# 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 20th January 2026** at **7:00pm** to be held at the **Cricket Pavilion, Meopham Green, Wrotham Road, DA13 0PZ.** Papers have been circulated for items marked with (*)

Yours faithfully

Lisa Winter

**Lisa Winter**
**Clerk and Responsible Financial Officer**
**Date of Issue:** Thursday 15th January 2026

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## 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 meetings held on 03.12.25 and 09.12.25. *This item is to confirm the accuracy of the minutes and not to raise matters arising* (*)

4. **Public Session & External Reports**
   - **4.1 Public Session**
   - **4.2 Borough Councillors and County Councillor**
   - **4.3 Police**

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

5.1 **20251305 – Land At, Wrotham Road, Meopham, Gravesend, Kent DA13 0AA**
Demolition of existing garages. Erection of a part-two, part-three storey building providing five residential units, with associated car parking, cycle storage, refuse storage, landscaping and all associated works

5.2 **20251267 – Millers Farm, Gravesend Road, Fairseat, Sevenoaks, Kent**
Extension of existing traveller site to provide 6 additional mobile home units.

5.3 **20251257 – Little Acre, Foxendown Lane, Meopham, Gravesend, Kent, DA13 0AE**
Demolition of existing garage and erection of an annexe.

6. **Pitfield Green Toilets:** To receive an update

7. **Meopham Village Green:** Consider the request for a Summer 2026 Community Event (*)

8. **Cricket Pavilion:** Use of the Cricket Pavilion – request from a trustee for 2 private events which are outside the provisions of the lease. The lease only provides for the pavilion to be used by the trustees for cricket or ancillary purposes.

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

10. **Act of Remembrance:** To approve the event for 2026 and note the date and time of 8th November 2026 @ 3pm

11. **Carols on the Green:** To approve the event for 2026 including setting the date and time

12. **KALC Community Awards Scheme 2026:** Consider and approve a nomination (*)

13. **Tree Maintenance:** To approve the work to the trees identified as T009 and T006 and authorise the additional costs (*)

14. **Parish Council Representative on External Bodies:** To appoint a representative to CROWC

15. **Cycle Rack:** Consider the request from Meopham Medical Centre (*)

16. **Precept for 2026-2027:** To set the precept for the 2026-2027 financial year (GBC issued a new provisional taxbase for 2026/27 of £3065.14 requiring recalculation of our precept for 2026-2027)

17. **Financial Matters**
    - 17.1 **Approval of Payments:** To approve the payments made since the last meeting up to 31 December 2025 (*)
    - 17.2 **Receipts & Payments Report:** To note the receipts and payments report up to 31 December 2025 (*)
    - 17.3 **Bank Statements:** To note the Unity Trust Bank, Unity Multipay Card, Cambridge Building Society and Redwood Bank Statements and the supporting Bank Reconciliation as of 31 December 2025 (*).
    - 17.4 **Council Reserves:** To note the reserves balance as of 31 December 2025 (*)

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

19. **Southdown Shaw Allotment Agreement:** To consider and approve amendments (*)

Item 5

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LOCAL COUNCIL AWARD SCHEME FOUNDATION

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**Minutes of the Extra Ordinary Full Council Meeting held on Wednesday 3rd December 2025 at 7:00pm in St Johns Centre, Wrotham Road, Meopham, DA13 Meopham Village Hall, Wrotham Road, DA13 0AA**

**Members Present:**
Cllr D Bramer
Cllr S Buchanan
Cllr R Collings
Cllr D Fisher
Cllr S Gofton
Cllr J McNamara
Cllr D Sims - Chairman
Cllr B Wade
Cllr P Watson

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

**Meeting started at 19:00**

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

**F.C. 157** Apologies were received and accepted from Councillor Haslam (prior commitment) and Councillor D Johnson (out of the country for work).

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

**F.C. 158** Councillor Watson declared a non-pecuniary interest in item 4.4, 4.5 and 4.10. Councillor Gofton declared a non-pecuniary interest in item 4.10. Councillor Sims declared a non-pecuniary interest in item 4.4 and 4.5.

**Item 3: Public Session & External Reports**

**3.1 Public Session**

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

**F.C. 159** The Chairman stated that Meopham Parish Council has no affiliation to any campaign groups. We are consultees only and urged the public to comment as individuals, whether to object or support.

Many comments were received from the public with the fundamental areas focussing around the highway capacity and traffic flow, local services including schools and healthcare, flooding, GBC not using the Brownfield Sites first and the lack of the local plan.

Another member of the public stated that GBC have enough Brownfield Sites to accommodate the housing need but for some unknown reason the Government is intent on coming for the Green Belt. There is no logic over Brownfield Sites. Green Belt is needed for sustaining agriculture.

An attendee stated that in 2010 a complex of 50 sheltered/extra care housing units had been rejected along the Longfield Road and nothing had changed since then, but GBC are considering 120 residential dwellings.

Councillors added to the debate that the concerns relate to the wider cumulative effects arising from multiple large-scale developments currently under consideration in adjacent or closely connected locations. Applications cannot be considered in isolation, their impacts are inherently interlinked. Determination should be deferred until such cumulative impacts have been properly evaluated.

Comments were also received in connection with the planning applications at 4.4 and 4.5 regarding GBC failing to stop the illegal building, and the destruction of ancient woodland. What is in the local plan for travellers, so that they do not use land illegally?

**3.2 Borough Councillors and County Councillors**

**F.C. 160** Councillor Harding stated that it was not clear whether all these large-scale planning proposals were part of the local plan, as the local plan was still not out.

Councillor Morton advised people to read Gravesham Borough Councils Five-Year Land Supply Statement which was published in February 2025.

**3.3 Police**

**F.C. 161** There were no police present.

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

**F.C. 162** All recommendations made will be actioned under delegated authority to the Clerk.

Councillors considered the documentation presented.

**4.1 20250992 – Land At, Wrotham Road, Meopham**
*Outline application for the erection of up to 350 residential dwellings, public open space and associated works. Approval is sought for the principal means of vehicular access from Wrotham Road and all other matters are reserved.*
RESOLVED unanimously to object (see comments under public session);

4.2 **20250993 – Land Adjacent To, Longfield Road, Meopham**
*Outline application for the erection of up to 120 residential dwellings, public open space and associated works. Approval is sought for the principal mean of vehicular access from Longfield Road and all other matters are reserved.*
RESOLVED unanimously to object (see comments under public session);

4.3 **20251116 – Land West Of, Norwood Lane, Meopham**
*Outline application with all matters reserved (except access) for a development of up to 150 dwellings (Use Class C3), including affordable dwellings, and associated landscaping, public open space and infrastructure works.*
RESOLVED unanimously to object (see comments under public session);

4.4 **20250764 – Land South Of, White Post Lane, Cobham**
*Change of use of the land for the stationing of 8 mobile homes for gypsy and traveller use, erection of associated day rooms, soft landscaping and laying of hardstanding (part retrospective).*
RESOLVED to object (2 abstentions);

4.5 **20251123 – Land South Of, White Post Lane, Cobham**
*Part retrospective change of use of land to Gypsy/Traveller site comprising 2 individual pitches with the siting of a total of 3 Mobile Homes, 2 Touring Caravans, and 2 Dayrooms.*
RESOLVED to object (2 abstentions);

4.6 **20251132 – 63 Tradescant Drive, Meopham**
*Erection of first floor rear extension and single storey side extension, incorporating alterations to fenestration.*
RESOLVED no objection (3 abstentions);

4.7 **20251135 – Elizabeth House, The Street, Meopham**
*Changes to existing ground floor rear extension. Removal of existing ground floor WC/Utility room rear extension. Internal alterations and refurbishment.*
RESOLVED no objection subject to input from Conservation Officer (2 abstentions);

4.8 **20251136 – Elizabeth House, The Street, Meopham**
*Application for Listed Building Consent for the changes to existing ground floor WC/Utility room rear extension. Internal alterations and refurbishment.*
RESOLVED no objection subject to input from Conservation Officer (2 abstentions);

4.9 **20251143 – 30 Walnut Tree Way, Meopham**
*Conversion of garage to form habitable space. Erection of a detached garage.*
RESOLVED no objection (1 abstention);

**4.10 20251162 – Nurstead Court, Nurstead Church Lane, Meopham**
*Retrospective change of use of agricultural land to a dog day care facility (Sui Generis), together with the siting of 3 no. portacabins and a perimeter fence for a temporary period of 2 no. years.*
RESOLVED no objection (4 abstentions);

**4.11 20251179 – Jonita, Wrotham Road, Meopham**
*Erection of storage outbuilding in front garden.*
RESOLVED no objection subject to consultation with Southern Gas Network (SGN)(2 abstentions).

***The meeting closed at 20:56***

Item 3

# Meopham Parish Council

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LOCAL COUNCIL AWARD SCHEME FOUNDATION

A Civility & Respect Pledge Council

## Minutes of the Full Council Meeting held on Tuesday 9 December 2025 at 7:00pm at Cricket Pavilion, Meopham Green, Wrotham Road, DA13 0PZ

**Members Present:**
Cllr S Buchanan
Cllr D Bramer
Cllr R Collings
Cllr D Fisher
Cllr S Gofton
Cllr P Haslam – Vice-Chairman
Cllr D Johnson
Cllr S Johnson
Cllr D Sims
Cllr B Wade
Cllr P Watson

**In Attendance:**
12 members of the public
L Winter – Clerk

**Meeting commenced 19:02**

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

**F.C. 163** Apologies were received from Cllr McNamara (unwell).

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

**F.C. 164** Cllr Wade declared for Item 7.

**Item 3: Minutes of Previous Meeting: To approve the minutes of the meetings held on 25.11.25**

**F.C. 165** Cllr D Johnson proposed and Cllr Buchanan seconded that the minutes of the Full Council meeting of 25.11.25 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. 166** The Chairman welcomed the public and the members from the Meopham District Allotment Association, who introduced themselves.

**6.2 Borough Councillor and County Councillor**

**F.C. 167** There were no Borough Councillor or County Councillor present.

**6.3 Police**

**F.C. 168** There were no Police present.

**Item 5: Pitfield Green Toilets: To receive an update**

**F.C. 169** Update No5 on progress.

Councillors were asked to refer to the interim report following the meeting 21/11/25 regarding actions by them, which are included in the papers issued by the Clerk.

A new Mpan has been received but apparently we are unable to use the existing meter and will have to apply for a new one. From research Octopus appear to be the best value at present. The Clerk will sort this, but an alternative is Sustainable Advantage, who may be able to accelerate this, but for a £400 fee as they are a commercial company.

Materials have been ordered for new DB and delivered to the MPC Office.

The following works are outstanding:

1. Opening hours and roster to implement;
2. The PRM facility is currently secured with a RADAR key and I would recommend continuing this;
3. Replace the consumer unit prior to energisation / installation of new meter, in progress
4. New handles for the doors, new service door hinges, new key safe and key box, labels and signage (exception the PRM toilet alarm), coat hooks, works in progress;
5. Signage details to SirsEngraving – suggested text in report 25/11/25;
6. Quote of ongoing regular cleaning (Boom Services) enquiry sent;
7. Clerk to chase Orbis Security to remove the panels on windows;
8. Investigate further the no-operation of the wash station in the gents, needs power to do this;
9. Occupancy detection / reporting is under investigation, costs and more details shortly;
10. Replacement of outside lights.

**Item 6: Pitfield Green Toilets: To consider and approve:**

**F.C. 170** **a. the opening and closing days and hours**
RESOLVED the opening and closing times as 8am-6pm everyday except Christmas Day;

**b. the arrangements for the opening and closing (volunteers or contract)**
**c. the cleaning schedule (contract and frequency required)**
RESOLVED that 6a and 6b be considered together. Agreed on a full contract basis to open/close the facility and clean everyday within a cost envelope of £15K.

**d. signage – external 'Assistance require in the Reduced Mobility Toilet' and internally 'These premises are serviced & monitored by male and female personnel'**
RESOLVED to approve the signage;

**e. occupancy detection/counters (not required to get the toilets reopened but recommended if budget allows)**
RESOLVED to approve the occupancy detection/counters;

**f. additional reserves of £5.5k for a new path on the ladies side (not required to get the toilets reopened)**
RESOLVED to approve the new path at a cost of £5.5k from reserves.

**g. the use of the facility on Wednesday 17th December 2025 for the Carols on the Green Event (power or no power)**
RESOLVED that it was not necessary to open the facility for this event.

**Item 7: Cricket Pavilion: Review of use of the Cricket Pavilion and Health and Safety Assessments and arrangements**

**F.C. 171** Councillor Watson had request this item following an incident that occurred at the Act of Remembrance event especially as we had another event coming up which involved large public attendance including children. Questions were raised regarding the risk assessment which Councillor Buchanan confirmed was in place and that a First Aider was in attendance. Councillors agreed that lessons needed to be learnt including sign off of risk assessments clearly showing a paper trail.

**Item 8: Flags: Approve the purchasing of a replacement Union Flag and the UK 'Saints' flags for flying on the appropriate days**

**F.C. 172** RESOLVED to defer this item to January to identify the responsible person to fly and store the flag(s), and for the policy to be updated/amended to reflect this.

**Item 9: NALC/British Toilet Association Public Conveniences Snapshop Survey: To agree the response**

**F.C. 173** Councillor Bramer had requested this item and advised that MPC had not received any monetary value from GBC for the toilet block. However, she would add that they had been misled by GBC as they did not fully inform MPC of all the contracts involved with the running of the toilet block.

Councillor S Johnson asked whether items such as this, which are requesting a response, need to come before Full Council or whether these could be delegated to the Clerk. Other Councillors showed dissent to this, stating that they should come before Full Council.

The Clerk to submit the response.

**Item 10:** **Reforms to the Statutory Consultee System: To agree the response**

**F.C. 174** Following a debate it was agreed that MPC would not submit a response.

**Item 11:** **NALC Training – Beyond the Precept: To approve attendance @ £35 plus VAT and fees**

**F.C. 175** It was agreed that the Finance Officer and Councillor Gofton be booked into this online training.

**Item 12:** **Planning Application: To consider and make recommendations on the following planning application:**

**F.C. 176** **20251202 – 32 Longfield Road, Meopham, Gravesend, Kent DA13 0EN**
*Demolition of existing conservatory and erection of single storey read infill extension*

RESOLVED no objection.

**Item 13:** **Precept for 2026-2027: To set the precept for the 2026-2027 financial year**

**F.C. 177** The Clerk stated that GBC had issued a second provisional taxbase for 2026/27 and suggested that Councillors agree an option A and an option B.

GBC will finalise the taxbase at its meeting on Tuesday 16th December 2025. If the outcome is a different taxbase to either option then it will require another decision at the next Full Council meeting on 20th January 2026, as the setting of the precept must be agreed by Councillors, it cannot be delegated to the Clerk.

Councillors agreed that the reserves figure would be adjusted to keep the amount payable per Band D Household at £75.58 (exactly the same as last year).

Option A provisional taxbase of £3079.92 with reserves of £64,956.
The precept demand for 2026-2027 was agreed at **£232,780**
**OR**
Option B provisional taxbase of £3063.06 with reserves of £66,234.
The precept demand for 2026-2027 was agreed at **£231,502**

**Item 14: Financial Matters**

**F.C. 178** Councillors considered the documentation presented.

RESOLVED that:

11.1 The schedule of payments since the last meeting up to 30 November 2025 be agreed.
11.2 The receipts and payments report for the same period be received.
11.3 The bank statements and supporting Bank Reconciliation be received and signed.
11.4 The council reserves statement be received.
11.5 The Statement of Internal Control be approved.

**Item 15: Motions from Councillors:**

**15.1 Motion proposed by Cllr Collings: Professional Services Budget**
In light of current and expected development proposals affecting Meopham, I propose that:
The Council creates a ring-fenced 'Professional Services' budget of £25k in the current financial year, funded from reserves, to obtain legal, technical and expert advice on planning and related matters.
Any unspent balance at year end is rolled forward into the next financial year, giving up to £50k available across financial years 2025/26 and 2026/27.
The Clerk is given delegated authority to commit expenditure from this budget in line with Financial Regulations and within any overall limits set by Council.

PROPOSED by Councillor Collings. SECONDED by Councillor Fisher. All in favour.

**15.2 Motion proposed by Cllr D Johnson: Standing Agenda Item**
Subject to the Professional Services Budget motion being approved, propose that:
A standing agenda item is added to each Full Council meeting to consider any need for professional advice or reports on planning or related issues. This item will allow Council to note and, where necessary, ratify any use of delegated authority by the Clerk under the Professional Services budget.

PROPOSED by Councillor D Johnson. SECONDED by Councillor Buchanan. All in favour.

**15.3 Motion proposed by Cllr Collings: Traffic Assessment**
Subject to the Professional Services Budget motion being approved, I propose that:
The Council agrees in principle to commission a traffic assessment, including a single junction model (anticipated to be at the A227 / Green

Lane junction), at a cost of up to £8k, funded from the Professional Services budget.
The purpose of this work is to collect and model traffic data and report the findings objectively, to inform the Parish Council's responses to current and future planning applications and consultations.

Following a debate it was proposed to defer this decision until January 2026. PROPOSED by Councillor Buchanan. SECONDED by Councillor S Johnson. Councillor Collings as the proposer of the original motion agreed with the reasons for deferral. The proposal to defer was put to the vote. There were 8 in favour, 2 against and 1 abstention. Item deferred.

**The meeting ended 20:50**

Item 7

Outlook

**Re: Enquiry Regarding Hire of Meopham Village Green – Summer 2026 Community Event**

**From** marie.consort.events@gmail.com <marie.consort.events@gmail.com>
**Date** Tue 16/12/2025 3:19 PM
**To** Enquiries - Meopham Parish Council <enquiries@meopham-pc.gov.uk>

Hello Lisa,

Thank you for your reply.

Yes, we would hire in portaloos, security, obtain all relevant insurances and licences etc.

We try to sell the tickets as locally as possible, which means that most people can walk, catch a train, one of the local schools let's attendees use their car park for a small fee, which the school keeps and people can walk from there, which is approx a 5-10 minute walk).

The event in Bearsted runs from 12pm-9pm, although this can be flexible.

We do ask for access the day before so that a stage and any security fencing can be erected, ahead of time.

We currently use local food vendors from Bearsted but we also welcome people to bring their own picnics. We do not allow glass or shap objects at the event.

We also hire in a waste management company who provides us with large waste bins.

I will put together a more formal proposal, if you feel it may be of interest, so that you can send it to the councillors.

Kind regards

Marie

Yahoo Mail: Search, organise, conquer

On Tue, 16 Dec 2025 at 14:41, Enquiries - Meopham Parish Council <enquiries@meopham-pc.gov.uk> wrote:

> Good afternoon
>
> Thank you for your email. We do not have one particular Councillor for you to discuss this with, as any decision has to be agreed by all our Councillors. I, as the Clerk, would be able to put this before Full Council, but would require much more detail, such as:
>
> do you hire portaloos for the event?
> where do people park for the event at Bearstead Village Green, as we are a linear village with very, very limited parking?
> how long is the event?
> do you have food trucks?
> how do you normally power the event?

Kind Regards,

**The Parish Council Officers**

Lisa Winter (Clerk and RFO) and Tracey Hanlon (Finance & Grants Officer)
Meopham Parish Council - www.meopham-pc.gov.uk

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**From:** marie.consort.events@gmail.com <marie.consort.events@gmail.com>
**Sent:** Monday, December 15, 2025 4:50 PM
**To:** Enquiries - Meopham Parish Council <enquiries@meopham-pc.gov.uk>
**Subject:** Enquiry Regarding Hire of Meopham Village Green – Summer 2026 Community Event

Good afternoon,

I am writing to enquire about the possibility of hiring Meopham Village Green for a community event in summer 2026, and to ask whether a Councillor might be available to discuss this further with me.

