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 18th February 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 13th February 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 Meeting:** To approve the minutes of the meeting held on 21.01.25. *This item is to confirm the accuracy of the minutes and not to raise matters arising* (*)

4. **Officers report:** To receive a report of items for information from the Clerk

5. **Public Session & External Reports**

   5.1 Public Session
   5.2 Borough Councillors and County Councillor
   5.3 Police

6. **Planning Applications:** To consider and make recommendations on the following planning applications

   20241164 – Land South of White Post Lane, Cobham, Gravesend
   Change of Use of Land to form a Gypsy/Traveller site comprising the siting of 1 Mobile Home, 1 Touring Caravan, and 1 Dayroom

20240910 – Land at Stoney Wood, Wrotham Road, South Street
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

20250081 – Distarti, Rhododendron Avenue, Meopham, DA13 0TT
Application for variation of condition 2 attached to planning permission reference number 20240001 for Demolition of existing dwelling and erection of a new replacement dwelling; to allow change to new dwelling position

7. **Planning Appeals:** To note the following appeals have been received
Please note comments do not need to be submitted on these, our existing comments are passed to the Planning Inspectorate.

2025/006/REF - Purvil Wood Cottage, Leywood Road, Meopham
Application for a Proposed Lawful Development Certificate in respect of erection of single storey side extension.

8. **Harvel Green:** To agree to the request from Harvel Hash House Harriers to use Harvel Green for this years' annual Harvel 5 mile race on Saturday 7th June 2025 subject to the receipt of all appropriate documentation

Harvel Green: To agree to the request from Gravesend and Meopham Rotary Club to use Harvel Green for an Easter Eggstravaganza (Easter Egg Hunt) on Saturday 12th April 2025 subject to the receipt of all appropriate documentation

9. **Financial Matters**
   - 9.1 **Approval of Payments:** To approve the payments made since the last meeting up to 11 February 2025 (*)
   - 9.2 **Receipts & Payments Report:** To note the receipts and payments report up to 11 February 2025 (*)
   - 9.3 **Bank Statements:** To note the Unity, Lloyds and Cambridge bank statements and the supporting Bank Reconciliation as of 11 February 2025 (*)
   - 9.4 **Council Reserves:** To note the reserves balance as of 11 February 2025 (*)

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

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 21st January 2025 at 7:00pm at Harvel Village Hall, Harvel, DA13 0DS

Members Present:
Cllr D Bramer arrived 7.04pm
Cllr S Buchanan
Cllr P Crow
Cllr A Evans
Cllr D Fisher
Cllr P Haslam
Cllr C Price (Chairman)
Cllr D Sims
Cllr G Smith
Cllr B Wade
Cllr P Watson arrived during item 4

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

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

F.C. 178 There were no apologies.

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

F.C. 179 There were no declarations of interest received.

Item 3: Minutes of Previous Meetings: To approve the minutes of the meeting held on 17.12.24

F.C. 180 PROPOSED: Cllr Smith. SECONDED: Cllr Evans. Agreed by all those in attendance of the December 2024 meeting.

Cllr D Bramer arrived at 7.04pm

Item 4: Officers Report

F.C. 181 The officer's report was noted. A copy will be attached as an appendix to the minutes.

Cllr P Watson arrived during item 4

Item 5: Public Session & External Reports

5.1 Public Session

F.C. 182 Members of the public were invited to speak on matters of interest. Several members of the public raised concerns about the decision taken to demolish and replace the Pitfield Green Toilets questioning whether the decision was the right one, whether other options had been considered, whether the community could come together to complete the works and whether the survey upon which the decision had been based was sufficient.

The Chairman thanked residents for their contributions. Residents were reminded that the public session is not a formal debate, and all matters raised will be considered by the Council as appropriate.

5.2 Borough Councillors and County Councillor

F.C. 183 There were no Borough Councillors or County Councillor present.

5.3 Police and Community Warden

F.C. 184 There were no Police and Community Warden present. It was noted that the Community Warden should now be removed from the agenda, as Meopham no longer had one.

Item 6: Planning Applications Working Group – Terms of Reference: To agree the interim terms of reference

F.C. 185 It was agreed to accept the Planning Applications Working Group terms of reference for the interim period.

Councillors expressed their thanks to Cllr Haslam on his work with the planning applications during the period when officers were unavailable to do the administration.

