	Direct Debit	Direct Debit (OCTOPUS ENERGY)	£18.15	£0.00	£77,952.85
17/03/2025	Direct Debit	Direct Debit (LLOYDS CORP CARD)	£456.00	£0.00	£77,496.85
18/03/2025	Faster Payment Debit	B/P to: Streetlights	£1,764.00	£0.00	£75,732.85

Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
18/03/2025	Faster Payment Debit	B/P to: MULBERRY LOCAL ATH	£328.08	£0.00	£75,404.77
18/03/2025	Faster Payment Debit	B/P to: MULBERRY LOCAL ATH	£409.50	£0.00	£74,995.27
18/03/2025	Faster Payment Debit	B/P to: CHRGS	£3,240.00	£0.00	£71,755.27
18/03/2025	Faster Payment Debit	B/P to: Element UK Limited	£250.80	£0.00	£71,504.47
18/03/2025	Faster Payment Debit	B/P to: HELIOCENTRIX LTD	£207.07	£0.00	£71,297.40
18/03/2025	Faster Payment Debit	B/P to: ORBIS	£102.00	£0.00	£71,195.40
18/03/2025	Faster Payment Debit	B/P to: DM Payroll	£84.00	£0.00	£71,111.40
20/03/2025	Standing Order	S/O to: Tracey Hanlon	£634.31	£0.00	£70,477.09
20/03/2025	Standing Order	S/O to: P R Agley	£475.00	£0.00	£70,002.09
20/03/2025	Standing Order	S/O to: L Winter	£1,827.27	£0.00	£68,174.82
20/03/2025	Standing Order	S/O to: Meopham PCC	£435.00	£0.00	£67,739.82
21/03/2025	Faster Payment Debit	B/P to: KCC Pension Fund	£579.40	£0.00	£67,160.42
25/03/2025	Faster Payment Debit	B/P to: Harvel VH Cttee	£90.00	£0.00	£67,070.42
25/03/2025	Faster Payment Debit	B/P to: SURREY HILLS SOLS	£348.00	£0.00	£66,722.42
31/03/2025	Fee	Manual Credit Handling Charge	£0.90	£0.00	£66,721.52
31/03/2025	Fee	Service Charge	£8.25	£0.00	£66,713.27
1.4.25		Rent	54.38		66659.89

Meopham Parish Council

BANK ACCOUNTS

Lloyds Bank	£53,801.25
Unity Trust Bank	£66,658.89
Unity Multipay Card	
CAMBRIDGE BUILDING SOCIETY	£84,406.54
Total in Banks	**204,866.68**
Cash	
GRAND TOTAL (Banks and Cash)	**£204,866.68**

Item 12.4

Meopham Parish Council
Reserves Balance
2024-2025

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
Arboricultural Survey	1,500.00				1,500.00
Judsons Legal Fees - Earmarke	1,200.00				1,200.00
Post Replacements - Earmarke	1,116.04	1,634.96	2,751.00		0.00
All Council Strategic Day - Earn	683.70				683.70
Harvel Green Bench - Earmarke	445.45	276.52	721.97		0.00
Total Earmarked	**31,283.43**	**1,911.48**	**3,472.97**		**29,721.94**
TOTAL RESERVE	**31,283.43**	**1,911.48**	**3,472.97**		**29,721.94**
GENERAL FUND					175,144.74
TOTAL FUNDS					204,866.68

Item 13

Kent Association of Local Councils
Dover District Council Offices, White Cliffs Business Park, Whitfield, Dover
Kent, CT16 3PJ
+01304820173
kalc@kentalc.gov.uk
www.kentalc.gov.uk
VAT Registration No.: 509750927

KALC
Founded in 1947
Serving Parish & Town Councils in Kent

Invoice 9532

INVOICE TO
Meopham Parish Council

DATE	PLEASE PAY	DUE DATE
01/04/2025	**£2,244.00**	01/04/2025

DATE	SERVICE	QTY	RATE	VAT	AMOUNT
	As agreed at the 2024 KALC AGM, the Annual Subscription for membership to the Kent Association of Local Councils and NALC, year ending 31st March 2026, is based on the published tax base figures for 2024/2025 in the Parish/Town/Community Council at 79.5p per 24/25 tax base unit, to a maximum of £1800 plus a standing charge of £70 (all subject to VAT).	1	1,870.00	S	1,870.00

SUBTOTAL	1,870.00
VAT TOTAL	374.00
TOTAL	2,244.00
TOTAL DUE	£2,244.00

THANK YOU.

TAX SUMMARY

RATE	TAX	NET
VAT @ 20%	374.00	1,870.00

Please make cheques payable to "KALC", or direct credit to:

Metro Bank
Sort Code: 23-05-80
Account Number: 33633408