I organise an established community event called *Music on the Green*, which currently takes place on Bearsted Village Green, where I am a resident. The event is focused on bringing the local community together while raising funds for local schools and charities.

The day features live music from a range of bands performing on a stage, children's entertainment, and active involvement from local businesses wherever possible. The event has been running successfully for several years and is always very well attended.

Following this success, I am now exploring the possibility of hosting Music on the Green in other villages, and I believe Meopham could be a wonderful fit.

I would be very grateful if a Councillor could get in touch so that we could discuss the idea in more detail and explore whether this would be suitable for Meopham.

Kind regards,

Marie Selby

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Yahoo Mail: Search, organise, conquer

Music on the green 2026 Fundementals

**Consort Events Ltd**

Marie Selby – 07403469376/ maselby05@yahoo.co.uk

**Proposed Date/ Time**

Saturday 20th June 2026

12:00 – 21:00

**Location:** Meopham Green

**Venue Capacity:** (to be confirmed with Parish Council)

**Ticket Sales:** approx 1000 -1750

**Audience ages:**

Families and adults of all ages

**Ticket Prices:**

£10-£20

Dear Members of Meopham Parish Council,

I am writing to formally request permission to use Meopham Village Green for a community music event aimed at families and adults of all ages.

The event will feature a small stage with performances from local bands and artists, showcasing a variety of musical styles including 1960s music, pop, jazz, country, and more. In addition, we will provide children's entertainment to ensure there is something enjoyable for everyone in the community.

We currently operate a similar event in Bearsted, which has proven to be extremely popular and successful, bringing local residents together in a safe and welcoming environment. As part of our community focus, we also invite local schools and a local charity to attend the event to raise awareness and funds.

Attendees will be welcome to bring their own food and drinks, although a selection of food and drink vendors will also be available on site.

This is a family-friendly event, and we have an excellent track record with no previous issues. However, to ensure the safety and wellbeing of all attendees, we will employ professional security staff and have a private ambulance service present throughout the event.

Portable toilets will be provided and are typically delivered the day before the event and collected the day after. Partial security fencing will also be erected the day prior and dismantled the following morning.

We will obtain all relevant insurances, licences, safety documentation, and a comprehensive event management plan, all of which will be provided to the Parish Council for review and record-keeping well in advance of the event.

Consort Events will also invite the local schools to attend the event and fundraiser, as well as a local charity.

We believe this event would be a positive addition to the Meopham community and would be delighted to work closely with the Parish Council to ensure it meets all requirements and expectations.

Thank you very much for your time and consideration. I would be happy to provide any further information or attend a meeting if required

| Agenda Item | 9 |
|---|---|
| Meeting Date | Full Council<br>Tuesday 20th January 2026 |
| Report Title | Memorial Bench |
| Recommendation/s | See report |
| Prepared By | Clerk and RFO – Lisa Winter |

**Detailed Information**

We have been approached by Ms Evers enquiring about a bench on the village green in memory of her late daughter, Clare Muldoon.

The family have previously requested a memorial bench in memory of their daughter on two previous occasions. The moratorium on memorial benches had prevented them from having one. However, she was now aware that a new bench to replace one in very poor condition on Meopham Green had recently been approved.

She is aware that there are other benches on Meopham Green that are in very poor condition, and requests that they be allowed to replace one of these. They would like to do this at Meopham Green as their daughter started work many years ago in the then Kings Arms, so would be particularly fitting to have it on this Green. The family as a whole come from a long line of Meopham residents.

The family are more than willing to follow the procedures that Meopham Parish Council put in place for this, including being told which bench to replace, the type to replace it with and the contribution for its maintenance.

Councillors are advised that the moratorium on allowing memorial benches and trees has not been revoked. However, they recently approved the replacement of a bench that was in very poor condition subject to the requester bearing the costs to remove and install a new one, and paying a donation charge of £500 that covers 10 years maintenance. The requester was also advised of the 2 types of benches permitted by the Council.

RECOMMENDATION: To consider and approve the replacement of a bench that Councillors identify as 'in very poor condition'.

Item 12

KALC

Serving Parish & Town Councils in Kent

# Don't forget your nominations for the KALC Community Awards! Closing date is 30 January 2026

Don't forget your nominations for this year's KALC Community Awards - the closing date is fast approaching for you to praise your community unsung heros! Your recipients don't have to take their honour locally: there's the opportunity for the High Sherriff, Jonathan Neame, to present them on an evening reception at Faversham if you wish. Either way, the KALC Community Awards are your chance to make someone smile for the help and dedication they give to the place that they live in. 😃

**Further information on page 4**

# KALC COMMUNITY AWARDS 2026

## A L M O S T   T I M E   T O   C L O S E   N O M I N A T I O N S !

**KALC Community Awards Scheme 2026**

***Supported by Kent County Council, the High Sheriff of Kent, and the Mayor of Medway***

***The Kent Association of Local Councils*** (KALC) is proud to announce the launch of the 2026 Community Awards Scheme, which is designed to celebrate individuals and groups who have made a significant contribution to their local communities.

**Purpose of the Awards**

The scheme aims to recognise those whose dedication, service, or actions have helped their town, village, or parish.

Whether through long-standing commitment or a single remarkable act, these awards honour the unsung heroes among us.

**Key Dates**

- ***Nomination Deadline: 30 January 2026***
- Award Presentations: To take place at Local Council Annual Meetings between March and June 2026

**Eligibility**

Anyone who lives or works within the Local Council boundary and has made a meaningful contribution to the community can be nominated.

***Please note that campaign groups are not eligible.***

**Nomination Process**

Each Council will determine its own method for selecting nominees and may already have someone in mind or it can choose to invite nominations from residents.

**Award Criteria**

There is no set criteria, to allow each Council to define what "significant contribution" means to them. However, councils might like to consider:

- Length and consistency of service
- Inspirational achievements
- Challenges which have been overcome
- Community impact and reach

**Award Presentation**

Winners will receive a Certificate of Recognition, signed by the Kent County Council Chairman, the Mayor of Medway, the High Sheriff of Kent, and the KALC Chairman.

Awards are presented by your Chairman/Mayor at your Annual Meeting. If desired, a representative from one of the scheme's supporters may attend—please contact KALC to arrange this.

***Nomination Deadline:***
***30 January 2026***
***Please send your nominations***
***to***
***Laura Dyer at KALC***
***manager@kentalc.gov.uk***

# 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

| **Agenda Item** | Item 13 |
|---|---|
| **Meeting Date** | 20th January 2026 |
| **Report Title** | Tree Maintenance |
| **Recommendation/s** | To approve the work to the trees identified as T009 and T006 and authorise the additional costs |
| **Prepared By** | Clerk – Lisa Winter |

**Detailed Information**

**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.

Following the above decision a contractor has issued a report on T009 following the wound inspection/probe (attached) and a report on T006 (report attached).

As per the reports, the felling of both these trees are recommended. Due to the timescales involved, permission has been sought from GBC, but would be subject to the approval of full council.

The Clerk was authorised to use £6K for the original works, but following the report on T009 and the additional report for work on T006, the costs are more significant.

**RECOMMENDATION**: To approve the felling of T009 and T006 and authorise the additional costs as per the estimate attached.

Item 13

**Elite Tree Care and Gardening Services Ltd**
13 Montpelier Avenue
Bexley
KT
DA53AP
+0132251797007522088482
elitetreecare@hotmail.com
VAT Registration No.: 461957070

Elite Tree Care
& Gardening Services LTD

# Estimate

**ADDRESS**
TRACY HANLON
STEELES LANE
MEOPHAM
DA13 0PZ

**ESTIMATE NO.** 3819
**DATE** 12/01/2026

| DATE | ACTIVITY | DESCRIPTION | QTY | RATE | AMOUNT |
|---|---|---|---|---|---|
| | **Tree Surgery** | T001 – Common Ash<br>T002 – Common Ash<br>T003 – Cherry<br>Fell all above trees down to ground level. All major branches and timber to be left within the wooded area to retain valuable habitat.<br>Cost: £950.00 + VAT | 1 | 950.00 | 950.00 |
| | **Tree Surgery** | T004 – Common Ash<br>Prune back one large stem overhanging the main road. Arisings to be chipped on-site. | 1 | 400.00 | 400.00 |
| | **Tree Surgery** | T009 – Horse Chestnut<br>Fell one mature Horse Chestnut tree down to ground level and treat stump using Eco-plugs. Due to decay in the main stem, the tree will be dismantled using a MEWP and rope access system.<br>All waste to be removed from site.<br>(Associated tree condition report previously issued via email.) | 1 | 3,000.00 | 3,000.00 |
| | **Tree Surgery** | T011 – Silver Birch<br>Trim back from nearby infrastructure and carry out crown lifting to remove lower growth away from the building. | 1 | 650.00 | 650.00 |
| | **Tree Surgery** | Horse Chestnut – Opposite War<br>T006 | 1 | 1,250.00 | 1,250.00 |

| DATE | ACTIVITY | DESCRIPTION | QTY | RATE | AMOUNT |
|---|---|---|---|---|---|
| | | Memorial<br>Fell one Horse Chestnut tree down to ground level using a MEWP due to evidence of decay at the base.<br>(Associated tree condition report previously issued via email.) | | | |

| | |
|---|---|
| SUBTOTAL | 6,250.00 |
| VAT TOTAL | 1,250.00 |
| TOTAL | **£7,500.00** |

VAT SUMMARY

| RATE | VAT | NET |
|---|---|---|
| VAT @ 20% | 1,250.00 | 6,250.00 |

Accepted By

Accepted Date

T006

Outlook

## Re: Tree Work

**From** charlie stone <elitetreecare@hotmail.com>
**Date** Mon 2025-12-15 2:35 PM
**To** Finance & Grants Officer - Meopham Parish Council <financeofficer@meopham-pc.gov.uk>

3 attachments (15 MB)
IMG_2940.jpeg; IMG_2938.jpeg; IMG_2939.jpeg;

Good afternoon Tracey

I will be sending the quotes through shortly for the works please see below what I'd recommend on the horse chestnut.

**TREE CONDITION & RECOMMENDATION**

Species: Horse Chestnut (Aesculus hippocastanum) - T006

Location: Meopham Green - MAP 2

Assessment: Visual Tree Assessment (VTA)

## Findings

The tree shows significant decay at the base of the stem, with exposed and deteriorating wood present (Please see photos attached)

Further evidence of internal decay and a hollow cavity within the main stem approximately 5–6 metres above ground level indicates reduced structural integrity.

## Risk

Due to the extent of decay and the tree's proximity to surrounding features, failure of the tree would likely result in impact with the adjacent war memorial, presenting an unacceptable risk.

## Management Advice

Pollarding or heavy crown reduction is not advised, as Horse Chestnut responds poorly to severe pruning and the existing decay would significantly increase the risk of future structural failure.

## Recommendation

It is recommended that the tree be:

- Felled
- Stump ground
- Replanted with a suitable native tree species

## Conclusion

Retention of this tree is not considered safe. Removal and replacement is the most appropriate course of action.

**Charlie Stone**
*Certified Tree Surgeon | NPTC Qualified*
**Elite Tree Care & Gardening Services Ltd**
*"Expert Tree Care and Gardening Solutions Since 2011"*

**Contact Details:**
01322 517 970
Elitetreecare@hotmail.com
www.elitetreecareltd.co.uk
13 Montpelier Avenue, Bexley, Kent DA5 3AP
**Why Choose Us?**
• Over 15 Years of Industry Experience

T 009

Outlook Report following wound inspection/probe

Re: Tree Work

From charlie stone <elitetreecare@hotmail.com>
Date Tue 2026-01-06 10:07 PM
To Finance & Grants Officer - Meopham Parish Council <financeofficer@meopham-pc.gov.uk>

2 attachments (2 MB)
IMG_3107.jpeg; IMG_3109.jpeg;

Hi Tracey

We went out and investigated the Large Horse chestnut today I have attached some photos of the Decay in the union which I agree with on the initial report that was done by the other surveyor

Please see my report below -

**Arboricultural Report – Recommendation for Felling**

Client: Meopham Parish Council

Site Address: Meopham Green

Tree Species: Horse Chestnut. T0009 (Aesculus hippocastanum)

Tree Form: Multi-stem

Inspection Date: 06/01/2026

Inspected By: Charlie Stone

## Tree Condition & Observations

- The subject tree is a mature multi-stem horse chestnut.

- One primary stem has failed historically, leaving a large exposed wound at the upper stem union.
- Visual inspection shows advanced internal decay at the point of previous failure, with extensive loss of sound structural wood.
- Decay is present within the main stem junction, compromising the integrity of the remaining stems.
- The defect is located at a critical structural point, significantly reducing the tree's ability to safely withstand wind loading.

## Risk Assessment

- The remaining stems are now structurally reliant on compromised tissue.
- Horse chestnut is known to have poor compartmentalisation of decay.
- The likelihood of failure is high, and the consequences of failure would be severe, due to the size and weight of the remaining stems.
- Failure is likely to occur without visible warning.

## Management Options Considered

- Crown reduction: Not suitable – does not address internal decay at the stem union.
- Bracing: Not appropriate due to advanced decay and loss of load-bearing wood.
- Retention: Not advisable due to unacceptable risk level.

## Recommendation

Due to the presence of advanced decay at a primary stem union, the tree presents an unacceptable risk to persons and property.

It is therefore recommended that the tree be felled in its entirety as soon as reasonably practicable.

## Conclusion

The structural defects observed are irreversible and will continue to deteriorate. Felling is the only appropriate course of action to eliminate the risk of catastrophic failure.

**Charlie Stone**
*Certified Tree Surgeon | NPTC Qualified*
**Elite Tree Care & Gardening Services Ltd**
*"Expert Tree Care and Gardening Solutions Since 2011"*

**Contact Details:**
01322 517 970

Item 15

Outlook

**Fw: KCC TPMS - Meopham Medical Centre - Wrotham Road - sustainable travel grants 2025-26**

**From** [redacted] (MEOPHAM MEDICAL CENTRE) [redacted]
**Date** Mon 24/11/2025 4:19 PM
**To** Enquiries - Meopham Parish Council <enquiries@meopham-pc.gov.uk>

Good Afternoon,

I recently applied for funding as part of the KCC Kent Active Travel grant, but unfortunately we were not accepted due to high volume of applications. I wondered if Meopham Parish Council had any such funding that we could apply for, as we would really like to install a cycle rack at the surgery to encourage staff and patients to cycle instead of drive? Do you know of any such funding that we could apply for?

Kind Regards

[redacted]

*Meopham Medical Centre*

My working days are Monday, Wednesday, Thursday and Friday.



---

**From:** [redacted] on behalf of [redacted]
**Sent:** 24 November 2025 11:38
**To:** [redacted] (MEOPHAM MEDICAL CENTRE) [redacted]
**Subject:** KCC TPMS - Meopham Medical Centre - Wrotham Road - sustainable travel grants 2025-26





[this is a resend of an earlier message sent on 19/Nov/2025 at 13:36:02]

Dear [redacted]

Thank you for your interest in the Kent active travel business grant. Unfortunately, on this occasion, your application has not been successful.

We received a high volume of applications and, as a result, are only able to support a limited number of Kent businesses in promoting walking, wheeling, and cycling for staff and customers.

We are hopeful that this funding may be available in future years and would encourage you to apply again.

If you have any further questions, please feel free to contact me.

Thanks again and best wishes,

[redacted]
Active Travel Project Officer
email: ActiveTravel@kent.gov.uk

Item 17.1

# Meopham Parish Council

## PAYMENTS LIST

15 January 2026 (2025-2026)

| Vouche | Code | Date | Minute | Bank | Payment Ref. | Description | Supplier | VAT Type | Net | VAT | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 157 | Streetlights | 01/12/2025 | FC57 | Unity Trust Bank | | Street Lights Maintenance Conl | Streetlights | S | 976.00 | 195.20 | 1,171.20 |
| 158 | ALLOTMENT MAINTENANCE | 02/12/2025 | FC 111 | Unity Trust Bank | | ALLOTMENTS - DRIVEWAY | Hooper & Sons Ltd | S | 3,124.30 | 624.86 | 3,749.16 |
| 159 | Communications & IT | 04/12/2025 | | Unity Trust Bank | | Phone System | HELIOCENTRIX/MICROSOF | S | 169.20 | 33.84 | 203.04 |
| 162 | Community Events | 11/12/2025 | FC123 | Unity Trust Bank | | MPC - EXPENSES | Barbara Wade | X | 16.64 | | 16.64 |
| 163 | PITFIELD TOILETS | 11/12/2025 | FC80 | Unity Trust Bank | | Electricity Supply | LV CONNECTIONS LIMITEI | S | 2,260.42 | 452.08 | 2,712.50 |
| 161 | Trees | 11/12/2025 | FC121 | Unity Trust Bank | | TREE MAINTENANCE | NORTH DOWNS TREE CAR | Z | 2,500.00 | | 2,500.00 |
| 160 | Communications & IT | 11/12/2025 | | Unity Trust Bank | | IT SUPPORT | HELIOCENTRIX/MICROSOF | S | 23.38 | 4.68 | 28.06 |
| 167 | Community Events | 15/12/2025 | | Unity Multipay Card | | REFRESHMENTS | WAITROSE | X | 43.00 | | 43.00 |
| 168 | Community Events | 15/12/2025 | FC151 | Unity Trust Bank | | Christmas Event/Tree | Meopham Parish Council | X | 45.00 | | 45.00 |
| 166 | New Website Project | 15/12/2025 | FC 60 | Unity Trust Bank | | WEBSITE RENEWAL | NARKE DESIGN | Z | 700.00 | | 700.00 |
| 165 | Training | 15/12/2025 | FC 97 | Unity Trust Bank | | Training | Mulberry & Co | S | 495.00 | 99.00 | 594.00 |
| 164 | Photocopier Contract | 15/12/2025 | CONTRACT | Unity Trust Bank | | Photocopier Lease & Printing C | Smart Office Solutions | S | 352.02 | 70.40 | 422.42 |
| 169 | Office Rent | 15/12/2025 | CONTRACT | Unity Trust Bank | | Office Rent | St Johns Centre | Z | 54.00 | | 54.00 |
| 170 | Office Rent | 15/12/2025 | CONTRACT | Unity Trust Bank | | Office Rent | St Johns Centre | X | | | |
| 171 | PITFIELD TOILETS | 16/12/2025 | FC80 | Unity Trust Bank | | PITFIELD TOILETS | SIRS ENGRAVING LTD | S | 282.00 | 56.40 | 338.40 |
| 172 | PITFIELD TOILETS | 16/12/2025 | FC80 | Unity Trust Bank | | PITFIELD TOILETS | REXEL UK LTD | S | 3.41 | 0.68 | 4.09 |
| 173 | PITFIELD TOILETS | 16/12/2025 | FC80 | Unity Trust Bank | | PITFIELD TOILETS | REXEL UK LTD | S | 3.85 | 0.77 | 4.62 |
| 174 | PITFIELD TOILETS | 16/12/2025 | FC80 | Unity Trust Bank | | PITFIELD TOILETS | REXEL UK LTD | S | 272.96 | 54.59 | 327.55 |
| 175 | Payroll Services | 18/12/2025 | CONTRACT | Unity Trust Bank | | PAYROLL SERVICES | DM Payroll Services | S | 84.00 | 16.80 | 100.80 |
| 180 | PITFIELD TOILETS | 22/12/2025 | FC80 | Unity Multipay Card | | PITFIELD TOILETS | Amazon | S | 32.48 | 6.50 | 38.98 |
| 176 | PITFIELD TOILETS | 22/12/2025 | FC170 | Unity Trust Bank | | PITFIELD TOILETS | Hooper & Sons Ltd | S | 5,424.87 | 1,084.97 | 6,509.84 |
| 188 | PITFIELD TOILETS | 22/12/2025 | FC80 | Unity Trust Bank | | PITFIELD TOILETS | ECO ELECTRICAL SERVICE | X | 220.00 | | 220.00 |
| 189 | PITFIELD TOILETS | 22/12/2025 | FC80 | Unity Trust Bank | | PITFIELD TOILETS | REXEL UK LTD | S | 10.52 | 2.11 | 12.63 |
| 190 | PITFIELD TOILETS | 22/12/2025 | FC80 | Unity Trust Bank | | PITFIELD TOILETS | REXEL UK LTD | S | 4.52 | 0.91 | 5.43 |
| 191 | PITFIELD TOILETS | 22/12/2025 | FC80 | Unity Trust Bank | | PITFIELD TOILETS | REXEL UK LTD | S | 77.35 | 15.47 | 92.82 |
| 179 | ALLOTMENT MAINTENANCE | 22/12/2025 | | Unity Multipay Card | | TITLE DEEDS | HM Land Registry | X | 66.95 | | 66.95 |
| 184 | Staff Salaries Tax & NIC | 22/12/2025 | | Unity Trust Bank | | Salary | L Winter | X | 2,317.89 | | 2,317.89 |
| 185 | Staff Salaries Tax & NIC | 22/12/2025 | | Unity Trust Bank | | Salary | T Hanlon | X | 720.95 | | 720.95 |
| 186 | Staff Pensions | 22/12/2025 | | Unity Trust Bank | | Pension Contributions | KCC | X | 696.15 | | 696.15 |
| 187 | Office Rent | 22/12/2025 | | Unity Trust Bank | | Office Rent | St Johns Centre | Z | 543.75 | | 543.75 |
| 177 | Office Supplies | 22/12/2025 | | Unity Multipay Card | | OFFICE SUPPLIES | Amazon | S | 64.79 | 12.96 | 77.75 |
| 178 | Office Supplies | 22/12/2025 | | Unity Multipay Card | | OFFICE SUPPLIES | Amazon | S | 9.08 | 1.82 | 10.90 |
| 181 | Office Supplies | 22/12/2025 | | Unity Multipay Card | | OFFICE SUPPLIES | Amazon | S | 8.32 | 1.67 | 9.99 |