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

Item 7: Council Governance – Financial Regulations: To review and approve the Council's Financial Regulations for the 2024/2025 municipal year

F.C. 186 The financial regulations were adopted with the following amendments:

4.2 to read October not November;
4.3 to read October not November;
5.15 £1000 agreed;
6.7 to read: A copy of the schedule of payments will be provided to Full Council each month for approval.
6.9 i. £1000 agreed;
6.9 ii. £2000 agreed;
7.11 clause to remain;
9.1 after 'Clerk' add and Finance and Grants Officer;

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

Item 8: **Pavement Signage: To consider funding the Pavement Signage request from Meopham Community Academy**

Cllr D Bramer declared a non-pecuniary interest.

F.C. 187 It was agreed to fund £1875 from the Community Engagement Fund subject to:

- the school involving Culverstone Green Primary School;
- receiving approval from Gravesham Borough Council and Kent County Council in terms of placement. On confirmation of this funding would be released.

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

Item 9: **Meopham Green: To agree to the request from Meopham Community Academy to use Meopham Green on Tuesday 22nd July 2025 for the year 6 school leavers' event**

F.C. 188 It was agreed to authorise the use of Meopham Green subject to the necessary documents including a risk assessment and insurance certificate.

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

Item 10: **Financial Matters**

10.1 Approval of Payments: To approve the payments made since the last meeting up to 16.01.25

F.C. 189 Members approved the payments up to 16.01.25 as per the report.

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

10.2 Receipts & Payments Report: To note the receipts and payments report up to 16.01.25

F.C. 190 The receipts and payments report up 16.01.25 was noted.

10.3 Bank Statements: To note the Unity, Lloyds and Cambridge bank statements and the supporting bank reconciliation as of 14.01.25

F.C. 191 The bank statements and the supporting bank reconciliation as of 14.01.25 were noted and signed by the Chairman.

10.4 Council Reserves: To note the reserves balance as of 16.01.25

F.C. 192 The council reserves were noted as at 16.01.25

Item 11: **Liaison Councillor Reports: To receive liaison councillor reports for information only**

F.C. 193 Cllr Watson advised that there had been an increase in vehicle thefts, and asked that people report anything suspicious to PC Hammond.

Cllr Wade ran through a list of outstanding issues within the parish. She also advised that Russell Parker had been awarded an MBE in the New Year Honours list for his service as one of the Founders of Meopham Sports and Leisure Association and for services to the community in Meopham. Cllr Wade asked if MPC would consider putting him forward for a community award. All were in favour of doing this.

Cllr Evans reported that the Carols on the Green had been a great success.

Cllr Price gave a brief update on the meeting of Parish Chairmen.

Cllr Bramer stated that MPC had submitted a report some years ago to GBC which mentioned possible sites for development within Meopham.

The meeting closed at 8:20pm

Agenda Item: **4**

Title: **Officer's Report**

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

Budget/Precept

We have received assurances that a settlement has been reached and a draft grievance agreement has been produced and is close to being signed by all parties. Therefore the budget and precept for 2025/26 is as set out in Budget B as attached to the minutes of 17th December 2024 and the precept of £231,570 was submitted and acknowledged by Gravesham Borough Council on Friday 10th January 2025.

Harvel Pond

Members had asked for some work to be carried out at the Pond. I had asked the current service contractor to do the work on an adhoc basis both verbally and by email on a number of occasions. However, the work has never been carried out and it has been outstanding for more than a year now. I therefore met another contractor at the pond on Monday 13th along with a couple of Harvel residents who have been maintaining as best they can the overhanging vegetation and the strimming. I discussed what needed doing as a matter of urgency including bringing the duck house back into use before Spring and I am awaiting the quote. As this is now very urgent, I will authorise under delegated authority and report back to members. Going forward, Councillors have already agreed for Harvel Pond to be added to the service contract.

Service Contract

The specification has been updated to include Edmund Green and Harvel Pond along with all other amendments agreed by Full Council. The specification will be sent out to three contractors who have expressed an interest and it will also be posted to our website and facebook page. The deadline for the quotes is noon on Tuesday 4th March 2025. Members will then consider them at the March full council meeting.

Cricket Club Trustees

The Chairman and I met with a number of Cricket Club Trustees on Tuesday 14th to discuss the remedial work to the green and the maintenance of the trees at the rear of the pavilion. The meeting proved very successful in establishing a dialogue with the club. An email was sent to the trustees following the meeting as we had identified a number of things within the lease that needed addressing.

Office

We are about to sign a new contract for the office with Meopham Parochial Church for a 3 year term to 31 March 2028.

Annual Parish Meeting

The date for the annual parish meeting has been changed as the venue was double booked. Please make a note of the new date of Wednesday 9th April 2025 at 7pm in St Johns Centre. The website and notice boards have been updated and the invitations have been sent out.

Planning Working Group

From February these meetings will revert back to being attended by a Clerk although they will still be scheduled via teams and an up to date copy of the meeting schedule is attached.

Judsons Recreational Grounds

Correspondence has been sent to the trustees of The Colts to establish what, if anything, they wish to change regarding the lease, as the current lease albeit signed by all parties, was not registered by The Colts, as required in the lease. A number of other things were also raised in the letter and we are awaiting a response.

Recruitment

The job descriptions have been tweaked along with the person specifications and the adverts will be published next week.

Item 9.1

13 February 2025 (2024-2025)

Meopham Parish Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
191	Service Contract & Litter Collec	20/01/2025	CONTRACT	Unity Trust Bank	CONTRACT	Service Contract	Highview Tree Services	X	475.00		475.00
192	Staff Salaries Tax & NIC	20/01/2025		Unity Trust Bank		Salary	L Winter	X	1,827.27		1,827.27
193	Staff Salaries Tax & NIC	20/01/2025		Unity Trust Bank		Salary	T Hanlon	X	634.31		634.31
195	Staff Pensions	20/01/2025		Unity Trust Bank	PENSION CONTRI	Pension Contributions	KCC	X	579.40		579.40
194	Office Rent	20/01/2025	CONTRACT	Unity Trust Bank	RENT	Office Rent	St Johns Centre	X	435.00		435.00
* 190	Professional Services	20/01/2025		Unity Trust Bank	FC145	SAR ADVICE	WILKIN CHAPMAN	S	2,500.00	500.00	3,000.00
197	Staff Salaries Tax & NIC	27/01/2025		Unity Trust Bank		PAYE Contributions	HMRC	X	4,423.96		4,423.96
* 196	Professional Services	27/01/2025	FC101	Unity Trust Bank	CONTRACT	HR Support Contract	Council HR & Governance :	S	5,600.00	1,120.00	6,720.00
198	Software Licences	28/01/2025		Unity Trust Bank		Scribe - Accounting Software	Starboard Systems	S	777.60	155.52	933.12
206	Bank Charges	31/01/2025		Unity Multipay Card	2 x C/C MONTHLY	Multi Pay Card Charges	Lloyds Bank	X	6.00		6.00
205	Chairman's Allowance	03/02/2025	FC142	Unity Multipay Card		BLUWATER GIFT CARD	Meopham Parish Council	X	100.00		100.00
203	Training	03/02/2025		Unity Multipay Card		KALC - CONFERENCE FEE /CHA	Kent Association of Local C	X	84.00		84.00
199	Photocopier Contract	03/02/2025		Unity Trust Bank		Photocopier Lease & Printing C	Smart Office Solutions	S	75.00	15.00	90.00
201	Bank Charges	03/02/2025		Unity Trust Bank		Service Charge	Unity Bank	X	8.25		8.25
204	Former Toilet Block	03/02/2025	CONTRACT	Unity Trust Bank	CONTRACT	Electricity Supply	Octopus Energy	L	19.17	0.96	20.13
200	Water Supply	03/02/2025		Unity Trust Bank		Water Supply	Business Stream	X	18.78		18.78
* 202	Other Office expenses: 90	03/02/2025	FC96	Unity Multipay Card		Harvel Pond - Warden Gift	Meopham Parish Council	X	102.95		102.95
208	Health & Wellbeing	10/02/2025	FC-165	Unity Trust Bank		EMPLOYEE ASS PROGRAMME	LIFE & PROGRESS LIMITEI	S	650.00	130.00	780.00
209	Professional Memberships	10/02/2025	DELGATED AUTHORITY	Unity Multipay Card		ANNUAL SUBCRIPTION	SLCC	X	150.00		150.00
207	Communications & IT	10/02/2025		Unity Trust Bank		Phone System	Microsoft	S	184.32	36.86	221.18
210	Harvel Pond	10/02/2025	DELGATED AUTHORITY	Unity Trust Bank		EMERGENCY FENCE REPAIRS	LONGFIELD FENCING & LA	X	95.00		95.00
							Total		**18,746.01**	**1,958.34**	**20,704.35**