30

# Meopham Parish Council

## PAYMENTS LIST

| Vouche | Code | Date | Minute | Bank | Payment Ref. | Description | Supplier | VAT Type | Net | VAT | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 182 | Office Supplies | 22/12/2025 | | Unity Multipay Card | | OFFICE SUPPLIES | Amazon | S | 93.52 | 18.70 | 112.22 |
| 183 | Bank Charges | 22/12/2025 | | Unity Multipay Card | | Multi Pay Card Charges | Unity Bank | Z | 6.00 | | 6.00 |
| 192 | Bank Charges | 31/12/2025 | | Unity Trust Bank | | BANK CHARGES | Unity Bank | X | 9.60 | | 9.60 |
| | | | | | | | | **Total** | **21,711.92** | **2,754.41** | **24,466.33** |

31

Voucher Code 151 FC 51

Streetlights
PO Box 545
Gravesend
DA12 9RB

Invoice **Page** 1

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

15745

12/11/2025

MEOPHAMP

| Details | Unit Price | Net Amt | VAT % | VAT |
|---|---|---|---|---|
| Re: Quoted Works | | | | |
| Attention of: Lisa Winter | | | | |
| Column 36, Tradescant Drive - Supplied and installed 1 x 5m Galvanised column, transferred lantern and tested. | | | | |
| For the sum of: | 976.00 | 976.00 | 20.00 | 195.20 |

**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** | 976.00 |
| **Carriage Net** | 0.00 |
| **Total VAT Amount** | 195.20 |
| **Invoice Total** | 1,171.20 |

Voucher code [illegible] FCM

# Hooper & Sons Limited

*Paving, Foundations, Drainage & Groundwork Specialists*
*Hooper's Yard, Nurstead Church Lane, Meopham, Kent DA13 9AD*
Tel: 01474 815554 / 815595 Mobile: 07917 792733/792735
*www.hooperandsons.co.uk*

**INVOICE TO :**

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

| Tax Date | Invoice Number |
|---|---|
| 01/12/2025 | HS8382 |

| P.O. Number | Draw Number |
|---|---|
| | |

| Terms | Waste Carriers Licence |
|---|---|
| net 14 | CBDU47769 |

| Item | Description | £ |
|---|---|---|
| 1 | All works as estimated Ref - 662 - Revised 09.10.2025<br>Southdown Shaw Allotments - as attached Option B | 3,274.30 |
| 2 | As per estimate less RAMS as not required | -150.00 |

| | |
|---|---|
| Subtotal | 3,124.30 |
| Vat | 624.86 |
| Total Due | 3,749.16 |

Voucher Code 131

**Helio**centrix
IT Consultancy + Support

**Heliocentrix Ltd**
**Beech House**
**Thorn Road**
**Marden, Kent TN12 9EJ**
**01732 600170**

| **Bill To:** |
|---|
| Meopham Parish Council<br>Attn: Tracey Hanlon<br>St Johns Centre<br>Wrothham Road<br>Meopham, DA13 0AA<br>United Kingdom |

| **Date** | **Invoice** |
|---|---|
| 01/12/2025 | 28808 |

| **Terms** | **Due Date** | **PO Number** | **Reference** |
|---|---|---|---|
| Net 15 days | 16/12/2025 | | Monthly Billing for December |

| Managed Services Details | Quantity | Price | Amount |
|---|---|---|---|
| Agreement Microsoft 365 - Monthly Licenses | | | |
| Microsoft Teams Phone with Calling Plan for 3000 UK Minutes | 4.00 | £15.72 GBP | £62.88 GBP |
| Microsoft Teams Phone Resource Account (Monthly\NCE) | 10.00 | £0.00 GBP | £0.00 GBP |
| Microsoft 365 - Business Standard License, includes:<br>- Microsoft Office Desktop and Mobile<br>- Exchange Email<br>- OneDrive \ SharePoint<br>- Microsoft Teams | 3.00 | £11.52 GBP | £34.56 GBP |
| Microsoft 365 Business Basic<br>- Exchange Email up to 50GB<br>- Teams<br>- OneDrive \ SharePoint | 13.00 | £5.52 GBP | £71.76 GBP |
| | | **Total Managed Services Details:** | **£169.20 GBP** |

Payment can be made by BACS or Direct Debit. If you would like information on how to setup a Direct Debit, please contact sales@heliocentrix.co.uk. For payment by BACS use Heliocentrix Limited, Sort Code: 60-83-71 & Account Number: 56471596. Please ensure that you use either your company name or invoice number as a reference.

| | |
|---|---|
| **Invoice Subtotal:** | £169.20 GBP |
| **UK-VAT @ 20%:** | £33.84 GBP |
| **Invoice Total:** | **£203.04 GBP** |
| **Payments:** | £0.00 GBP |
| **Credits:** | £0.00 GBP |
| **Balance Due:** | **£203.04 GBP** |

Registered in England & Wales at above address 6608801
VAT Registration Number GB 971 7999 48

Voucher Code 163 FC 80.

LV Connections Ltd

# TAX INVOICE

Meopham District Council

**Invoice Date**
9 Dec 2025

**Invoice Number**
INV019-1704

**Reference**
Pitfield drive public toilets (final payment)

**VAT Number**
GB 308849179

LV Connections Ltd
The Byre
Anchor Lane
Wadesmill
Ware
Hertfordshire
SG12 0TE
GBR

| Description | Quantity | Unit Price | VAT | Amount GBP |
|---|---|---|---|---|
| 100A Metered Power supply for toilet block for Pitfield Drive public toilets DA13 0AU as per quote dated 16/10/25 (final payment) | 1.00 | 2,260.42 | 20% | 2,260.42 |
| | | | Subtotal | 2,260.42 |
| | | | TOTAL VAT 20% | 452.08 |
| | | | **TOTAL GBP** | **2,712.50** |

**Due Date: 6 Jan 2026**
Payment terms are strictly 30 days from date of invoice.
Please pay funds into account shown below
Bank Details
Santander
Sort Code: 09-01-29
Account No. 42045836

# PAYMENT ADVICE

To: LV Connections Ltd
The Byre
Anchor Lane
Wadesmill
Ware
Hertfordshire
SG12 0TE
GBR

| | |
|---|---|
| **Customer** | Meopham District Council |
| **Invoice Number** | INV019-1704 |
| **Amount Due** | **2,712.50** |
| **Due Date** | 6 Jan 2026 |
| **Amount Enclosed** | |

Enter the amount you are paying above

Company Registration No: 11106672. Registered Office: The Byre, Anchor Lane, Wadesmill, Ware, Hertfordshire, SG12 0TE, GBR.

Voucher code 161 . FC121

# INVOICE

From: NORTH DOWNS TREE CARE
Highfield
White Horse Road
Meopham
Kent
DA13 0UF
United Kingdom

To: Meopham parish council
Meopham Parish Council

| | |
|---|---|
| **Issue Date** | 03/12/2025 |
| **Invoice No.** | 000524 |
| **Due Date** | 02/01/2026 |

Pay Online at: **https://northdownstreecare.quickfile.co.uk**

| Description | Unit Cost | Qty | Total |
|---|---|---|---|
| Tree works carried out at Hook Green as quoted | 2,500.00 | 1 | 2,500.00 |

| | |
|---|---|
| Sub Total: | 2,500.00 |
| Total: | 2,500.00 |
| Amount Paid: | 0.00 |
| **Balance Due (GBP):** | **2,500.00** |

Payment due on completion.

BACS payments details:
Account name = Daniel Hitchcock
Account number = 36687056
Sort code = 60-83-71

Voucher Code 160.

Heliocentrix
IT Consultancy + Support

**Heliocentrix Ltd**
**Beech House**
**Thorn Road**
**Marden, Kent TN12 9EJ**
**01732 600170**

| **Bill To:** |
| --- |
| Meopham Parish Council<br>Attn: Tracey Hanlon<br>St Johns Centre<br>Wrothham Road<br>Meopham, DA13 0AA<br>United Kingdom |

| **Date** | **Invoice** |
| --- | --- |
| 30/11/2025 | 28996 |

| **Terms** | **Due Date** | **PO Number** | **Reference** |
| --- | --- | --- | --- |
| Net 15 days | 15/12/2025 | | |

| Services | Work Type | Hours | Rate | Amount |
| --- | --- | --- | --- | --- |
| Billable Services | | | | |
| Technician | Support - Remote | 0.25 | 93.50 | £23.38 GBP |
| | | | **Total Services:** | **£23.38 GBP** |

Payment can be made by BACS or Direct Debit. If you would like information on how to setup a Direct Debit, please contact sales@heliocentrix.co.uk. For payment by BACS use Heliocentrix Limited, Sort Code: 60-83-71 & Account Number: 56471596. Please ensure that you use either your company name or invoice number as a reference. A breakdown of the time entries can be found on page 2.

| | |
| --- | --- |
| **Invoice Subtotal:** | £23.38 GBP |
| **UK-VAT @ 20%:** | £4.68 GBP |
| **Invoice Total:** | **£28.06 GBP** |
| **Payments:** | £0.00 GBP |
| **Credits:** | £0.00 GBP |
| **Balance Due:** | **£28.06 GBP** |

Registered in England & Wales at above address 6608801
VAT Registration Number GB 971 7999 48

**Invoice Time Detail**

**Invoice Number:** 28996
**Company:** Meopham Parish Council

**Location: Main    Charge To: Meopham Parish Council / HTB website**

| Notes | Bill | Hours | Rate | Ext Amt |
|---|---|---|---|---|
| **Service Ticket:**266743<br>**Summary:**HTB website<br>**Contact:**Hanlon, Tracey | Y | 0.25 | 93.50 | £23.38 |

**Subtotal: £23.38**

**Invoice Time Total:** **Billable Hours:** **0.25**

Voucher Code 166 FC 60.

# this is your invoice

narkedesign ESTABLISHED 2001 Parish WEB AND HOST

**Invoice Date** 12/12/2025
**Due Date** 22/12/2025
**Invoice Number** INV1034232

**Phone** 01908 507848
**Fax** 01280 812 653
**E-mail** info@narkedesign.com
www.narkedesign.com

Meopham Parish Council
St Johns Centre
Wrotham Road
DA13 0AA

**Ref** Additional Work
**Phone** 01474 813779
**E-mail** enquiries@meopham-pc.gov.uk

| description | qty | price | amount |
|---|---|---|---|
| Development: Additional work to upload archive PDF docs - £280 x 2.5 days | 1 | £700.00 | £700.00 |

NET £700.00

**TOTAL £700.00**

## payment advice

Paying by cheque: Please write the invoice number on the back and post to: Narked Ltd, c/o Balmer Accountants, 11 Little Balmer, Buckingham, MK18 1TF.

Important: When Paying By Bacs - Please reference the transaction with your invoice number. Thank you for your business!

Thank you for your business!

For cheques: Please post to, Narked Ltd, C/O Balmer Accountants, 11 Little Balmer, Buckingham, MK18 1TF.

**Bank** Barclays
**Bank Account** 83799387
**Sort code** 205740
**Reference** INV1034232
**Name on Account** Narked Ltd

**Cheques payable to** Narked Ltd

**Customer** Meopham Parish Council
**Invoice Number** INV1034232
**Due Date:** 22/12/2025
**Amount Due** £700.00
**Amount Enclosed** ________

Voucher Code 163. FC 97

# TAX INVOICE

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

**Invoice Date**
12 Dec 2025

**Invoice Number**
INV-1799

**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 |
|---|---|---|---|---|
| Delivery of Councillor Training 19 Nov 25 | 1.00 | 450.00 | 20% | 450.00 |
| Mileage 100 miles charged at 45p per mile | 1.00 | 45.00 | 20% | 45.00 |
| | | | Subtotal | 495.00 |
| | | | TOTAL VAT 20% | 99.00 |
| | | | **TOTAL GBP** | **594.00** |

**Due Date: 11 Jan 2026**
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-1799
**Amount Due** 594.00
**Due Date** 11 Jan 2026
**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 Code 164

Smart Office Solution

MANAGED PRINT SERVICES

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

**T. 01622 809508**
**E. finance@smartofficegroup.com**

# Invoice

**Invoice To**

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

| | |
|---|---|
| **Invoice No.** | 654674 |
| **Invoice Date** | 11/12/2025 |
| **Order #** | |
| **Account #** | MEO004 |
| **Page #** | 1/1 |



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

| Description | Unit amount | Quantity | Net amount |
|---|---|---|---|
| **Mono** | | | |
| **Via Remote Billing** | | | |
| Reading at 11/12/2025 is 18,019<br>Reading at 16/09/2025 as 15,820 | | | |
| Usage for period: 03/09/2025 to 02/12/2025 | 0.00000 | 2,199 | 0.00 |
| **Colour** | | | |
| **Via Remote Billing** | | | |
| Reading at 11/12/2025 is 39,727<br>Reading at 16/09/2025 as 38,286 | | | |
| Usage for period: 03/09/2025 to 02/12/2025 | 0.00000 | 1,441 | 0.00 |
| Network support charge for period: 03/09/2025 to 02/12/2025 | 90.00 | 1 | 90.00 |
| Rental charge for period: 03/12/2025 to 02/03/2026 | 247.02 | 1 | 247.02 |
| Non-Direct Debit charge for period: 03/09/2025 to 02/12/2025 | 15.00 | 1 | 15.00 |

**The amount due will be collected by Direct Debit on or immediately after 14 days, due by 25/12/2025**

41

| | | |
|---|---|---|
| **Net Total** | GBP | 352.02 |
| **Tax Total** | GBP | 70.40 |
| **Invoice Total** | GBP | 422.42 |

Voucher code 168/169 FC151

**The PCC of St John the Baptist Church, Meopham**
**St John's Centre, Wrotham Road, Meopham DA13 0AA**
**Email: admin@stjohnsmeopham.co.uk**
**Telephone: 01474 813106**

# INVOICE

Invoice To: Tracey Halon
Meopham Parish Council
St Johns Centre
Wrotham Road
Meopham

Invoice Number: MEPPC Dec 25
Date: 15-Dec-25
Contact: Mrs Ally Merry
Settlement Terms: Strictly 30 days

Hirer's Charity Number(if applicable):
Hirer's Email: Finance & Grants Officer - Meopham Parish Council <financeofficer@meopham-pc.gov.uk>
Hirer's Telephone: 01474 813779

| Dates | Rooms | hours | @ | £ |
|---|---|---|---|---|
| 3rd December 25 | Rm 1&2 | 2 | 27.00 | 54.00 |
| Carols on the Green | Sheet 150 | 150 | 10p | 15.00 * |
| Time to create sheet | | 2 | 30.00 | 30.00 * |

TOTAL DUE £ 99.00

Please make cheques payable to: Meopham PCC and return to the address at the top of this invoice.

If you wish to pay by BACS please include the invoice number listed above as reference.
Our account number is 74198302; sort code 09-01-51.
Account Name Meopham Parochial Church Council.
Pay Due by the 30th of Each Month

For Office Use Only:
Date Paid
£
BACS/Cheque/Cash

**Registered as a Charity in England & Wales Number 1133014**

42

voucher code 111. FC80.

# SIRS ENGRAVING LTD

Unit 11 - Bowes Estate
Wrotham Road, Meopham, Kent DA130QB
Tel: 01474-816350 Fax: 01474-816321
email: sales@sirs.co.uk
web: www.sirsengraving.co.uk

SIRS ENGRAVING

**Pro-Forma Ref: 24410**

Page: 1

**MEOPHAM PARISH COUNCIL**
ST JOHNS CENTRE
WROTHAM ROAD
MEOPHAM
KENT
DA13 0AA

Attn: Lisa Winter

| | |
|---|---|
| **Account Ref:** | COMMER |
| **Date:** | 16/12/2025 |
| **Order Ref:** | Z1773 |

| Qty | Code | Description | Unit Price | Net Price |
|---|---|---|---|---|
| 1 | GRIDPLATE | TO ENGRAVE AND FILL BLACK & RED - 1 OFF 4 WAY FREE ISSUE<br>MK GRID PLATE AS PER YOUR DRAWING<br>Z1773 - labels production copy | 18.00 | 18.00 |
| 1 | SPUR | TO ENGRAVE AND FILL BLACK - 1 OFF FREE ISSUE<br>MK K963KOALM CONNECTION UNIT AS PER YOUR DRAWING<br>Z1773 - labels production copy | 6.00 | 6.00 |
| 1 | LABELSUPPLY | TO SUPPLY AND ROTARY ENGRAVE - 1 OFF 313.2 x 50 x 1.5mm<br>W/B/W ABET LAMINATE LABEL AS PER YOUR DRAWING<br>Z1773 - labels production copy | 48.00 | 48.00 |
| 1 | SIGN-SUPPLY | TO SUPPLY AND ENGRAVE - 1 OFF 300 x 250 x 1.5mm<br>YELLOW TROLASE EXTERIOR SIGN AS PER YOUR DRAWING<br>Z1773 - labels production copy | 70.00 | 70.00 |
| 3 | SIGN-SUPPLY | TO SUPPLY AND ENGRAVE - 3 OFF 250 x 200 x 1.6mm<br>BRUSHED SILVER/BLACK Gravoply Metallics SIGNS AS PER DRAWING<br>Z1773 - labels production copy | 40.00 | 120.00 |
| 1 | PLATE-SUPPLY | TO SUPPLY AND ENGRAVE - 1 OFF 55 x 113 x 1.5mm<br>YELLOW TROLASE EXTERIOR PLATE AS PER YOUR DRAWING<br>Z1773 - labels production copy | 20.00 | 20.00 |

**Delivery to:**

EX. WORKS

43

| | |
|---|---|
| **Total Net:** | 282.00 |
| **Total VAT:** | 56.40 |
| **Order Total:** | 338.40 |

Voucher Code. 112 FC 80.