Voucher 190

TO THE ACCOUNT OF: Meopham Parish Council
St Johns Centre
Wrotham Road
Meopham
Kent
DA13 0AA

wilkin chapman llp
solicitors

Matter Reference: 1115026/1

Estelle Culligan/1120

VAT Reg. No. 127 9424 55
Bill No: 2801782
Bill Date: 11/12/2024
Bill Type: FINAL

SAR ADVICE

		VAT	% RATE
OUR CHARGES			
	2,500.00		
VAT on Our Charges		500.00	20.00%
TOTAL NET	2,500.00		
TOTAL VAT	500.00		
TOTAL GROSS	3,000.00		
BALANCE DUE	**£3,000.00**		

With Compliments Wilkin Chapman LLP

Please note this account is payable on receipt in accordance with our Terms of Business

PAYMENT ADVICE

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

To pay by bank transfer, account details:
Sort Code 53 50 10 Account No: 04325672
Please quote the Bill No: reference as above.

To pay by debit/credit card, go to our website
www.wilkinchapman.co.uk/pay

For payment by cheque, please forward this slip with your payment to:
WILKIN CHAPMAN LLP
CARTERGATE HOUSE 26 CHANTRY LANE
GRIMSBY N E LINCOLNSHIRE
DN31 2LJ
01472 262626

1120/1115026/1

Amount £3,000.00

Voucher 196

Council HR and Governance Support
Excellence in all we do

Date: 20th December 2024
REF: Meoph/05

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	Conduct of full investigation into grievance and employment tribunal claim plus negotiation of settlement terms and completion of compromise agreement	Due within 21 days please	15 January 2025

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
2 days	Background reading, research and briefings	£400	£800.00
8 days	Interviews with 12 individuals involving, invitations, online meetings, telephone calls, written statements, and recorded notes	£400	£3200.00
2 days	Construction and submission of draft and final report to Council together with procedural and strategic advice	£400	£800.00
2 days	Negotiation of potential settlement terms with all parties	£400	£800.00
		Subtotal	**£5600**
		VAT	£1120
		Total	**£6720**

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

THANK YOU FOR YOUR BUSINESS!

Voucher 203

Invoice From:

KENT ASSOCIATION OF LOCAL COUNCILS
Dover District Council Offices, White Cliffs Business Park, Whitfield
Dover
CT16 3PJ
United Kingdom

VAT: GB509750927

Ticketing by

eventbrite

535 Mission Street, 8th Floor
San Francisco, CA 94105
USA

KENT ASSOCIATION OF LOCAL COUNCILS
Dover District Council Offices, White Cliffs Business Park, Whitfield
Dover
CT16 3PJ
United Kingdom

Invoice To:

MEOPHAM PARISH COUNCIL
St Johns Centre
Wrotham Road
Meopham
DA13 0AA
United Kingdom

VAT Invoice

Invoice Number: 11530109723
Please quote invoice number for payment and correspondence.

Invoice Date:
Event: 972052654657

Dear MEOPHAM PARISH COUNCIL,

Thank you for your order.

Item Description	Unit Price (net)	Quantity	Sub-Total (net)	VAT	Sub-Total (gross)
General Admission	£70.00	1	£70.00	20 %	£84.00

Total (net): £70.00

Plus VAT 20 %: £14.00

Invoice Amount: £84.00

Date of Purchase: Jan 21, 2025 - 10:38 AM

Time of Supply: Feb 27, 2025 - 10:00 AM

Eventbrite, Inc., on behalf of the organizer, charged £84.00 for "Chairmanship Conference" (Thursday, February 27, 2025) to your credit/debit card. The invoice amount will appear on your credit/debit card as "EB *Chairmanship Confe" in the next few days.