Rexel

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Rexel UK Limited
Unit J9 Springhead Enterprise Park
Springhead Road

Gravesend
DA11 8HL
Tel: 01474 320800
Email: gravesend@rexel.co.uk

**COPY**
**Sales Invoice**
Page: 1 of 1

**Invoice Address:**
DN HOLLAND
4 ODDFELLOWS COTTAGES
WROTHAM ROAD
MEOPHAM
KENT
GRAVESEND
DA13 0AS

**Account No:** 105064788

**Invoice No:** 455770290

**Invoice Date: (tax point)** 08/12/25

**Co No:** 0083087875 / 90253442

**Delivery Address:**
4 ODDFELLOWS COTTAGES
WROTHAM ROAD
MEOPHAM
KENT
GRAVESEND
DA13 0AS

**Customer Order No:**
Z1773 PITFIELD TOILE

**Your Contact:**

**Our Contact:**
Tracy West

**Due Date:** 31/01/26
**Terms:** END OF THE MONTH AFTER INVOICE DATE
**Currency:** GBP

| Line No | Item No | Part Number/Description | Qty | Unit | VAT Code | Price | UOM | Disc % | Line Total |
|---|---|---|---|---|---|---|---|---|---|
| 10 | 2500050920 | K8892ALM MK<br>BOX 3&4G SURFACE KO 73X133X40MM ALU 7 X 20MM KNOCKOUTS | 1 | EA | 01 | 6.82 | 1 | 50.00 | 3.41 |

Materials supplied on behalf of Meopham Parish Council

On behalf of meopham paqrish council

| VAT CODE | TOTAL TAXABLE GOODS | SETTLEMENT DISCOUNT | RATE | VAT |
|---|---|---|---|---|
| 01 | 3.41 | | 20.00 | 0.68 |

| | |
|---|---|
| **Net Total** | 3.41 |
| | |
| **VAT** | 0.68 |
| **Invoice Total** | 4.09 |


**All invoice queries to be emailed to : invoice.queries@rexel.co.uk**



**PREVIOUSLY TRADING AS**
**NEWEY & EYRE GRAVESEND**

44

Voucher Code 113 FC80.

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Rexel UK Limited
Unit J9 Springhead Enterprise Park
Springhead Road

Gravesend
DA11 8HL
Tel: 01474 320800
Email: gravesend@rexel.co.uk

**COPY**
**Sales Invoice**
Page: 1 of 1

**Invoice Address:**
DN HOLLAND
4 ODDFELLOWS COTTAGES
WROTHAM ROAD
MEOPHAM
KENT
GRAVESEND
DA13 0AS

**Account No:** 105064788

**Invoice No:** 455795889

**Invoice Date:** 11/12/25
**(tax point)**

**Co No:** 0083121192 / 90341708

**Delivery Address:**
4 ODDFELLOWS COTTAGES
WROTHAM ROAD
MEOPHAM
KENT
GRAVESEND
DA13 0AS

**Customer Order No:**
Z1773 - PITFIELD TOI

**Your Contact:**

**Our Contact:**
Tracy West

**Due Date:** 31/01/26
**Terms:** END OF THE MONTH AFTER INVOICE DATE
**Currency:** GBP

| Line No | Item No | Part Number/Description | Qty | Unit | VAT Code | Price | UOM | Disc % | Line Total |
|---|---|---|---|---|---|---|---|---|---|
| 10 | 2501399263 | CU1MCB10B SCOLMORE<br>MCB SP B CURVE 10A 6KA 17.8X85.3X76.6MM | 1 | EA | 01 | 8.06 | 1 | 76.00 | 1.93 |
| 20 | 2501399252 | CU1MCB6B SCOLMORE<br>MCB SP B CURVE 6A 6KA 17.8X85.3X76.6MM | 1 | EA | 01 | 8.06 | 1 | 76.00 | 1.93 |

Materials supplied on behalf of Meopham Parish council

On behalf of meopham parish council

| VAT CODE | TOTAL TAXABLE GOODS | SETTLEMENT DISCOUNT | RATE | VAT |
|---|---|---|---|---|
| 01 | 3.86 | | 20.00 | 0.76 |

| | |
|---|---|
| **Net Total** | 3.86 |
| | |
| **VAT** | 0.76 |
| **Invoice Total** | 4.62 |

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RETURNS: Goods correctly supplied may not be returned without the Company's written consent. Goods so returned must be consigned carriage paid and accompanied by a packing note stating the Company's Invoice number and date thereof together with the reason for return.In such circumstances the Company may impose a restocking charge.If the goods (or any of them) are returned and are subsequently lost in transit the Company will only issue credit if it can be conclusively proved that the Company or its agents have actually removed the goods from the Buyer's premises.

**PREVIOUSLY TRADING AS**
**NEWEY & EYRE GRAVESEND**

45

Rexel UK Limited, Ground Floor, Eagle Court 2, Hatchford Brook, Hatchford Way, Sheldon, Birmingham B26 3RZ. Registered in England No. 434724
VAT Registration No. 614 2136 80
WEEE Registration No.WEE/DH0116XU

· Voucher Code FFI 1.14. £200.

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**Rexel UK Limited**
**Unit J9 Springhead Enterprise Park**
**Springhead Road**
**Gravesend**
**DA11 8HL**
**Tel: 01474 320800**
**Email:**

## Sales Invoice



**Invoice Address:**
DN HOLLAND
4 ODDFELLOWS COTTAGES
WROTHAM ROAD
MEOPHAM
KENT
GRAVESEND
DA13 0AS

**Account No:** 105064788

**Invoice No:** 455736998

**Invoice Date: (tax point)** 02/12/25

**Co No:** 0083055620/ 90167361

**Your Contact:**

**Delivery Address:**
Meopham Parish council
St johns Centre
Wrotham Road
Meopham
Gravesend
DA13 0AA

**Customer Order No:**
Z1773 PITFIELD TOILE

**Due Date:** 31/01/26
**Terms:** END OF THE MONTH AFTER INVOICE DATE
**Currency:** GBP

**Our Contact:**
Tracy West

| Line No | Item No | Part Number/Description | Qty | Unit | VAT Code | Price | UOM | Disc % | Line Total |
|---|---|---|---|---|---|---|---|---|---|
| 20 | 2501399302 | CU1BLANK SCOLMORE<br>MODULE BLANK SINGLE WIDTH 18X81X70MM DIN RAIL MOUNTING | 2 | EA | 01 | 3.29 | 1 | 71.00 | 1.91 |
| 30 | 2501399265 | CU1RCBO16B SCOLMORE<br>RCBO B CURVE TYPE A TRUE 6KA 16A 30MA 17.8X91.8X76.6MM | 4 | EA | 01 | 56.23 | 1 | 77.50 | 50.61 |
| 40 | 2501399266 | CU1RCBO20B SCOLMORE<br>RCBO B CURVE TYPE A TRUE 6KA 20A 30MA 17.8X91.8X76.6MM | 1 | EA | 01 | 56.23 | 1 | 77.50 | 12.65 |
| 50 | 2501399262 | CU1RCBO6B SCOLMORE<br>RCBO B CURVE TYPE A TRUE 6KA 6A 30MA 17.8X91.8X76.6MM | 6 | EA | 01 | 56.23 | 1 | 77.50 | 75.91 |
| 60 | 2501312091 | 6181YHF-25.0-3M-BLUBRN CABLERX<br>25.0MM BLUE/BROWN 1-CORE FLEXIBLE 3M PACK DOUBLE INSULATED P | 1 | EA | 01 | 31.12 | 1 | | 31.12 |
| 70 | 2500089078 | K4917ELWHI MK<br>GRID SWITCH 1 WAY DP KEY 20A WHI MARKED EM LIGHTING | 3 | EA | 01 | 21.07 | 1 | 50.00 | 31.60 |
| 80 | 2500043670 | K3704 MK<br>GRID SWITCH MOUNTING FRAME 2GANG 4 MODULE BZP | 1 | EA | 01 | 4.51 | 1 | 50.00 | 2.25 |
| 90 | 2500069978 | K963KOALM MK<br>CONNECT UNIT DP W/KEY OPERATED SWITCH&NEON 13A ALU TAMPER | 2 | EA | 01 | 51.30 | 1 | 54.00 | 47.20 |
| 100 | 2501425301 | NLMC8400/2 NEWLEC<br>2GANG 13A SP SWITCHED SOCKET OUTLET METALCLAD | 1 | EA | 01 | 25.38 | 1 | 79.00 | 5.33 |

| VAT Code | Total Taxable Goods | Settlement Discount | Rate | VAT | | |
|---|---|---|---|---|---|---|
| | | | | | **Net Total** | |
| | | | | | **VAT** | |
| | | | | | **Invoice Total** | |



A/3874 3/5/1749/2151

46

**PREVIOUSLY TRADING AS NEWEY & EYRE GRAVESEND**

**Use the following QR Code to access your account and pay your invoices:**

Rexel UK Limited
Unit J9 Springhead Enterprise Park
Springhead Road

Gravesend
DA11 8HL
Tel: 01474 320800
Email: gravesend@rexel.co.uk

**COPY**
**Sales Invoice**


**Invoice Address:**
DN HOLLAND
4 ODDFELLOWS COTTAGES
WROTHAM ROAD
MEOPHAM
KENT
GRAVESEND
DA13 0AS

**Account No:** 105064788

**Invoice No:** 455736998

**Invoice Date:** 02/12/25
**(tax point)**

**Co No:** 0083055620 / 90167361

**Delivery Address:**
Meopham Parish council
St johns Centre
Wrotham Road
Meopham
Gravesend
DA13 0AA

**Customer Order No:**
Z1773 PITFIELD TOILE

**Your Contact:**

**Our Contact:**
Tracy West

**Due Date:** 31/01/26
**Terms:** END OF THE MONTH AFTER INVOICE DATE
**Currency:** GBP

| Line No | Item No | Part Number/Description | Qty | Unit | VAT Code | Price | UOM | Disc % | Line Total |
|---|---|---|---|---|---|---|---|---|---|
| 120 | 2501109338 | NLMBBL1 NEWLEC<br>20MM STEEL CONDUIT MALE BUSH LONG BRASS | 6 | EA | 01 | 1.42 | 1 | 80.00 | 1.70 |
| 130 | 2501109334 | NLLR1 NEWLEC<br>LOCKRING MILLED EDGE 20MM BRIGHT ZINC PLATED | 12 | EA | 01 | 0.40 | 1 | 80.00 | 0.96 |
| 140 | 2500050880 | K3494ALM MK<br>FRONTPLATE 4 MODULE 86X146MM ALUMINIUM | 1 | EA | 01 | 8.84 | 1 | 50.00 | 4.42 |
| 150 | 2500044138 | K4880WHI MK<br>INSERT 1 MODULE BLANK WHITE | 1 | EA | 01 | 3.41 | 1 | 50.00 | 1.70 |
| 160 | 2501384943 | G32T FUSEBOX<br>GLAND TAIL IP68 M32 | 1 | EA | 01 | 4.55 | 1 | 39.00 | 2.78 |
| 170 | 1050153797 | NLEB8W NEWLEC<br>EARTH BLOCK 8 WAY NICKEL PLATED BRASS | 1 | EA | 01 | 18.41 | 1 | 84.80 | 2.80 |

materials supplied On behalf of meopham parish council

| VAT CODE | TOTAL TAXABLE GOODS | SETTLEMENT DISCOUNT | RATE | VAT |
|---|---|---|---|---|
| | | | | |

| | |
|---|---|
| **Net Total** | 272.94 |
| | |
| **VAT** | |
| | |

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RETURNS: Goods correctly supplied may not be returned without the Company's written consent. Goods so returned must be consigned carriage paid and accompanied by a packing note stating the Company's Invoice number and date thereof together with the reason for return.In such circumstances the Company may impose a restocking charge.If the goods (or any of them) are returned and are subsequently lost in transit the Company will only issue credit if it can be conclusively proved that the Company or its agents have actually removed the goods from the Buyer's premises.

**PREVIOUSLY TRADING AS**
**NEWEY & EYRE GRAVESEND**

47

Rexel UK Limited, Ground Floor, Eagle Court 2,
Hatchford Brook, Hatchford Way, Sheldon,
Birmingham B26 3RZ. Registered in England No. 434724
VAT Registration No. 614 2136 80
WEEE Registration No.WEE/DH0116XU

a world of energy

Rexel UK Limited
Unit J9 Springhead Enterprise Park
Springhead Road

Gravesend
DA11 8HL
Tel: 01474 320800
Email: gravesend@rexel.co.uk

# COPY
## Sales Invoice



**Invoice Address:**
DN HOLLAND
4 ODDFELLOWS COTTAGES
WROTHAM ROAD
MEOPHAM
KENT
GRAVESEND
DA13 0AS

**Account No:** 105064788

**Invoice No:** 455736998

**Invoice Date: (tax point)** 02/12/25

**Co No:** 0083055620 / 90167361

**Delivery Address:**
Meopham Parish council
St johns Centre
Wrotham Road
Meopham
Gravesend
DA13 0AA

**Customer Order No:**
Z1773 PITFIELD TOILE

**Your Contact:**

**Our Contact:**
Tracy West

**Due Date:** 31/01/26
**Terms:** END OF THE MONTH AFTER INVOICE DATE
**Currency:** GBP

| Line No | Item No | Part Number/Description | Qty | Unit | VAT Code | Price | UOM | Disc % | Line Total |
|---|---|---|---|---|---|---|---|---|---|
| | | On behalf of meopham parish council | | | | | | | |

| VAT CODE | TOTAL TAXABLE GOODS | SETTLEMENT DISCOUNT | RATE | VAT |
|---|---|---|---|---|
| 01 | 272.94 | | 20.00 | 54.61 |

| | |
|---|---|
| **Net Total** | 272.94 |
| | |
| **VAT** | 54.61 |
| **Invoice Total** | 327.55 |

Our Terms and Conditions of Sale apply and are those found at www.rexel.co.uk. A printed copy is also available on request.
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**PREVIOUSLY TRADING AS**
**NEWEY & EYRE GRAVESEND**

48

Rexel UK Limited, Ground Floor, Eagle Court 2,
Hatchford Brook, Hatchford Way, Sheldon,
Birmingham B26 3RZ. Registered in England No. 434724
VAT Registration No. 614 2136 80
WEEE Registration No.WEE/DH0116XU

Voucher Code 174 FC80

Rexel

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Rexel UK Limited
Unit J9 Springhead Enterprise Park
Springhead Road

Gravesend
DA11 8HL
Tel: 01474 320800
Email: gravesend@rexel.co.uk

**COPY**
**Sales Invoice**



**Invoice Address:**
DN HOLLAND
4 ODDFELLOWS COTTAGES
WROTHAM ROAD
MEOPHAM
KENT
GRAVESEND
DA13 0AS

**Account No:** 105064788

**Invoice No:** 455736998

**Invoice Date: (tax point)** 02/12/25

**Co No:** 0083055620 / 90167361

**Delivery Address:**
Meopham Parish council
St johns Centre
Wrotham Road
Meopham
Gravesend
DA13 0AA

**Customer Order No:**
Z1773 PITFIELD TOILE

**Your Contact:**

**Our Contact:**
Tracy West

**Due Date:** 31/01/26
**Terms:** END OF THE MONTH AFTER INVOICE DATE
**Currency:** GBP

| Line No | Item No | Part Number/Description | Qty | Unit | VAT Code | Price | UOM | Disc % | Line Total |
|---|---|---|---|---|---|---|---|---|---|
| 20 | 2501399302 | CU1BLANK SCOLMORE<br>MODULE BLANK SINGLE WIDTH 18X81X70MM DIN RAIL MOUNTING | 2 | EA | 01 | 3.29 | 1 | 71.00 | 1.91 |
| 30 | 2501399265 | CU1RCBO16B SCOLMORE<br>RCBO B CURVE TYPE A TRUE 6KA 16A 30MA 17.8X91.8X76.6MM | 4 | EA | 01 | 56.23 | 1 | 77.50 | 50.61 |
| 40 | 2501399266 | CU1RCBO20B SCOLMORE<br>RCBO B CURVE TYPE A TRUE 6KA 20A 30MA 17.8X91.8X76.6MM | 1 | EA | 01 | 56.23 | 1 | 77.50 | 12.65 |
| 50 | 2501399262 | CU1RCBO6B SCOLMORE<br>RCBO B CURVE TYPE A TRUE 6KA 6A 30MA 17.8X91.8X76.6MM | 6 | EA | 01 | 56.23 | 1 | 77.50 | 75.91 |
| 60 | 2501312091 | 6181YHF-25.0-3M-BLUBRN CABLERX<br>25.0MM BLUE/BROWN 1-CORE FLEXIBLE 3M PACK DOUBLE INSULATED P | 1 | EA | 01 | 31.12 | 1 | | 31.12 |
| 70 | 2500069078 | K4917ELWHI MK<br>GRID SWITCH 1 WAY DP KEY 20A WHI MARKED EM LIGHTING | 3 | EA | 01 | 21.07 | 1 | 50.00 | 31.60 |
| 80 | 2500043670 | K3704 MK<br>GRID SWITCH MOUNTING FRAME 2GANG 4 MODULE BZP | 1 | EA | 01 | 4.51 | 1 | 50.00 | 2.25 |
| 90 | 2500069978 | K963KOALM MK<br>CONNECT UNIT DP W/KEY OPERATED SWITCH&NEON 13A ALU TAMPER | 2 | EA | 01 | 51.30 | 1 | 54.00 | 47.20 |
| 100 | 2501425301 | NLMC8400/2 NEWLEC<br>2GANG 13A SP SWITCHED SOCKET OUTLET METALCLAD | 1 | EA | 01 | 25.38 | 1 | 79.00 | 5.33 |

| VAT CODE | TOTAL TAXABLE GOODS | SETTLEMENT DISCOUNT | RATE | VAT |
|---|---|---|---|---|
| | | | | |

| | |
|---|---|
| **Net Total** | 272.94 |
| **VAT** | |

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**All invoice queries to be emailed to : invoice.queries@rexel.co.uk**

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**PREVIOUSLY TRADING AS**
**NEWEY & EYRE GRAVESEND**

49

Rexel UK Limited, Ground Floor, Eagle Court 2, Hatchford Brook, Hatchford Way, Sheldon, Birmingham B26 3RZ. Registered in England No. 434724
VAT Registration No. 614 2136 80
WEEE Registration No.WEE/DH0116XU

Voucher Code 175.

DM PAYROLL SERVICES LTD

# TAX INVOICE

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

**Invoice Date**
17 Dec 2025

**Invoice Number**
INV-4910

**VAT Number**
494 6919 30

DM Payroll Services Ltd
7 New Road
Far Forest
Kidderminster
Worcestershire
DY14 9TQ
UNITED KINGDOM

| Description | Quantity | Unit Price | VAT | Amount GBP |
|---|---|---|---|---|
| Administration of payroll October - December 2025 | 1.00 | 84.00 | 20% | 84.00 |
| | | | Subtotal | 84.00 |
| | | | TOTAL VAT 20% | 16.80 |
| | | | **TOTAL GBP** | **100.80** |

**Due Date: 16 Jan 2026**
Sort code 40 26 08
Account number 61795724

# PAYMENT ADVICE

| | |
|---|---|
| **Customer** | Meopham Parish Council |
| **Invoice Number** | INV-4910 |
| **Amount Due** | **100.80** |
| **Due Date** | 16 Jan 2026 |
| **Amount Enclosed** | |

Enter the amount you are paying above

To: DM Payroll Services Ltd
7 New Road
Far Forest
Kidderminster
Worcestershire
DY14 9TQ
UNITED KINGDOM

50

Voucher Code 176 FC1 10

# Hooper & Sons Limited

Paving, Foundations, Drainage & Groundwork Specialists
Hooper's Yard, Nurstead Church Lane, Meopham, Kent DA13 9AD
Tel: 01474 815554 / 815595 Mobile: 07917 792733/792735
www.hooperandsons.co.uk

**INVOICE TO :**

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

| Tax Date | Invoice Number |
|---|---|
| 19/12/2025 | HS8447 |

| P.O. Number | Draw Number |
|---|---|
| | |

| Terms | Waste Carriers Licence |
|---|---|
| net 14 | CBDU47769 |

| Item | Description | £ |
|---|---|---|
| 1 | All works as estimated at Pitfield Green Public Toilets, Meopham Green | 5,424.87 |

| | | |
|---|---|---|
| | Subtotal | 5,424.87 |
| | Vat | 1,084.97 |
| | Total Due | 6,509.84 |

51

Payments not made to terms will be subject to base rate plus 8% surcharge.

BANK. Sort Code : 20-06-72 Account Number : 53700798 UTR : 41875 27335

All materials remain the property of Hooper and Sons until full payment is received.

Any queries please advise within 7 days.

Constructionline

FORS

Registered in England & Wales No. 6723742. VAT Reg No. 857 3138 09. Directors R.L Hooper, J.P Hooper

Voucher Code 188 FC80.

**Eco Electrical Services**

428 Coast Road,
Pevensey Bay
East Sussex
BN24 6PB

Ref:-H112

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

Date:08 November 2025

Your Ref: Z1773 – Pitfield Toilets Recommissioning

Dear Meopham Parish Council

I have pleasure in providing you with the invoice for the following electrical work as detailed below:-
Please make **cheques payable to B Keech or Bacs to Acc. 27032266 Sort. 070116**

Location:- Pitfield toilets

Details of Installation:- Dead Test Toilets and provide certificate.

Total Cost as quotation £ 220.00

If you have any problems or simply want to discuss the mater in more detail don't hesitate to contact me on 0776 147 8383.

Yours sincerely,

Brad Keech

Voucher code 184

Rexel
a world of energy

Rexel UK Limited
Unit J9 Springhead Enterprise Park
Springhead Road
Gravesend
DA11 8HL
Tel: 01474 320800
Email:

## Sales Invoice

Page: 1 of 1

**Invoice Address:**
DN HOLLAND
4 ODDFELLOWS COTTAGES
WROTHAM ROAD
MEOPHAM
KENT
GRAVESEND
DA13 0AS

**Account No:** 105064788

**Invoice No:** 455770291

**Invoice Date: (tax point)** 08/12/25

**Co No:** 0083087875/ 90255020

**Your Contact:**

**Delivery Address:**
4 ODDFELLOWS COTTAGES
WROTHAM ROAD
MEOPHAM
KENT
GRAVESEND
DA13 0AS

**Customer Order No:**
Z1773 PITFIELD TOILE

**Due Date:** 31/01/26
**Terms:** END OF THE MONTH AFTER INVOICE DATE
**Currency:** GBP

**Our Contact:**
Tracy West

| Line No | Item No | Part Number/Description | Qty | Unit | VAT Code | Price | UOM | Disc % | Line Total |
|---|---|---|---|---|---|---|---|---|---|
| 20 | 2500089078 | K4917ELWHI MK<br>GRID SWITCH 1 WAY DP KEY 20A WHI MARKED EM LIGHTING | 1 | EA | 01 | 21.07 | 1 | 50.00 | 10.53 |
| | | [redacted] | | | | | | | |
| | | Please deliver round the back in outside loo area | | | | | | | |

| VAT Code | Total Taxable Goods | Settlement Discount | Rate | VAT | | |
|---|---|---|---|---|---|---|
| | | | | | Net Total | 10.53 |
| 01 | 10.53 | | 20.00 | 2.10 | VAT | 2.10 |
| | | | | | Invoice Total | 12.63 |



A/5607 2/2/2244/2763

53

**PREVIOUSLY TRADING AS**
**NEWEY & EYRE GRAVESEND**

**Use the following QR Code to access your account and pay your invoices:**

Rexel UK Limited, Ground Floor Eagle Court 2, Hatchford Brook, Hatchford Way, Sheldon, Birmingham B26 3RZ.
Registered in England No. 434724 VAT Registration No. 614 2136 80 WEEE Registration No. WEE/DH0116XU

Voucher Code ·140. T & 80·

Rexel
a world of energy

Rexel UK Limited
Unit J9 Springhead Enterprise Park
Springhead Road
Gravesend
DA11 8HL
Tel: 01474 320800
Email:

## Sales Invoice



**Invoice Address:**
DN HOLLAND
4 ODDFELLOWS COTTAGES
WROTHAM ROAD
MEOPHAM
KENT
GRAVESEND
DA13 0AS

**Account No:** 105064788

**Invoice No:** 455736999

**Invoice Date: (tax point)** 02/12/25

**Co No:** 0083055620/ 90167370

**Your Contact:**

**Delivery Address:**
Meopham Parish council
St johns Centre
Wrotham Road
Meopham
Gravesend
DA13 0AA

**Customer Order No:**
Z1773 PITFIELD TOILE

**Our Contact:**
Tracy West

**Due Date:** 31/01/26
**Terms:** END OF THE MONTH AFTER INVOICE DATE
**Currency:** GBP

| Line No | Item No | Part Number/Description | Qty | Unit | VAT Code | Price | UOM | Disc % | Line Total |
|---|---|---|---|---|---|---|---|---|---|
| 110 | 2501425308 | NLMC8413/SN NEWLEC<br>13A DP SWITCHED FUSED SPUR + NEON METALCLAD | 1 | EA | 01 | 21.57 | 1 | 79.00 | 4.53 |

| VAT Code | Total Taxable Goods | Settlement Discount | Rate | VAT | | |
|---|---|---|---|---|---|---|
| | | | | | Net Total | 4.53 |
| 01 | 4.53 | | 20.00 | 0.90 | VAT | 0.90 |
| | | | | | Invoice Total | 5.43 |

Our Terms and Conditions of Sale apply and are those found at www.rexel.co.uk. A printed copy is also available on request.

**All invoice queries to be emailed to : invoice.queries@rexel.co.uk**

RETURNS: Goods correctly supplied may not be returned without the Company's written consent. Goods so returned must be consigned carriage paid and accompanied by a packing note stating the Company's Invoice number and date thereof together with the reason for return. In such circumstances the Company may impose a restocking charge. If the goods (or any of them) are returned and are subsequently lost in transit the Company will only issue credit if it can be conclusively proved that the Company or its agents have actually removed the goods from the Buyer's premises.

54

A/3876 5/5/1749/2151

**PREVIOUSLY TRADING AS NEWEY & EYRE GRAVESEND**

**Use the following QR Code to access your account and pay your invoices:**

Voucher Code 191

a world of energy

Rexel UK Limited
Unit J9 Springhead Enterprise Park
Springhead Road
Gravesend
DA11 8HL
Tel: 01474 320800
Email:

# Sales Invoice



**Invoice Address:**
DN HOLLAND
4 ODDFELLOWS COTTAGES
WROTHAM ROAD
MEOPHAM
KENT
GRAVESEND
DA13 0AS

**Account No:** 105064788

**Invoice No:** 455736997

**Invoice Date: (tax point)** 02/12/25

**Co No:** 0083055620/ 90167360

**Your Contact:**

**Delivery Address:**
Meopham Parish council
St johns Centre
Wrotham Road
Meopham
Gravesend
DA13 0AA

**Customer Order No:**
Z1773 PITFIELD TOILE

**Our Contact:**
Tracy West

**Due Date:** 31/01/26
**Terms:** END OF THE MONTH AFTER INVOICE DATE
**Currency:** GBP

| Line No | Item No | Part Number/Description | Qty | Unit | VAT Code | Price | UOM | Disc % | Line Total |
|---|---|---|---|---|---|---|---|---|---|
| 10 | 2501597264 | CUEB16MSSP13 SCOLMORE ELUCIAN CON UNIT 13 WAY STR | 1 | EA | 01 | 336.30 | 1 | 77.00 | 77.35 |

| VAT Code | Total Taxable Goods | Settlement Discount | Rate | VAT | | |
|---|---|---|---|---|---|---|
| 01 | 77.35 | | 20.00 | 15.47 | Net Total | 77.35 |
| | | | | | VAT | 15.47 |
| | | | | | Invoice Total | 92.82 |

Our Terms and Conditions of Sale apply and are those found at www.rexel.co.uk. A printed copy is also available on request.

**All invoice queries to be emailed to : invoice.queries@rexel.co.uk**

RETURNS: Goods correctly supplied may not be returned without the Company's written consent. Goods so returned must be consigned carriage paid and accompanied by a packing note stating the Company's Invoice number and date thereof together with the reason for return. In such circumstances the Company may impose a restocking charge. If the goods (or any of them) are returned and are subsequently lost in transit the Company will only issue credit if it can be conclusively proved that the Company or its agents have actually removed the goods from the Buyer's premises.

55

A/3873 2/5/1749/2151

**PREVIOUSLY TRADING AS NEWEY & EYRE GRAVESEND**

**Use the following QR Code to access your account and pay your invoices:**

Voucher Code ~~Ex~~ 187.

**The PCC of St John the Baptist Church, Meopham**
**St John's Centre, Wrotham Road, Meopham DA13 0AA**
**Email: admin@stjohnsmeopham.co.uk**
**Telephone: 01474 813106**

# INVOICE

Invoice To: Tracey Halon
Meopham Parish Council
St Johns Centre
Wrotham Road
Meopham

Invoice Number: MEPPC Dec 25
Date: 15-Dec-25
Contact: Mrs Ally Merry
Settlement Terms: Strictly 30 days

Hirer's Charity Number(if applicable):
Hirer's Email: Finance & Grants Officer - Meopham Parish Council <financeofficer@meopham-pc.gov.uk>
Hirer's Telephone: 01474 813779

| Dates | Rooms | Monthly Rate | @ | £ |
|---|---|---|---|---|
| 1st -30 December 25 | John Hidden Room | 1 | 543.75 | 543.75 |

TOTAL DUE £ 543.75

Please make cheques payable to: Meopham PCC and return to the address at the top of this invoice.

If you wish to pay by BACS please include the invoice number listed above as reference.
Our account number is 74198302; sort code 09-01-51.
Account Name Meopham Parochial Church Council.
Pay Due by the 30th of Each Month

For Office Use Only:
Date Paid
£
BACS/Cheque/Cash

**Registered as a Charity in England & Wales Number 1133014**

# Meopham Parish Council

## Summary of Receipts and Payments

All Cost Centres and Codes

4 January 2026 (2025-2026)

Item 17.2

### Council Administration

| Code | Title | Receipts: Budgeted | Receipts: Actual | Receipts: Variance | Payments: Budgeted | Payments: Actual | Payments: Variance | Net Position: +/- Under/over spend |
|---|---|---|---|---|---|---|---|---|
| 24 | Staff Salaries Tax & NIC | | | | 88,101.00 | 36,079.39 | 52,021.61 | 52,021.61 (59%) |
| 25 | Staff Pensions | | | | 13,600.00 | 6,201.76 | 7,398.24 | 7,398.24 (54%) |
| 26 | Cllr & Staff Expenses | | | | 400.00 | 212.66 | 187.34 | 187.34 (46%) |
| 28 | Professional Memberships | | | | 4,816.00 | 3,070.00 | 1,746.00 | 1,746.00 (36%) |
| 29 | Chairman's Allowance | | | | 100.00 | | 100.00 | 100.00 (100%) |
| 30 | Training | | | | | 1,085.61 | -1,085.61 | -1,085.61 (N/A) |
| 33 | Photocopier Contract | | 12.95 | 12.95 | 700.00 | 1,866.89 | -1,166.89 | -1,153.94 (-164%) |
| 34 | Communications & IT | | | | 2,100.00 | 2,330.71 | -230.71 | -230.71 (-10%) |
| 87 | Insurance | | | | 3,000.00 | 2,234.88 | 765.12 | 765.12 (25%) |
| 88 | Office Rent | | | | 6,525.00 | 5,002.13 | 1,522.87 | 1,522.87 (23%) |
| 89 | Venue Hire for Meetings | | | | 720.00 | 159.30 | 560.70 | 560.70 (77%) |
| 90 | Office Supplies | | | | 1,200.00 | 381.19 | 818.81 | 818.81 (68%) |
| 91 | Software Licences | | | | 1,800.00 | 419.99 | 1,380.01 | 1,380.01 (76%) |
| 92 | Internal & External Audit Fees | | | | 1,200.00 | 616.25 | 583.75 | 583.75 (48%) |
| 93 | Payroll Services | | | | 360.00 | 252.00 | 108.00 | 108.00 (30%) |
| 104 | Bank Charges | | 102.75 | 102.75 | 372.00 | 196.15 | 175.85 | 278.60 (74%) |
| 105 | Professional Services | | | | 5,000.00 | 3,858.40 | 1,141.60 | 1,141.60 (22%) |
| 110 | Water Supply | | | | | | | (N/A) |
| 111 | Reserve Transfer 24 | | | | | | | (N/A) |
| 112 | Other Office expenses: 90 | | | | | 55.00 | -55.00 | -55.00 (N/A) |
| 113 | Multipay Card Payment | | | | | | | (N/A) |
| 114 | ANNUAL SUBSCRIPTION | | | | | 47.00 | -47.00 | -47.00 (N/A) |
| 116 | SURVEYS AND REPORTS | | | | | | | (N/A) |
| 118 | Village Poll 117 | | | | | | | (N/A) |
| 122 | KALC CONFERENCE FEE | | | | | | | (N/A) |
| 123 | RESERVES | | | | | | | (N/A) |
| 129 | EAP-EMPLOYMENT ASSISTAN | | | | 780.00 | | 780.00 | 780.00 (100%) |
| 132 | ELECTIONS | | | | | 15,178.75 | -15,178.75 | -15,178.75 (N/A) |
| 133 | NEW BANK ACCOUNT | | | | | | | (N/A) |
| 136 | LITIGATION SETTLEMENT | | | | | 30,000.00 | -30,000.00 | -30,000.00 (N/A) |
| | **SUB TOTAL** | | **115.70** | **115.70** | **130,774.00** | **109,248.06** | **21,525.94** | **21,641.64 (16%)** |

### Council Projects & Events

| Code | Title | Receipts: Budgeted | Receipts: Actual | Receipts: Variance | Payments: Budgeted | Payments: Actual | Payments: Variance | Net Position: +/- Under/over spend |
|---|---|---|---|---|---|---|---|---|
| 2 | Community Events | | | | 7,000.00 | 652.31 | 6,347.69 | 6,347.69 (90%) |
| 82 | Health & Wellbeing | | | | | | | (N/A) |
| 100 | Village Greens - Post Replacem | | | | | | | (N/A) |
| 102 | New Website Project | | | | | 1,404.00 | -1,404.00 | -1,404.00 (N/A) |
| 103 | Camer Parade - Highways Sche | | | | | | | (N/A) |
| 109 | Harvel Bench | | | | | | | (N/A) |
| 124 | MEOPHAM WINDMILL | | | | 5,000.00 | | 5,000.00 | 5,000.00 (100%) |
| 125 | JUDSONS PAVILLION | | | | 6,000.00 | | 6,000.00 | 6,000.00 (100%) |
| 126 | LIBRARY SERVICES | | | | 12,500.00 | | 12,500.00 | 12,500.00 (100%) |
| 127 | SCHOOL CLOSE | | | | 5,000.00 | | 5,000.00 | 5,000.00 (100%) |
| 135 | PITFIELD TOILETS | | 4.15 | 4.15 | 15,000.00 | 16,061.71 | -1,061.71 | -1,057.56 (-7%) |

# Meopham Parish Council

## Summary of Receipts and Payments

All Cost Centres and Codes

| | | Receipts Budgeted | Receipts Actual | Receipts Variance | Payments Budgeted | Payments Actual | Payments Variance | Net Position +/- Under/over spend |
|---|---|---|---|---|---|---|---|---|
| | **SUB TOTAL** | | **4.15** | **4.15** | **50,500.00** | **18,118.02** | **32,381.98** | **32,386.13 (64%)** |

## Council Services

| Code | Title | Receipts Budgeted | Receipts Actual | Receipts Variance | Payments Budgeted | Payments Actual | Payments Variance | Net Position +/- Under/over spend |
|---|---|---|---|---|---|---|---|---|
| 4 | Defibrillator Maintenance | | | | 150.00 | | 150.00 | 150.00 (100%) |
| 8 | Service Contract & Litter Collecti | | | | 20,000.00 | | 20,000.00 | 20,000.00 (100%) |
| 13 | Trees | | | | 3,300.00 | 10,560.00 | -7,260.00 | -7,260.00 (-220%) |
| 16 | Community Grants Scheme | | | | 3,000.00 | 2,500.00 | 500.00 | 500.00 (16%) |
| 17 | Families and Young People | | | | 6,000.00 | 6,000.00 | | (0%) |
| 19 | Community Toilet Scheme | | | | | | | (N/A) |
| 22 | Bus Shelter Cleaning | | | | 1,200.00 | 886.16 | 313.84 | 313.84 (26%) |
| 68 | Streetlights | | | | 11,040.00 | 6,821.12 | 4,218.88 | 4,218.88 (38%) |
| 83 | Community Engagement | | | | 3,000.00 | | 3,000.00 | 3,000.00 (100%) |
| 85 | Village Sign & Flagpole | | | | 1,000.00 | | 1,000.00 | 1,000.00 (100%) |
| 106 | Harvel Pond | | | | | | | (N/A) |
| 107 | Former Toilet Block | | | | | 269.16 | -269.16 | -269.16 (N/A) |
| 108 | Drinking Fountain | | | | | 71.97 | -71.97 | -71.97 (N/A) |
| 115 | YOUTH PROVISION.17 | | | | | | | (N/A) |
| 128 | ARBORICULTURAL SURVEY - I | | | | 1,650.00 | 1,350.00 | 300.00 | 300.00 (18%) |
| 130 | SPEEDWATCH | | | | 1,500.00 | | 1,500.00 | 1,500.00 (100%) |
| 131 | BASAL CUTTING | | | | | | | (N/A) |
| 134 | JUDSONS MAINTENANCE | | | | | 220.00 | -220.00 | -220.00 (N/A) |
| 138 | VILLAGE GREEN MAINTENAN( | | | | | 225.00 | -225.00 | -225.00 (N/A) |
| 139 | ALLOTMENT MAINTENANCE | | | | | 3,191.25 | -3,191.25 | -3,191.25 (N/A) |
| | **SUB TOTAL** | | | | **51,840.00** | **32,094.66** | **19,745.34** | **19,745.34 (38%)** |

## 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 | 3,453.16 | 3,433.16 | | | | 3,433.16 (17165% |
| 46 | Precept | 231,570.00 | 231,570.00 | | | | | (0%) |
| 49 | Wayleaves | 170.00 | 1.15 | -168.85 | | | | -168.85 (-99%) |
| 50 | Rental Income | 634.00 | 634.13 | 0.13 | | | | 0.13 (0%) |
| 94 | VAT Reclaim | | 1,363.19 | 1,363.19 | | | | 1,363.19 (N/A) |
| 95 | Other Income | | 666.63 | 666.63 | | | | 666.63 (N/A) |
| 119 | BT CREDIT REFUND | | | | | | | (N/A) |
| 120 | EVENTS INCOME | | | | | | | (N/A) |
| 121 | Insurance Excess Refund | | | | | | | (N/A) |
| 137 | SOS - D/D REFUND | | 494.04 | 494.04 | | | | 494.04 (N/A) |
| | **SUB TOTAL** | **232,394.00** | **238,182.30** | **5,788.30** | | | | **5,788.30 (2%)** |