Thank you,
KENT ASSOCIATION OF LOCAL COUNCILS

Voucher 208

Life & Progress

INVOICE

Meopham Parish Council
Wrotham Road
Meopham
Gravesend
Kent
DA13 0AA
GBR

Invoice Date
5 Feb 2025

Invoice Number
LAP-12779

Reference
NA/CF/EAP/8F2F

VAT Number
243609706

Life And Progress Limited
Four, The Cobalt Centre
Siskin Parkway East
Middlemarch Business Park
Coventry, West Midlands
CV3 4PE
VAT Reg No 243 6097 06

Description	Quantity	Unit Price	VAT	Amount GBP
Employee Assistance Programme 8 Session Model - Full Cover Service provided via Life & Progress 16 Employees 11th February 2025, 12 Months	1.00	650.00	20%	650.00
			Subtotal	650.00
			TOTAL VAT 20%	130.00
			TOTAL GBP	**780.00**

Due Date: 7 Mar 2025

TERMS: 30 days terms from date of invoice. As per your Contract/SLA Terms payments received after 30 days will be liable up to but not exceeding an 8% Finance Charge per month. Life And Progress Limited trading as Life & Progress.
Life And Progress Limited Company Registration Number: 09966183
Queries, please email: accounts@lifeandprogress.co.uk

Bank details for BACS payment:

STARLING BANK
www.starlingbank.com
Account Number: 7117 8868
Sort Code: 60-83-71

Voucher 209

Collar Factory, Suite 2.01
112 St. Augustine Street
Taunton
Somerset
TA1 1QN
Tel: 01823 253646
Email: finance@slcc.co.uk

SLCC
For Local Council Professionals®

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

Invoice

Invoice No	MEM253339-1
Invoice Date	10/02/2025
Reference	

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1	Membership Fee: Tracey Hanlon (1012284) Due:01/04/2025	£150.00	£150.00	0.00	£0.00

Total Net Amount	£150.00
Total Tax Amount	£0.00
Invoice Total	£150.00

Payment Due: 10/03/2025

REMITTANCE

Detach and return with payment

Invoice Number:	MEM253339-1
Client:	Tracey Hanlon (Meopham Parish Council)
Date:	
Amount Enclosed:	

The Society of Local Council Clerks is a company limited by guarantee and is registered in England and Wales with Company Registration No 10566132; registered office as above.

Pay by BACS to Unity Trust Bank using - Sort Code 60-83-01 A/C No. 20314459 Ref: MEM253339-1

Voucher 210

INVOICE

Longfield fencing and landscaping
Pershteen
The Drive
Longfield
DA3 7LX

BILL TO

meopham parish council
st John's centre
wrotham rd
DA130AA

INVOICE # 235
INVOICE DATE 10/02/2025

DESCRIPTION	AMOUNT
remove old snapped fence post and concrete surrounding. fit a new post concreted in and re build fencing dispose of old fencing and waste	95.00

TOTAL **£95.00**

Thank you

TERMS & CONDITIONS

Payment by Cash or BACS
Account: Mr Christopher R Sims
Sort code : 04-00-04
Account number : 07166206
personal account

Item 4·2

Meopham Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

13 February 2025 (2024-2025)

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	49,955.83	35,044.17	35,118.57 (41%)
25	Staff Pensions				16,000.00	7,954.66	8,045.34	8,045.34 (50%)
26	Cllr & Staff Expenses				400.00	68.94	331.06	331.06 (82%)
28	Professional Memberships				4,850.00	1,504.00	3,346.00	3,346.00 (68%)
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	609.44	90.56	90.56 (12%)
34	Communications & IT				1,800.00	1,531.79	268.21	268.21 (14%)
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	6,094.00	4,126.00	4,561.00 (44%)
89	Venue Hire for Meetings				480.00	150.00	330.00	330.00 (68%)
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		1,200.00	1,200.00 (100%)
93	Payroll Services				360.00	252.00	108.00	108.00 (30%)
104	Bank Charges				336.00	110.85	225.15	225.15 (67%)
105	Professional Services		97.85	97.85		10,809.00	-10,809.00	-10,711.15 (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					1,702.71	-1,702.71	-1,702.71 (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)
	SUB TOTAL		**1,565.88**	**1,565.88**	**133,426.00**	**91,615.99**	**41,810.01**	**43,375.89 (32%)**

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	4,750.00	5,250.00	5,250.00 (52%)
13	Trees				3,000.00		3,000.00	3,000.00 (100%)