# Meopham Parish Council

## Summary of Receipts and Payments

All Cost Centres and Codes

### Summary

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **NET TOTAL** | **232,394.00** | **238,302.15** | **5,908.15** | **233,114.00** | **159,460.74** | **73,653.26** | **79,561.41** |
| **V.A.T.** | | 5,700.94 | | | 9,487.37 | | |
| **GROSS TOTAL** | | **244,003.09** | | | **168,948.11** | | |

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Item 17.3

# Meopham Parish Council

**RECONCILIATION - Unity Trust Bank 31-12-2025**

| | |
|---|---|
| From Accounts . . . . . . . . . . . . . . . . . . . . . | £76,159.34 |
| Payments not cashed . . . . . Add . . . . . . . . | |
| Receipts not entered . . . . . Subtract . . . . . | |
| **Statement should be . . . . . . . . . . . . . . . . . .** | **£76,159.34** |

Meopham Parish Council

## Current T2

60 83 01 20405821

Balance 76,159.34 Available balance 76,159.34

Show:

Transactions

Balances are correct as of 11:17 on 04 Jan 2026.

| Date | Description | Paid in | Paid out | Balance |
|---|---|---|---|---|
| 31/12/25 | Service Charge | | -9.60 | 76,159.34 |
| 22/12/25 | B/P to: DM Payroll • 4910 | | -100.80 | 76,168.94 |
| 22/12/25 | B/P to: REXEL UK LIMITED • 455736998 | | -92.82 | 76,269.74 |
| 22/12/25 | B/P to: REXEL UK LIMITED • 455736999 | | -5.43 | 76,362.56 |
| 22/12/25 | B/P to: REXEL UK LIMITED • 455770291 | | -12.63 | 76,367.99 |
| 22/12/25 | B/P to: Hoopers & Sons Lim • HS8447 | | -6,509.84 | 76,380.62 |
| 22/12/25 | B/P to: BRADLEY KEECH • H112 | | -220.00 | 82,890.46 |
| 22/12/25 | S/O to: Meopham PCC • MEOPHAM PC | | -543.75 | 83,110.46 |
| 22/12/25 | S/O to: L Winter • MEOPHAM PC | | -2,317.89 | 83,654.21 |
| 22/12/25 | S/O to: KCC Pension Fund • MEOPHAM PC | | -696.15 | 85,972.10 |
| 22/12/25 | S/O to: Tracey Hanlon • SALARY MPC | | -720.95 | 86,668.25 |
| 16/12/25 | B/P to: REXEL UK LIMITED • 455736998 | | -327.55 | 87,389.20 |
| 16/12/25 | B/P to: REXEL UK LIMITED • 455770290 | | -4.09 | 87,716.75 |
| 16/12/25 | B/P to: REXEL UK LIMITED • 455795889 | | -4.62 | 87,720.84 |
| 16/12/25 | B/P to: SIRS ENGRAVING LTD • COMMER Z1773 - MPC | | -338.40 | 87,725.46 |
| 16/12/25 | B/P to: LV CONNECTIONS LTD • MPC-INV019-1704 | | -2,712.50 | 88,063.86 |
| 16/12/25 | B/P to: MULBERRY LOCAL ATH • MPC - INV 1799 | | -594.00 | 90,776.36 |
| 16/12/25 | B/P to: SMART OFFICE SOL • 654674 | | -422.42 | 91,370.36 |

| | | | | |
|---|---|---|---|---|
| 16/12/25 | B/P to: NARKE DESIGN • MPC - INV 1034232 | | -700.00 | 91,792.78 |
| 16/12/25 | B/P to: Meopham PCC • MEPPC - DEC 25 | | -99.00 | 92,492.78 |
| 16/12/25 | Direct Debit (LLOYDS BANK PLC) • 80000029478III5805 | | -408.64 | 92,591.78 |
| 15/12/25 | Cheque • 300056 | | -10,000.00 | 93,000.42 |
| 12/12/25 | SPN PLC TREASURY • 1900 2000026429 K | 1.15 | | 103,000.42 |
| 11/12/25 | B/P to: HELIOCENTRIX LTD • INV 28996 | | -28.06 | 102,999.27 |
| 11/12/25 | B/P to: DANIEL HITCHCOCK • MPC - 000524 | | -2,500.00 | 103,027.33 |
| 09/12/25 | B/P to: BARBARA WADE • MPC - REMEMBRANCE | | -16.64 | 105,527.33 |
| 09/12/25 | B/P to: HELIOCENTRIX LTD • INV 28808 - MPC | | -203.04 | 105,543.97 |
| 05/12/25 | OCTOPUS ENERGY • A-2B99D6EA-003 | 157.64 | | 105,747.01 |
| 02/12/25 | B/P to: Hoopers & Sons Lim • HS8382 | | -3,749.16 | 105,589.37 |
| 02/12/25 | B/P to: NEIL WRIGHT SE PAT • MPC - 2743 | | -55.00 | 109,338.53 |
| 02/12/25 | B/P to: Streetlights • MPC - 15745 | | -1,171.20 | 109,393.53 |
| 02/12/25 | B/P to: REDWOOD BANK • MEOPHAM PC | | -26,000.00 | 110,564.73 |
| 30/11/25 | Service Charge | | -8.70 | 136,564.73 |
| 25/11/25 | B/P to: Meopham PCC • MEPPC NOV 25 - ADD | | -71.00 | 136,573.43 |
| 24/11/25 | B/P to: A Day • MPC-EDMUND GREEN | | -225.00 | 136,644.43 |
| 20/11/25 | S/O to: Meopham PCC • MEOPHAM PC | | -543.75 | 136,869.43 |
| 20/11/25 | S/O to: L Winter • MEOPHAM PC | | -3,292.89 | 137,413.18 |
| 20/11/25 | S/O to: KCC Pension Fund • MEOPHAM PC | | -696.15 | 140,706.07 |
| 20/11/25 | S/O to: Tracey Hanlon • SALARY MPC | | -448.75 | 141,402.22 |
| 17/11/25 | B/P to: HELIOCENTRIX LTD • INV 28574 | | -56.10 | 141,850.97 |
| 17/11/25 | B/P to: W E Harris & Sons • XT06 25 | | -320.00 | 141,907.07 |
| 17/11/25 | B/P to: EDWIN WARD • MPC -INV 0181 | | -3,420.00 | 142,227.07 |
| 17/11/25 | B/P to: BOOM SERVICES • 00185 PITFIELD | | -700.00 | 145,647.07 |
| 11/11/25 | B/P to: BENJAMIN HEASLIP • MPC - 25-017 | | -80.00 | 146,347.07 |

| | | | | |
|---|---|---|---|---|
| 07/11/25 | CLEARY C S • C Cleary | 500.00 | | 146,427.07 |
| 06/11/25 | Inward Payment - MEOPHAM PARISH COUNCIL | 53,840.00 | | 145,927.07 |
| 06/11/25 | B/P to: HELIOCENTRIX LTD • INV 28510 | | -28.06 | 92,087.07 |
| 06/11/25 | B/P to: HELIOCENTRIX LTD • INV 28447 | | -203.04 | 92,115.13 |
| 06/11/25 | B/P to: SWIFTCURE LIMITED • MPC-INV 3462 | | -598.80 | 92,318.17 |
| 06/11/25 | B/P to: WELLERS LAW GROUP • MPC - 837196 | | -900.00 | 92,916.97 |
| 05/11/25 | B/P to: Element UK Limited • 139929 MPC | | -265.85 | 93,816.97 |
| 05/11/25 | B/P to: CROWN TREE CONS • MPC - 12390 | | -1,620.00 | 94,082.82 |
| 05/11/25 | B/P to: TEMPERATE HEATING • MEOPHAM PARISH CON | | -273.30 | 95,702.82 |
| 05/11/25 | B/P to: CHRGS • INV -0019 | | -900.00 | 95,976.12 |
| 05/11/25 | B/P to: Hoopers & Sons Lim • HS8294 | | -1,294.80 | 96,876.12 |
| 05/11/25 | B/P to: ROYAL BRIT LEGION • MPC - SDF04 | | -130.00 | 98,170.92 |
| 03/11/25 | SMART OFF SOLUTION • REFUND | 592.85 | | 98,300.92 |
| 31/10/25 | Service Charge | | -9.00 | 97,708.07 |
| 29/10/25 | B/P to: LV CONNECTIONS LTD • MEOPHAM PC | | -1,937.50 | 97,717.07 |
| 29/10/25 | B/P to: S Fishenden • MPC - SETTLEMENT | | -30,000.00 | 99,654.57 |
| 29/10/25 | Direct Debit (SCOTTISH WATER BUS) • 662899 | | -23.31 | 129,654.57 |
| 28/10/25 | B/P to: ELITE TREE CARE • INV-2148 | | -8,160.00 | 129,677.88 |
| 28/10/25 | B/P to: CHRGS • MEOPHAM/09 | | -360.00 | 137,837.88 |
| 28/10/25 | B/P to: Streetlights • MEOPHAM PC 15647 | | -1,218.67 | 138,197.88 |
| 28/10/25 | B/P to: A Day • OCT 25 | | -250.00 | 139,416.55 |
| 28/10/25 | B/P to: ROBIN HUNTER • MEOPHAM PC - Z1773 | | -499.00 | 139,666.55 |
| 23/10/25 | Direct Debit (HMRC SDDS) • 0000340636 | | -3,235.49 | 140,165.55 |
| 20/10/25 | S/O to: Meopham PCC • MEOPHAM PC | | -475.84 | 143,401.04 |
| 20/10/25 | S/O to: L Winter • MEOPHAM PC | | -3,569.16 | 143,876.88 |

# Meopham Parish Council

## RECONCILIATION - Unity Multipay Card 22-12-2025

| | |
|---|---|
| From Accounts . . . . . . . . . . . . . . . . . . . . | (£451.64) |
| Payments not cashed . . . . . Add . . . . . . . . | £43.00 |
| Receipts not entered . . . . . Subtract . . . . . | |
| **Statement should be . . . . . . . . . . . . . . . . . .** | **(£408.64)** |

**Meopham Parish Council**
**RECONCILIATION - Unity Multipay Card 31-12-2025**

| | |
|---|---|
| From Accounts . . . . . . . . . . . . . . . . . . . . . | (£43.00) |
| Payments not cashed . . . . . Add . . . . . . . . | £43.00 |
| Receipts not entered . . . . . Subtract . . . . . | |
| **Statement should be . . . . . . . . . . . . . . . . . .** | |

LLOYDS BANK

unity trust bank

MRS TRACEY MARIA HANLON
MEOPHAM PARISH COUNCIL
MEOPHAM PARISH COUNCIL
ST JOHNS CENTRE
WROTHAM ROAD
MEOPHAM
DA13 0AA

Cardholder Helpline
0800 096 4496
+44 1908 544 059 (from abroad)
www.lloydsbank.com/commercialbanking/

# Corporate Purchasing Card - Sterling Account



## Cardholder details

| | |
|---|---|
| Statement date | 02-12-2025 |
| Account number | XXXX-XXXX-XXXX-2457 |
| Card Limit | £800.00 |

## Your account at a glance

| | | | |
|---|---|---|---|
| Previous balance | £0.00 | Transaction refunds | £4.99 |
| Payments received | £0.00 | Account charges | £0.00 |
| Purchases | £410.62 | Annual Card Fees | £3.00 |
| Cash advances | £0.00 | Current balance | £408.63 |

| Transaction date | Reference | Description | | | | Amount |
|---|---|---|---|---|---|---|
| 03-11-2025 | 85383905308500009286432 | AMAZON* EF4Q50EF5 | LONDON | LND | GBR | £77.75 |
| 04-11-2025 | 74985405308101588554444 | AMZNMktplace*FK6A61RK5 | amazon.co.uk | | GB | £10.90 |
| 04-11-2025 | 24000775308100028811747 | LAND REGISTRY DEEDS | LANDREGISTRY- | DE | US | £66.95 |
| 06-11-2025 | 74208475312100002777043 | AMAZON* 1H1SP8HV5 | LONDON | | GB | £48.97 |
| 08-11-2025 | 74208475313100012054861 | AMAZON* 1H1SP8HV5 | LONDON | | GB | £2.49 CR |
| 09-11-2025 | 74208475313100011758280 | AMAZON* 1H1SP8HV5 | LONDON | | GB | £2.50 CR |
| 18-11-2025 | 74208475323100040497395 | AMAZON* Z315U4PJ4 | LONDON | | GB | £112.22 |
| 19-11-2025 | 74163615324785711562726 | WM MORRISONS STORE | GRAVESEND | | GB | £93.83 |
| 02-12-2025 | | MONTHLY FEE | | | | £3.00 |



Payment is due by 16 December 2025 — Balance £408.63

Cardholder Signature ____________________ Date ________

Supervisor Signature ____________________ Date ________
I can confirm that all applicable VAT invoices are attached to this document.

Your Company will settle your account directly, however, receipts must be retained for your expense claim to be signed off by your manager.

LLOYDS BANK

unity trust bank

MRS LISA WINTER
MEOPHAM PARISH COUNCIL
MEOPHAM PARISH COUNCIL
ST JOHNS CENTRE
WROTHAM ROAD
MEOPHAM
DA13 0AA

Cardholder Helpline
0800 096 4496
+44 1908 544 059 (from abroad)
www.lloydsbank.com/commercialbanking/

# Corporate Purchasing Card - Sterling Account



## Cardholder details

| | |
|---|---|
| Statement date | 02-12-2025 |
| Account number | XXXX-XXXX-XXXX-9788 |
| Card Limit | £750.00 |

## Your account at a glance

| | | | |
|---|---|---|---|
| Previous balance | £0.00 | Transaction refunds | £0.00 |
| Payments received | £0.00 | Account charges | £0.00 |
| Purchases | £0.00 | Annual Card Fees | £3.00 |
| Cash advances | £0.00 | Current balance | £3.00 |

| Transaction date | Reference | Description | Amount |
|---|---|---|---|
| 02-12-2025 | | MONTHLY FEE | £3.00 |

Payment is due by 16 December 2025

Balance £3.00

Cardholder Signature ____________________ Date ________

Supervisor Signature ____________________ Date ________

I can confirm that all applicable VAT invoices are attached to this document.

Your Company will settle your account directly, however, receipts must be retained for your expense claim to be signed off by your manager.

67

£77.75

# Invoice

MEOPHAM PARISH COUNCIL
ST JOHNS CENTRE, WROTHAM ROAD
MEOPHAM, KENT, DA13 0AA
GB

**Paid**

Payment reference ID 24gFGRxlICp3A6zFMZG3

Sold by ACORN SOLUTION LIMITED

| | |
|---|---|
| Invoice date | 03.11.2025 |
| Invoice # | DS-AEU-INV-GB-2025-613138180 |
| Total payable | £41.80 |

| | |
|---|---|
| VAT declared by | Amazon EU S.a.r.L. |
| VAT # | GB727255821 |

For customer support visit www.amazon.co.uk/contact-us

## Billing address

MEOPHAM PARISH COUNCIL
St Johns Centre, Wrotham Road
Meopham, Kent, DA13 0AA
GB

## Delivery address

MEOPHAM PARISH COUNCIL
St Johns Centre, Wrotham Road
Meopham, Kent, DA13 0AA
GB

## Sold by

ACORN SOLUTION LIMITED
Hong Kong (SAR),
TSTKLNKLN
HARBOUR CITY,, 13A/F SOUTH TOWERWORLD
FINANCE CTR, RMS 05-15,
HK

## Order information

| | |
|---|---|
| Order date | 03.11.2025 |
| Order # | 202-1667099-8585117 |

## Invoice details

| Description | Qty | Unit price (excl. VAT) | VAT rate | Unit price (incl. VAT) | Item subtotal (incl. VAT) |
|---|---|---|---|---|---|
| HP Office A4 80gsm White Office Copier Paper (1 Box Contains Five Reams of 500 Sheets) \| B00DUCH35A<br>ASIN: B00DUCH35A | 2 | £17.42 | 20% | £20.90 | £41.80 |
| Shipping Charges | | £0.00 | | £0.00 | £0.00 |

**Invoice total** **£41.80**

| | VAT rate | Item subtotal (excl. VAT) | VAT subtotal |
|---|---|---|---|
| | 20% | £34.84 | £6.96 |
| Total | | £34.84 | £6.96 |

# Invoice

**Paid**

Payment reference ID 24gFGRxlICp3A6zFMZG3

Sold by Xiang tan le you you guo ji lv xing she you xian gong si

| | |
|---|---|
| Invoice date | 04.11.2025 |
| Invoice # | DS-AEU-INV-GB-2025-614997718 |
| Total payable | £23.48 |

MEOPHAM PARISH COUNCIL
ST JOHNS CENTRE, WROTHAM ROAD
MEOPHAM, KENT, DA13 0AA
GB

| | |
|---|---|
| VAT declared by | Amazon EU S.a.r.L. |
| VAT # | GB727255821 |

For customer support visit www.amazon.co.uk/contact-us

## Billing address

MEOPHAM PARISH COUNCIL
St Johns Centre, Wrotham Road
Meopham, Kent, DA13 0AA
GB

## Delivery address

MEOPHAM PARISH COUNCIL
St Johns Centre, Wrotham Road
Meopham, Kent, DA13 0AA
GB

## Sold by

Xiang tan le you you guo ji lv xing she you xian gong si
32 hao tian yuan jin se du hui 1danyuan
1301014hao
chengzhengjie jie dao shaoshan dong lu
xiangtan, yuhu qu, hunan, 411100
CN

## Order information

| | |
|---|---|
| Order date | 03.11.2025 |
| Order # | 202-8577395-0816357 |

## Invoice details

| Description | Qty | Unit price (excl. VAT) | VAT rate | Unit price (incl. VAT) | Item subtotal (incl. VAT) |
|---|---|---|---|---|---|
| Surcotto Plastic Wallets A4 Punched Pockets,24 Pack Expandable Plastic Document Files Popper Wallet,11 Holes Large Capacity Binder Pocket with Velcro and Label Pocket, Envelope File Folders \| B0FFLZYB7Y<br>ASIN: B0FFLZYB7Y | 1 | £17.49 | 20% | £20.99 | £20.99 |
| Shipping Charges | | £2.07 | | £2.49 | £2.49 |

## Invoice total £23.48

| | VAT rate | Item subtotal (excl. VAT) | VAT subtotal |
|---|---|---|---|
| | 20% | £19.56 | £3.92 |
| Total | | £19.56 | £3.92 |

Amazon encourages customers to help protect the environment by recycling old or unwanted electrical products. Find out where you can recycle them at recycle-more.co.uk

LU-BIO-04

Amazon EU S.à r.l. - 38 avenue John F. Kennedy, L-1855 Luxembourg
R.C.S. Luxembourg: B 101818 • Share Capital: 37,500 EUR

VAT declared by Amazon



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# Invoice

MEOPHAM PARISH COUNCIL
ST JOHNS CENTRE, WROTHAM ROAD
MEOPHAM, KENT, DA13 0AA
GB

**Paid**

Payment reference ID 24gFGRxlICp3A6zFMZG3
Sold by ShenZhenShi HongYeKeJi YouXianGongSi

| | |
|---|---|
| Invoice date | 04.11.2025 |
| Invoice # | DS-AEU-INV-GB-2025-614997752 |
| Total payable | £12.47 |

| | |
|---|---|
| VAT declared by | Amazon EU S.a.r.L. |
| VAT # | GB727255821 |

For customer support visit www.amazon.co.uk/contact-us

**Billing address**
MEOPHAM PARISH COUNCIL
St Johns Centre, Wrotham Road
Meopham, Kent, DA13 0AA
GB

**Delivery address**
MEOPHAM PARISH COUNCIL
St Johns Centre, Wrotham Road
Meopham, Kent, DA13 0AA
GB

**Sold by**
ShenZhenShi HongYeKeJi YouXianGongSi
longhuaqu
minzhijiedao niulanqiancun35dong404shi
shenzhenshi, guangdongsheng, 518000
CN

## Order information

| | |
|---|---|
| Order date | 03.11.2025 |
| Order # | 202-8577395-0816357 |

## Invoice details

| Description | Qty | Unit price (excl. VAT) | VAT rate | Unit price (incl. VAT) | Item subtotal (incl. VAT) |
|---|---|---|---|---|---|
| Calculators HIHUHEN Large Calculator Solar & Battery Power 12 Digit Display Multi-Functional Big Button for Business Office School Calculating (1 x Calculator) \| B07Q3XC2Q4<br>ASIN: B07Q3XC2Q4 | 1 | £8.31 | 20% | £9.97 | £9.97 |
| Shipping Charges | | £2.08 | | £2.50 | £2.50 |

**Invoice total** **£12.47**

| | VAT rate | Item subtotal (excl. VAT) | VAT subtotal |
|---|---|---|---|
| | 20% | £10.39 | £2.08 |
| Total | | £10.39 | £2.08 |

10.90.

# Invoice

**Paid**
Payment reference ID 3dXIO4zETqwcjMaEiQIP
Sold by SIM DISTRIBUTORS LTD
VAT # GB378692435

| | |
|---|---|
| Invoice date | 04 November 2025 |
| Invoice # | GB506RRFYLWLHI |
| Total payable | £10.90 |

MEOPHAM PARISH COUNCIL
ST JOHNS CENTRE, WROTHAM ROAD
MEOPHAM, KENT, DA13 0AA
GB

For customer support visit www.amazon.co.uk/contact-us

**Billing address**
MEOPHAM PARISH COUNCIL
St Johns Centre, Wrotham Road
Meopham, Kent, DA13 0AA
GB

**Delivery address**
MEOPHAM PARISH COUNCIL
St Johns Centre, Wrotham Road
Meopham, Kent, DA13 0AA
GB

**Sold by**
SIM DISTRIBUTORS LTD
691 LONDON ROAD
ISLEWORTH
ISLEWORTH, TW7 4ES
GB
VAT # GB378692435

## Order information

| | |
|---|---|
| Order date | 04 November 2025 |
| Order # | 202-6326645-8704349 |

## Invoice details

| Description | Qty | Unit price (excl. VAT) | VAT rate | Unit price (incl. VAT) | Item subtotal (incl. VAT) |
|---|---|---|---|---|---|
| Pukka Pad, A4 Metallic Jotta Book 3 Pack – 21 x 30cm – Wirebound Notebook with 8mm Lines and 80GSM Paper – Features 4-Hole Punch Margins and Perforated Edges - 200 Pages, Green<br>ASIN: B000J6EXLM | 1 | £9.08 | 20% | £10.90 | £10.90 |
| Shipping Charges | | £0.00 | | £0.00 | £0.00 |

**Invoice total** **£10.90**

| | VAT rate | Item subtotal (excl. VAT) | VAT subtotal |
|---|---|---|---|
| | 20% | £9.08 | £1.82 |
| Total | | £9.08 | £1.82 |



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Outlook

**Order Confirmation - Order No. LRD-161426**

**From** noreply@hmlandregistry.uk <noreply@hmlandregistry.uk>
**Date** Tue 2025-11-04 10:16 AM
**To** Finance & Grants Officer - Meopham Parish Council <financeofficer@meopham-pc.gov.uk>

# HMLandregistry.uk

**Order Confirmation**

Thank you for your order.

Once we have processed your order, your documents will be delivered by email to financeofficer@meopham-pc.gov.uk

Below is the information you provided on your order form, if you need to correct any mistakes please let us know as soon as possible by replying to this email.

| | |
|---|---|
| Order for | **Comprehensive Title Deeds Package** |
| Title Number (if provided) | |
| Tenure (if selected) | **Not sure** |
| Property Address | **Meopham Allotments Park Hill, Meopham Kent DA13 9HS** |
| Number of Properties/Titles | **One Property** |
| Total Price Paid | **£ 66.95** |

***Add Paper Copies By Post***

38.98
9.99.
48.97

# Invoice

**Paid**

Payment reference ID 210RnFqx0sXJ1I8FPmEL

Sold by OWORKS LTD

VAT # GB469922931

| | |
|---|---|
| Invoice date / Delivery date | 07 November 2025 |
| Invoice # | GB5043TAIP9N9I |
| Total payable | £9.99 |

MEOPHAM PARISH COUNCIL
ST JOHNS CENTRE, WROTHAM ROAD
MEOPHAM, KENT, DA13 0AA
GB

For customer support visit www.amazon.co.uk/contact-us

**Billing address**
MEOPHAM PARISH COUNCIL
St Johns Centre, Wrotham Road
Meopham, Kent, DA13 0AA
GB

**Delivery address**
TRACEY HANLON
12 LESLEY CLOSE, ISTEAD RISE
GRAVESEND, KENT, DA13 9JS
GB

**Sold by**
OWORKS LTD
206 Bath Street
GLASGOW, Glasgow, G2 4HW
GB
VAT # GB469922931

## Order information

| | |
|---|---|
| Order date | 06 November 2025 |
| Order # | 202-5504692-5378732 |

## Invoice details

| Description | Qty | Unit price (excl. VAT) | VAT rate | Unit price (incl. VAT) | Item subtotal (incl. VAT) |
|---|---|---|---|---|---|
| Indigo® A3 White Multipurpose Copier Paper – 80GSM, 100 Sheets \| Inkjet, Laser & Copier Printer Compatible \| Smooth A3 Paper for Office, School & Creative Use<br>ASIN: B09XRJPJPQ | 1 | £8.32 | 20% | £9.99 | £9.99 |
| Shipping Charges | | £0.00 | | £0.00 | £0.00 |

**Invoice total** **£9.99**

| | VAT rate | Item subtotal (excl. VAT) | VAT subtotal |
|---|---|---|---|
| | 20% | £8.32 | £1.67 |
| Total | | £8.32 | £1.67 |



73

FC 80

48

# Invoice

38.98

## Paid

Payment reference ID 210RnFqx0sXJ1I8FPmEL

Sold by YiChangShi KaiMing WangLuoKeJi YouXianGongSi

| | |
|---|---|
| Invoice date / Delivery date | 08.11.2025 |
| Invoice # | DS-AEU-INV-GB-2025-623611695 |
| Total payable | £21.48 |

MEOPHAM PARISH COUNCIL
ST JOHNS CENTRE, WROTHAM ROAD
MEOPHAM, KENT, DA13 0AA
GB

| | |
|---|---|
| VAT declared by | Amazon EU S.a.r.L. |
| VAT # | GB727255821 |

For customer support visit www.amazon.co.uk/contact-us

### Billing address

MEOPHAM PARISH COUNCIL
St Johns Centre, Wrotham Road
Meopham, Kent, DA13 0AA
GB

### Delivery address

TRACEY HANLON
12 LESLEY CLOSE, ISTEAD RISE
GRAVESEND, KENT, DA13 9JS
GB

### Sold by

YiChangShi KaiMing WangLuoKeJi YouXianGongSi
ShengWuChanYeYuan HuaXiLu188Hao
KuaJingDianShangChanYeYuan8HaoLou0409Shi
ZiMaoQu, YiChangPianQu, HuBeiSheng, 443000
CN

### Order information

| | |
|---|---|
| Order date | 06.11.2025 |
| Order # | 202-6762118-8371518 |

### Invoice details

| Description | Qty | Unit price (excl. VAT) | VAT rate | Unit price (incl. VAT) | Item subtotal (incl. VAT) |
|---|---|---|---|---|---|
| **Combination Key Safe Box 28 Key Cabinet Wall Mounted Key Safe Storage for Outdoor, Steel Security Lock Box with 30 Key Tags, Keysafe Outside Organiser, for Indoor Outside Property Garage, Black \| B0BFKBFYNH**<br>ASIN: B0BFKBFYNH | 1 | £15.82 | 20% | £18.99 | £18.99 |
| Shipping Charges | | £2.07 | | £2.49 | £2.49 |

**Invoice total** **£21.48**

| | VAT rate | Item subtotal (excl. VAT) | VAT subtotal |
|---|---|---|---|
| | 20% | £17.89 | £3.59 |
| Total | | £17.89 | £3.59 |





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amazon.co.uk

FC 80

# Invoice

**Paid**

Payment reference ID 210RnFqx0sXJ1I8FPmEL

Sold by Amazon EU S.à r.l., UK Branch

VAT # GB727255821

| | |
|---|---|
| Invoice date / Delivery date | 07 November 2025 |
| Invoice # | GB58OUHXPAEUI |
| Total payable | £17.50 |

MEOPHAM PARISH COUNCIL
ST JOHNS CENTRE, WROTHAM ROAD
MEOPHAM, KENT, DA13 0AA
GB

For customer support visit www.amazon.co.uk/contact-us

## Billing address

MEOPHAM PARISH COUNCIL
St Johns Centre, Wrotham Road
Meopham, Kent, DA13 0AA
GB

## Delivery address

TRACEY HANLON
12 LESLEY CLOSE, ISTEAD RISE
GRAVESEND, KENT, DA13 9JS
GB

## Sold by

Amazon EU S.à r.l., UK Branch
1 Principal Place, Worship Street
London, EC2A 2FA
United Kingdom
VAT # GB727255821

## Order information

| | |
|---|---|
| Order date | 06 November 2025 |
| Order # | 202-6762118-8371518 |

## Invoice details

| Description | Qty | Unit price (excl. VAT) | VAT rate | Unit price (incl. VAT) | Item subtotal (incl. VAT) |
|---|---|---|---|---|---|
| Master Lock Key Safe, 5401EURD, Wall Mounted, Medium, Strong Aluminium Weather Resistant Construction - Mounting Hardware Included<br>ASIN: B000JTIX3S | 1 | £12.50 | 20% | £15.00 | £15.00 |
| Shipping Charges | | £2.08 | | £2.50 | £2.50 |

**Invoice total** **£17.50**

| | VAT rate | Item subtotal (excl. VAT) | VAT subtotal |
|---|---|---|---|
| | 20% | £14.58 | £2.92 |
| Total | | £14.58 | £2.92 |

Amazon encourages customers to help protect the environment by recycling old or unwanted electrical products. Find out where you can recycle them at recycle-more.co.uk

LU-BIO-04

Amazon EU S.à r.l. - 38 avenue John F. Kennedy, L-1855 Luxembourg
R.C.S. Luxembourg: B 101818 • Share Capital: 37,500 EUR

Amazon EU S.à r.l., UK Branch – Registered Office: 1 Principal Place, Worship Street, London, EC2A 2FA, GB

Registered in England and Wales • Branch Registration No. BR017427 • VAT No. GB 727255821

75

FC 80

Outlook

**Refund on order 202-6762118-8371518**

**From** Amazon.co.uk <payments-messages@amazon.co.uk>
**Date** Sat 2025-11-08 6:04 AM
**To** Finance & Grants Officer - Meopham Parish Council <financeofficer@meopham-pc.gov.uk>

Dear Customer,

Greetings from Amazon.co.uk.

We are writing to confirm that we are processing your refund in the amount of £2.49 for your Order 202-6762118-8371518 from AIODIHAILIYAN.

This amount has been credited to your payment method and will appear when your bank has processed it.

This refund is for the following item(s):

Item: Combination Key Safe Box 28 Key Cabinet Wall Mounted Key Safe Storage for Outdoor, Steel Security Lock Box with 30 Key Tags, Keysafe Outside Organiser
Quantity: 1
ASIN: B0BFKBFYNH
Reason for refund: Item shipped late

The following is the breakdown of your refund for this item:
Shipping Refund: £2.07
Shipping Tax Refund: £0.42

Your refund is being credited as follows:

Visa Credit Card [expiring on 10/2029]: £2.49
These amounts will be returned to your payment methods within 5-7 business days.

Have•an issue with your refund, or a question about our refund policy?
Visit our Help section for more information:
http://www.amazon.co.uk/gp/help/customer/display.html?nodeld=1161010
Thank you for shopping at Amazon.co.uk.
Sincerely,

Amazon.co.uk Customer Service

http://www.amazon.co.uk

Note: this e-mail was sent from a notification-only e-mail address that cannot accept incoming e-mail. Please do not reply to this message.

FC 80

Outlook

**Refund on order 202-6762118-8371518**

**From** Amazon.co.uk <payments-messages@amazon.co.uk>
**Date** Sat 2025-11-08 6:06 AM
**To** Finance & Grants Officer - Meopham Parish Council <financeofficer@meopham-pc.gov.uk>

Dear Customer,

Greetings from Amazon.co.uk.

We are writing to confirm that we are processing your refund in the amount of £2.50 for your Order 202-6762118-8371518.

This amount has been credited to your payment method and will appear when your bank has processed it.

This refund is for the following item(s):

Item: Master Lock Key Safe, 5401EURD, Wall Mounted, Medium, Strong Aluminium Weather Resistant Construction - Mounting Hardware Included
Quantity: 1
ASIN: B000JTIX3S
Reason for refund: Item shipped late

The following is the breakdown of your refund for this item:
Shipping Refund: £2.08
Shipping Tax Refund: £0.42

Your refund is being credited as follows:

Visa Credit Card [expiring on 10/2029]: £2.50
These amounts will be returned to your payment methods within 5-7 business days.

Have an issue with your refund, or a question about our refund policy?
Visit our Help section for more information:
http://www.amazon.co.uk/gp/help/customer/display.html?nodeId=1161010
Thank you for shopping at Amazon.co.uk.
Sincerely,

Amazon.co.uk Customer Service

http://www.amazon.co.uk

Note: this e-mail was sent from a notification-only e-mail address that cannot accept incoming e-mail. Please do not reply to this message.

Amazon.co.uk is a trading name for Amazon EU Sarl, for Amazon Europe Core Sarl and for Amazon Media EU Sarl, all of which have their registered office at 38 avenue John F. Kennedy, L-1855 Luxembourg.

£112.22 Invoice

**Paid**

Payment reference ID 4Pd5BYKYe4sNpXjchxTe

Sold by Uljana Limited

VAT # GB178941067

| | |
|---|---|
| Invoice date / Delivery date | 18 November 2025 |
| Invoice # | GB502GI7N23XNI |
| Total payable | £7.65 |

MEOPHAM PARISH COUNCIL
ST JOHNS CENTRE, WROTHAM ROAD
MEOPHAM, KENT, DA13 0AA
GB

For customer support visit www.amazon.co.uk/contact-us

**Billing address**
MEOPHAM PARISH COUNCIL
St Johns Centre, Wrotham Road
Meopham, Kent, DA13 0AA
GB

**Delivery address**
MEOPHAM PARISH COUNCIL
St Johns Centre, Wrotham Road
Meopham, Kent, DA13 0AA
GB

**Sold by**
Uljana Limited
Unit 1 James Street
Maidstone, Kent, ME14 2UN
GB
VAT # GB178941067

## Order information

| | |
|---|---|
| Order date | 18 November 2025 |
| Order # | 204-4214791-4233907 |

## Invoice details

| Description | Qty | Unit price (excl. VAT) | VAT rate | Unit price (incl. VAT) | Item subtotal (incl. VAT) |
|---|---|---|---|---|---|
| Sixstore 2026 Appointment Week to View A4 Diary, A4 WTV Planner Hardback Cover Casebound, Hourly Appointment Slots from 9:00 to 17:30 Monday to Friday, Red<br>ASIN: B0FNLFDS9N | 1 | £5.99 | 0% | £5.99 | £5.99 |
| Shipping Charges | | £1.38 | | £1.66 | £1.66 |

**Invoice total** **£7.65**

| | VAT rate | Item subtotal (excl. VAT) | VAT subtotal |
|---|---|---|---|
| | 0% | £5.99 | £0.00 |
| | 20% | £1.38 | £0.28 |
| Total | | £7.37 | £0.28 |



80

# Invoice

**Paid**

Payment reference ID 4Pd5BYKYe4sNpXjchxTe

Sold by CLICK5 LTD

VAT # GB478633742

| | |
|---|---|
| Invoice date / Delivery date | 18 November 2025 |
| Invoice # | GB500YY1POEFHI |
| Total payable | £5.65 |

MEOPHAM PARISH COUNCIL
ST JOHNS CENTRE, WROTHAM ROAD
MEOPHAM, KENT, DA13 0AA
GB

For customer support visit www.amazon.co.uk/contact-us

**Billing address**
MEOPHAM PARISH COUNCIL
St Johns Centre, Wrotham Road
Meopham, Kent, DA13 0AA
GB

**Delivery address**
MEOPHAM PARISH COUNCIL
St Johns Centre, Wrotham Road
Meopham, Kent, DA13 0AA
GB

**Sold by**
CLICK5 LTD
C/O Wisetax Accountants, 1st Floor
7 Mackenzie Street
SLOUGH, Berkshire, SL1 1XQ
GB
VAT # GB478633742

## Order information

| | |
|---|---|
| Order date | 18 November 2025 |
| Order # | 204-4214791-4233907 |

## Invoice details

| Description | Qty | Unit price (excl. VAT) | VAT rate | Unit price (incl. VAT) | Item subtotal (incl. VAT) |
|---|---|---|---|---|---|
| 2026 Year Wall Planner A3 Uk Wall Calendar Yearly Planner Large Jan To Dec Full Year Planning Chart Student Family Home School Office Work Study Annual Poster Multi 29.7 x 42.0 cm (1Pc)(Folded) ASIN: B0FT7W69LL | 1 | £3.32 | 20% | £3.99 | £3.99 |
| Shipping Charges | | £1.38 | | £1.66 | £1.66 |

**Invoice total** £5.65

| | VAT rate | Item subtotal (excl. VAT) | VAT subtotal |
|---|---|---|---|
| | 20% | £4.70 | £0.95 |
| Total | | £4.70 | £0.95 |



81

# Invoice

**Paid**

Payment reference ID 4Pd5BYKYe4sNpXjchxTe
Sold by Marquee Media Ltd T/A Speedy Marquee
VAT # GB504340883

| | |
|---|---|
| Invoice date / Delivery date | 18 November 2025 |
| Invoice # | GB502EME82XORI |
| Total payable | £20.76 |

MEOPHAM PARISH COUNCIL
ST JOHNS CENTRE, WROTHAM ROAD
MEOPHAM, KENT, DA13 0AA
GB

For customer support visit www.amazon.co.uk/contact-us

## Billing address

MEOPHAM PARISH COUNCIL
St Johns Centre, Wrotham Road
Meopham, Kent, DA13 0AA
GB

## Delivery address

MEOPHAM PARISH COUNCIL
St Johns Centre, Wrotham Road
Meopham, Kent, DA13 0AA
GB

## Sold by

Marquee Media Ltd T/A Speedy Marquee
Unit 2
20 Wharfdale Service Road
Bournemouth, Dorset, BH4 9BT
GB
VAT # GB504340883

## Order information

| | |
|---|---|
| Order date | 18 November 2025 |
| Order # | 204-8641384-6118751 |

## Invoice details

| Description | Qty | Unit price (excl. VAT) | VAT rate | Unit price (incl. VAT) | Item subtotal (incl. VAT) |
|---|---|---|---|---|---|
| Performer A3 Paper 80gsm ( 297mm x 420mm) - 1000 Sheets<br>ASIN: B00ZCAXFOG | 1 | £17.30 | 20% | £20.76 | £20.76 |
| Shipping Charges | | £0.00 | | £0.00 | £0.00 |