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
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	3,571.45	1,428.55	1,428.55 (28%)
19	Community Toilet Scheme				3,000.00		3,000.00	3,000.00 (100%)
22	Bus Shelter Cleaning				1,000.00	1,045.00	-45.00	-45.00 (-4%)
68	Streetlights				7,500.00	1,953.00	5,547.00	5,547.00 (73%)
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					2,624.99	-2,624.99	-2,624.99 (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**	**18,567.98**	**20,827.02**	**18,452.02 (46%)**

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	169.12	-0.88				-0.88 (-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**	**198,346.67**	**1,376.67**				**1,376.67 (0%)**

Summarv

	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position
NET TOTAL	**196,970.00**	**200,112.55**	**3,142.55**	**195,471.00**	**117,294.63**	**78,176.37**	**81,318.92 (20%)**
V.A.T.		9,390.83			6,238.88		
GROSS TOTAL		**209,503.38**			**123,533.51**		

Item 9.3

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: 31/01/2025

Account Name: Meopham Parish Council

Swift Code (BIC): NWBKGB2L
IBAN Number: GB93NWBK60023571418024

Sort Code: [redacted]
Account Number: [redacted]

Your arranged overdraft limit is £0.00

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000

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
31/12/2024		Balance brought forward	£0.00	£0.00	£108,781.12
07/01/2025	Faster Payment Debit	B/P to: Element UK Limited	£250.80	£0.00	£108,530.32
07/01/2025	Faster Payment Debit	B/P to: HELIOCENTRIX LTD	£221.18	£0.00	£108,309.14
07/01/2025	Faster Payment Debit	B/P to: KCC Pension Fund	£2,606.07	£0.00	£105,703.07

Your Current T2 account transactions:					
Date	**Type**	**Details**	**Payments Out**	**Payments In**	**Balance**
07/01/2025	Faster Payment Debit	B/P to: HGS LANDSCAPING	£150.00	£0.00	£105,553.07
10/01/2025	Direct Debit	Direct Debit (OCTOPUS ENERGY)	£20.15	£0.00	£105,532.92
10/01/2025	Credit	ZURICH INS/RECS	£0.00	£100.00	£105,632.92
13/01/2025	Credit	HMRC VAT	£0.00	£871.62	£106,504.54
14/01/2025	Faster Payment Debit	B/P to: LISA WINTER	£68.94	£0.00	£106,435.60
14/01/2025	Faster Payment Debit	B/P to: FORVIS MAZARS	£552.00	£0.00	£105,883.60
16/01/2025	Direct Debit	Direct Debit (LLOYDS BANK PLC)	£180.94	£0.00	£105,702.66
16/01/2025	Faster Payment Debit	B/P to: WILKIN CHAPMAN LLP	£3,000.00	£0.00	£102,702.66
20/01/2025	Standing Order	S/O to: Tracey Hanlon	£634.31	£0.00	£102,068.35
20/01/2025	Standing Order	S/O to: P R Agley	£475.00	£0.00	£101,593.35
20/01/2025	Standing Order	S/O to: L Winter	£1,827.27	£0.00	£99,766.08
20/01/2025	Standing Order	S/O to: Meopham PCC	£435.00	£0.00	£99,331.08
20/01/2025	Credit	MEOPHAM PAROCHIAL CHURCH COUNCIL	£0.00	£435.00	£99,766.08
23/01/2025	Direct Debit	Direct Debit (HMRC SDDS)	£4,423.96	£0.00	£95,342.12
23/01/2025	Credit	Meopham Cricket Cl	£0.00	£1.00	£95,343.12
27/01/2025	Credit	Credit 000055	£0.00	£167.97	£95,511.09
28/01/2025	Faster Payment Debit	B/P to: KCC Pension Fund	£579.40	£0.00	£94,931.69
28/01/2025	Faster Payment Debit	B/P to: CHRGS	£6,720.00	£0.00	£88,211.69
28/01/2025	Faster Payment Debit	B/P to: Starboard Systems	£933.12	£0.00	£87,278.57
29/01/2025	Direct Debit	Direct Debit (SCOTTISH WATER BUS)	£18.78	£0.00	£87,259.79
31/01/2025	Fee	Service Charge	£8.25	£0.00	£87,251.54

unity trust bank

Meopham Parish Council

Current T2

[redacted]

Balance	Available
£ **86,045.23**	£ **86,045.23**

Balances are correct as of 12:20 on 13 Feb 2025.

Date	Description	Paid in	Paid out	Balance
12/02/25	B/P to: LONGFIELD FENCING • INVOICE 235 - MPC		**-95.00**	**86,045.23**
11/02/25	Direct Debit (OCTOPUS ENERGY) • A-2B99D6EA-003		**-20.13**	**86,140.23**
10/02/25	B/P to: HELIOCENTRIX LTD • INV - 25891		**-221.18**	**86,160.36**
10/02/25	B/P to: LIFE & PROGRESS LT • LAP-12779		**-780.00**	**86,381.54**
04/02/25	B/P to: SMART OFFICE SOL • 645844		**-90.00**	**87,161.54**
31/01/25	Service Charge		**-8.25**	**87,251.54**
29/01/25	Direct Debit (SCOTTISH WATER BUS) • 662899		**-18.78**	**87,259.79**
28/01/25	B/P to: Starboard Systems • INV-8384		**-933.12**	**87,278.57**
28/01/25	B/P to: CHRGS • MEOPHAM/05		**-6,720.00**	**88,211.69**
28/01/25	B/P to: KCC Pension Fund • MEOPHAM PC		**-579.40**	**94,931.69**
27/01/25	Credit • 55	**167.97**		**95,511.09**
23/01/25	Direct Debit (HMRC SDDS) • 0000340636		**-4,423.96**	**95,343.12**
23/01/25	Meopham Cricket Cl • GREEN RENT	**1.00**		**99,767.08**
20/01/25	MEOPHAM PAROCHIAL CHURCH COUNCIL • Ref duplicateDec24	**435.00**		**99,766.08**
20/01/25	S/O to: Meopham PCC • MEOPHAM PC		**-435.00**	**99,331.08**
20/01/25	S/O to: L Winter • MEOPHAM PC		**-1,827.27**	**99,766.08**
20/01/25	S/O to: P R Agley • MEOPHAM PC		**-475.00**	**101,593.35**
20/01/25	S/O to: Tracey Hanlon • SALARY MPC		**-634.31**	**102,068.35**
16/01/25	B/P to: WILKIN CHAPMAN LLP • MPC-2801782		**-3,000.00**	**102,702.66**
16/01/25	Direct Debit (LLOYDS BANK PLC) • 5563140983593973		**-180.94**	**105,702.66**
14/01/25	B/P to: FORVIS MAZARS • MEOPHAM PC-2464050		**-552.00**	**105,883.60**

LLOYDS BANK

Your account statement

Issue date: 22 November 2024

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 [redacted] Account number: [redacted]
BIC: LOYDGB21278
IBAN: GB07 LOYD 3093 6000 3324 03

009430 PDOEA04-20241123-92925-000890
MEOPHAM PARISH COUNCIL
MRS SARAH EGGLESDEN
THE WINDMILL
WROTHAM ROAD
MEOPHAM
GRAVESEND
DA13 0QA

36700 D

PMKN0LW3100000

10090094300001000 2

TREASURERS ACCOUNT

MEOPHAM PARISH COUNCIL

Account summary

Balance On 24 Oct 2024	**£137,805.50**
Total Paid In	£0.00
Total Paid Out	£84,000.00
Balance On 05 Nov 2024	**£53,805.50**

Account activity

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
24 Oct 24		**STATEMENT OPENING BALANCE**			**137,805.50**
05 Nov 24	CHQ	002382		84,000.00	53,805.50
05 Nov 24		**STATEMENT CLOSING BALANCE**	**0.00**	**84,000.00**	**53,805.50**

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:
CHQ - Cheque

Log Out

THE CAMBRIDGE
Building Society

Home

MENU

Account Details

Manage your account

Your Account

Instant Access

[redacted]

Meopham Parish Council

Balance: £84,406.54

Available: £84,406.54

Accrued interest (not paid): £183.15

Interest rate: 2.40%

Transactions

Future Payment

Transactions

Period from

to

11 February 2025 (2024-2025)

Meopham Parish Council

BANK ACCOUNTS

Lloyds Bank	£53,805.50
Unity Trust Bank	£86,045.23
Unity Multipay Card	-£446.90
CAMBRIDGE BUILDING SOCIETY	£84,406.54
Total in Banks	**223,810.37**
Cash	
GRAND TOTAL (Banks and Cash)	**£223,810.37**

Item 4.4

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					194,088.43
TOTAL FUNDS					223,810.37