**Invoice total** **£20.76**

| | VAT rate | Item subtotal (excl. VAT) | VAT subtotal |
|---|---|---|---|
| | 20% | £17.30 | £3.46 |
| Total | | £17.30 | £3.46 |



82

# Invoice

MEOPHAM PARISH COUNCIL
ST JOHNS CENTRE, WROTHAM ROAD
MEOPHAM, KENT, DA13 0AA
GB

## Paid

Payment reference ID 4Pd5BYKYe4sNpXjchxTe
Sold by Justar Technology Limited

| | |
|---|---|
| Invoice date / Delivery date | 19.11.2025 |
| Invoice # | DS-AEU-INV-GB-2025-651434876 |
| Total payable | £78.16 |

| | |
|---|---|
| VAT declared by | Amazon EU S.a.r.L. |
| VAT # | GB727255821 |

For customer support visit www.amazon.co.uk/contact-us

### Billing address
MEOPHAM PARISH COUNCIL
St Johns Centre, Wrotham Road
Meopham, Kent, DA13 0AA
GB

### Delivery address
MEOPHAM PARISH COUNCIL
St Johns Centre, Wrotham Road
Meopham, Kent, DA13 0AA
GB

### Sold by
Justar Technology Limited
36 CHUK YUEN VILLAGE, TA KWU LING
G/F
FANLING, N.T.,, HONG KONG, 999077
HK

### Order information

| | |
|---|---|
| Order date | 18.11.2025 |
| Order # | 204-4214791-4233907 |

## Invoice details

| Description | Qty | Unit price (excl. VAT) | VAT rate | Unit price (incl. VAT) | Item subtotal (incl. VAT) |
|---|---|---|---|---|---|
| **Bonsaii 12-Sheet Micro Cut Paper Shredder, Heavy Duty Shredder for Home Office Runs for 60 Mins, Shredders with 4 Casters & 16 Litres Pullout Bin, Shreds CD, Card, Mail, Staple and Clips(C266-B) \| B0CNVD4S4B**<br>ASIN: B0CNVD4S4B | 1 | £63.74 | 20% | £76.49 | £76.49 |
| Shipping Charges | | £1.39 | | £1.67 | £1.67 |

**Invoice total £78.16**

| | VAT rate | Item subtotal (excl. VAT) | VAT subtotal |
|---|---|---|---|
| | 20% | £65.13 | £13.03 |
| Total | | £65.13 | £13.03 |





Amazon EU S.à r.l. - 38 avenue John F. Kennedy, L-1855 Luxembourg
R.C.S. Luxembourg: B 101818 • Share Capital: 37,500 EUR

VAT declared by Amazon

83

**Morrisons**

Wm Morrison Supermarkets Ltd BD3 7DL
VAT Number 343475355
Gravesend
Store Manager John O'Flynn
john.oflynn@Morrisonsplc.co.uk
Customer Services - 0345 611 6111

| QTY DESCRIPTION | PRICE | AMOUNT |
|---|---|---|
| 1 FOX'S VIENNESE | £4.50 | £4.50 F |
| 1 M MINI MINCE PIES | £1.75 | £1.75 F |
| 1 M CARAMEL SHORTCAKE | £2.95 | £2.95 F |
| 1 M ROCKY ROAD BITES | £2.95 | £2.95 F |
| 1 CRAVENDALE MILK | £2.00 | £2.00 F |
| 1 NESCAFE GOLD BLEND | £4.00 | £4.00 F |
| 1 TAYLORS YORKS TEA | £6.25 | £6.25 D |
| 2 M RED GRAPES | £2.00 | £4.00 F |
| 1 M WATERMELON | £2.50 | £2.50 F |
| 1 M STRAWBERRIES | £2.30 | £2.30 F |
| 1 M MELON & PINEAPPLE | £3.00 | £3.00 F |
| 2 TRIPLE CHICK S/WICH | £3.25 | £6.50 F |
| 1 M CHICK SALAD S/W | £2.80 | £2.80 F |
| 1 M BLT SANDWICH | £2.90 | £2.90 F |
| 1 M TUNA+S/CORN S/W | £2.25 | £2.25 F |
| 1 SWEET CHILLI WRAP | £3.25 | £3.25 F |
| 2 M CORON CHK SANDWICH | £2.75 | £5.50 F |
| 1 M S/FRIED CHICK WRAP | £3.25 | £3.25 F |
| 1 M SALM+CHEESE S/W | £3.00 | £3.00 F |
| 1 M THE BEST WRAP | £4.25 | £4.25 F |
| 1 M BEST SHAWARMA WRAP | £3.85 | £3.85 F |
| 1 M MELTON PIES | £2.79 | £2.79 F |
| 1 M DINKY SAUSAGES | £3.50 | £3.50 F |
| 1 M DINKY SAUSAGES | £3.50 | £3.50 F |
| 4 HIGHLAND SPRING | £1.15 | £4.60 A |
| 3 TROPICANA JUICE | £2.25 | £6.75 A |
| 2 NAKED SMOOTHIE | £2.90 | £5.80 A |
| 3 COPELLA CLOUDY APPLE | £1.95 | £5.85 A |
| 5 WALKERS CRISPS | £1.10 | £5.50 A |
| 2 HULA HOOPS CRISPS | £1.15 | £2.30 A |
| 2 WALKERS CRISPS | £1.10 | £2.20 A |
| 2 HULA HOOPS CRISPS | £1.15 | £2.30 A |
| 1 DORITOS COOL ORIGIN | £1.00 | £1.00 F |
| **TOTAL** | | **£119.84** |
| Revised Meal Deal | | -£23.85 |
| Premium Meal Deal | | -£2.16 |
| **BALANCE BEFORE DEDUCTIONS** | | **£93.83** |
| Card | | £93.83 |

VISA CREDIT PAYMENT
AID :A0000000031010
PAN :************2457 ICC
Start:1025 Exp: 1029
Seq :01 TRN: 444928
MID :**18590 TID: ****9857
AuthCode:11 - 044271
Verified by PIN
CHANGE £0.00
Number of items: 51

**MULTISAVE £26.01**
**SAVINGS AT MORRISONS**

More Card Offers:

************************************************************

| | |
|---|---|
| Points balance on last shop | 5380 |
| More Points earned this shop | 255 |
| 5 More Points on every Product | 255 |
| FREE Disney Trading Card Packs | 6 |

************************************************************

**Morrisons More**

Pay Less with More Card. Keep scanning to earn More Card Points, access More Card Prices and receive personalised offers.
For more information visit morrisons.com/more

63002980080104191120251543

19/11/2025 15:43:22 00298 008 0104 0007

84

Help is available if you're experiencing domestic abuse Call Refuge's National Domestic Abuse Helpline on 0808 2000 247 Download the Brightsky app

## Meopham Parish Council

### RECONCILIATION - CAMBRIDGE BUILDING SOCIETY 31-12-2025

| | |
|---|---|
| From Accounts . . . . . . . . . . . . . . . . . . . . . | £96,063.25 |
| Payments not cashed . . . . . Add . . . . . . . . | |
| Receipts not entered . . . . . Subtract . . . . . | |
| **Statement should be . . . . . . . . . . . . . . . . . .** | **£96,063.25** |

Voucher Codes 31
(Interest)

Log Out

THE CAMBRIDGE
Building Society

Home MENU

# Account Details

## Manage your account

## Your Account

**Instant Access**

CB01477687 Council Saver

Meopham Parish Council

Balance: £96,063.25

Available: £96,063.25

Accrued interest (not paid): £13.82

Interest rate: 1.75%

Transactions Future Payment

## Transactions

Period from

to

86

Filter

Download Transactions

| | |
|---|---|
| Date | 31/12/2025 |
| Description | GROSS INTEREST |
| In (£) | 1,656.71 |
| Out (£) | |
| Balance (£) | 96,063.25 |
| Date | 10/12/2025 |
| Description | RECEIPT BY CHEQUE |
| In (£) | 10,000.00 |
| Out (£) | |
| Balance (£) | 94,406.54 |
| Date | 09/01/2025 |
| Description | RECEIPT BY PRODUCT SWITCH |
| In (£) | 84,406.54 |
| Out (£) | |
| Balance (£) | 84,406.54 |
| Date | 09/01/2025 |
| Description | WITHDRAWAL BY PRODUCT SWITCH |
| In (£) | |
| Out (£) | 84,406.54 |
| Balance (£) | 0.00 |
| Date | 09/01/2025 |

| | |
|---|---|
| Description | GROSS INTEREST |
| In (£) | 44.38 |
| Out (£) | |
| Balance (£) | 84,406.54 |
| Date | 31/12/2024 |
| Description | GROSS INTEREST |
| In (£) | 362.16 |
| Out (£) | |
| Balance (£) | 84,362.16 |
| Date | 31/10/2024 |
| Description | RECEIPT BY CHEQUE |
| In (£) | 84,000.00 |
| Out (£) | |
| Balance (£) | 84,000.00 |
| Date | 21/10/2024 |
| Description | PAYMENT REVERSED - CHEQUE |
| In (£) | |
| Out (£) | 84,000.00 |
| Balance (£) | 0.00 |
| Date | 16/10/2024 |
| Description | RECEIPT BY CHEQUE |
| In (£) | 84,000.00 |
| Out (£) | |
| Balance (£) | 84,000.00 |

Latest

# Meopham Parish Council
## RECONCILIATION - REDWOOD BANK 31-12-2025

| | |
|---|---|
| From Accounts . . . . . . . . . . . . . . . . . . . . . | £107,796.45 |
| Payments not cashed . . . . . Add . . . . . . . . | |
| Receipts not entered . . . . . Subtract . . . . . | |
| **Statement should be . . . . . . . . . . . . . . . . . .** | **£107,796.45** |

Voucher Code 50

Interest.

RedwoodBank

Sign out

Home

MENU

# Account Details

# Manage your account

35 Day Notice Account (Issue 13)-Monthly Interest

80202762 35 Day Notice Account (Issue 13)-Monthly Interest

Meopham Parish Council

Tax status: Gross

Nominated account: 608301 20405821

Edit account details

**Balance: £107,796.45**

Available: £107,796.45

Accrued interest (not paid): £33.52

Interest rate: 3.78%

Make a payment

Transfer money

Transactions

Future Payments

## Transactions

Period from

to

Filter

90

Download transactions

| | |
|---|---|
| Date | 31/12/2025 |
| Description | Gross Interest |
| In (£) | 342.61 |
| Out (£) | |
| Balance (£) | 107,796.45 |
| Date | 02/12/2025 |
| Description | Receipt by Bank Transfer |
| In (£) | 26,000.00 |
| Out (£) | |
| Balance (£) | 107,453.84 |
| Date | 30/11/2025 |
| Description | Gross Interest |
| In (£) | 252.53 |
| Out (£) | |
| Balance (£) | 81,453.84 |
| Date | 31/10/2025 |
| Description | Gross Interest |
| In (£) | 260.11 |
| Out (£) | |
| Balance (£) | 81,201.31 |
| Date | 30/09/2025 |
| Description | Gross Interest |
| In (£) | 250.94 |
| Out (£) | |
| Balance (£) | 80,941.20 |
| Date | 31/08/2025 |
| Description | Gross Interest |

| | |
|---|---|
| In (£) | 258.47 |
| Out (£) | |
| Balance (£) | 80,690.26 |
| Date | 31/07/2025 |
| Description | Gross Interest |
| In (£) | 257.64 |
| Out (£) | |
| Balance (£) | 80,431.79 |
| Date | 30/06/2025 |
| Description | Gross Interest |
| In (£) | 174.15 |
| Out (£) | |
| Balance (£) | 80,174.15 |
| Date | 10/06/2025 |
| Description | Receipt by Bank Transfer |
| In (£) | 79,000.00 |
| Out (£) | |
| Balance (£) | 80,000.00 |
| Date | 09/06/2025 |
| Description | Receipt by Bank Transfer |
| In (£) | 1,000.00 |
| Out (£) | |
| Balance (£) | 1,000.00 |

Latest | Next

# Meopham Parish Council

Prepared by: ______________________ Date: __________

*Name and Role (Clerk/RFO etc)*

Approved by: ______________________ Date: __________

*Name and Role (RFO/Chair of Finance etc)*

| | | | | |
|---|---|---|---|---|
| | **Bank Reconciliation at 31/12/2025** | | | |
| | Cash in Hand 01/04/2025 | | | 204,921.06 |
| | **ADD**<br>Receipts 01/04/2025 - 31/12/2025 | | | 244,003.09 |
| | | | | 448,924.15 |
| | **SUBTRACT**<br>Payments 01/04/2025 - 31/12/2025 | | | 168,948.11 |
| A | **Cash in Hand 31/12/2025**<br>(per Cash Book) | | | **279,976.04** |
| | Cash in hand per Bank Statements | | | |
| | Petty Cash | 31/12/2025 | 0.00 | |
| | Lloyds Bank | 31/12/2025 | 0.00 | |
| | Unity Trust Bank | 31/12/2025 | 76,159.34 | |
| | Unity Multipay Card | 31/12/2025 | -408.64 | |
| | CAMBRIDGE BUILDING SOCIET\ | 31/12/2025 | 96,063.25 | |
| | REDWOOD BANK | 31/12/2025 | 107,796.45 | |
| | | | | **279,610.40** |
| | Less unpresented payments | | | 43.00 |
| | | | | 279,567.40 |
| | Plus unpresented receipts | | | 408.64 |
| B | **Adjusted Bank Balance** | | | **279,976.04** |
| | **A = B Checks out OK** | | | |

Created by Scribe

93

Item 17.4

# Meopham Parish Council
## Reserves Balance
### 2025-2026

| Reserve | OpeningBalance | Transfers | Spend | Receipts | CurrentBalance |
|---|---|---|---|---|---|
| **Earmarked** | | | | | |
| Judsons Play Area | 14,000.00 | | | | 14,000.00 |
| Memorial Bench Donations | 5,500.00 | | | | 5,500.00 |
| Elections | 6,838.24 | -6,838.24 | | | 0.00 |
| Arboricultural Survey | 1,500.00 | | | | 1,500.00 |
| Judsons Legal Fees - Earmarke | 1,200.00 | | | | 1,200.00 |
| Post Replacements - Earmarke | | | | | 0.00 |
| All Council Strategic Day - Earm | 683.70 | | | | 683.70 |
| Harvel Green Bench - Earmarke | | | | | 0.00 |
| **Total Earmarked** | **29,721.94** | **-6,838.24** | | | **22,883.70** |
| **TOTAL RESERVE** | **29,721.94** | **-6,838.24** | | | **22,883.70** |
| **GENERAL FUND** | | | | | 257,092.34 |
| **TOTAL FUNDS** | | | | | 279,976.04 |

Current Agreement Item 19
Ends 31/3/26

AN AGREEMENT made this ........Day of ............Two thousand and Nineteen

Between Meopham Parish Council of The Windmill, Meopham Green DA13 0QA (hereinafter called "the Council") of the one part and Meopham & District Allotment Association of 2 Walnut Tree Way, Meopham Kent DA13 0EH (hereinafter called "the Tenant") of the other part.

This Agreement is subject to the Allotments Acts 1908 – 1950; to any Regulations endorsed to or on this Agreement; and to the following Conditions:

WHEREBY

1. The Council agrees to let and the Tenant agrees to take for a term of seven years, commencing on 1st April 2019, all that parcel of land containing 7.5 acres or thereabouts and more particularly delineated on the plan annexed hereto and thereon shown outlined in grey and identified as "Allotment Area = 32,160sq m, situate at Southdown Shaw (hereinafter called "the Allotments"), at a yearly rental of £385.00 payable annually by the 30th June and without deduction otherwise than allowed by statute. Rent will be subject to a review every two years on the anniversary of this agreement and any increase will not be more than the rate of inflation current at the time.

2. The Tenant agrees with the Council, as follows:-

a) The Tenant shall cause the land to be used for Allotment Gardens, within the meaning of that expression as defined in section 22 (1) of the Allotments Act, 1922, only (that is to say wholly or mainly for the production of vegetable or fruit crops for consumption by the plot holder and his (her)family) and not for commercial gain.

b) The Allotments shall be kept reasonably free from weeds and well fertilised and otherwise maintained in a proper state of cultivation and in good condition, and any pathway or vehicle access included therein or abutting thereon shall be kept reasonably free from weeds. Plots that remain unoccupied will be kept in reasonable order by members of the Association.

c) No nuisance or annoyance shall be caused or permitted to the occupier of any other land belonging to the Council and no obstruction or encroachment shall be caused or permitted in any path or roadway set out by the Council for the use of the occupiers of the Allotments.

d) No buildings (including greenhouses) shall be erected, no fixed lighting shall be installed and no trees shall be planted upon the Allotments without the consent of the Council (other than dwarf fruiting trees and/or fruiting bushes of a height not exceeding two metres). An exception to this is the siting of a portable toilet on the site, as per the terms of reference attached in appendix A.

e) No timber or other trees upon the Allotments shall be cut or pruned (apart from recognised pruning practices of fruit trees as above) and no mineral gravel sand earth or clay shall be taken or carried away without the consent of the Council.

f) Any fencing or barriers erected on the allotments shall not exceed a height of 1.2 metres.

g) The Council shall be responsible for maintenance of the boundary fences, hedges and gates and of land not in use as allotment as defined on the plan. All other maintenance shall be responsibility of the Tenant.

h) The Tenant shall be responsible for the complete day to day running of the Allotments, including payment of water charges, maintenance of water supply equipment and security of the site including provision of locks and keys of the allotment gate entrance into the main car park as shown on the plan.

i) The area defined on the plan as allotments shall comprise no more than 170 plots, excluding areas set aside for car parking.

j) The Tenant shall maintain Public Liability and any other necessary insurance, shall provide a copy of the current policy and premium receipt to the Council, shall carry out any necessary risk assessments and health and safety surveys as appropriate and shall be and remain a member of a recognised representative body such as the National Society of Allotment and Leisure Gardeners.

k) The Tenant shall let individual plots to members of Meopham & District Allotment Association and shall determine and collect rents. Membership of Meopham & District Allotment Association shall be limited to residents of the Borough of Gravesham. The terms and conditions of letting agreements for individuals' plots shall be approved by the Council.

l) The Tenant shall have authority and responsibility for the giving of notice to individual plot-holders for non-cultivation and/or non-payment of rent.

m) The Tenant shall maintain a list of potential allotment holders and shall let any vacant plot in list order.

3. Any officer of agent of the Council shall be entitled at any time, when so directed by the Council, to enter and inspect the Allotments or to access those areas of land maintained by the Council.

4. The Agreement may be determined:

   a) By either the Council or the Tenant giving to the other twelve months notice in writing expiring on or before 6th April or on or after 29th September in any year.

   b) By re-entry by the Council at any time after giving three months previous notice in writing to the Tenant on account of the land being required

      i) for any purpose (not being the use of the same for agriculture) for which they have been appropriated under any statutory provision.

      ii) for building mining or any other industrial purpose or for roads or sewers necessary in connection with any of the purposes.

   c) By re-entry by the Council at any time after giving one months previous notice in writing to the Tenants

      i) if the rent or any part thereof is in arrears for not less that forty days whether legally demanded or not

OR

ii) if it appears to the Council that the Tenant not less than three months after the commencement of the Agreement has not duly observed the conditions contained therein.

5. On determination of this agreement, under any of the circumstances described in clause 4 above, the Allotments shall be returned to the Council in no worse condition than at the commencement of the Agreement.

6. Any notices required to be given to either party are to be given at the address at the head of the agreement or such other address as is notified in writing to the other party. Any notice required to be given by the Council to the Tenant may be given by sending by special recorded delivery or by the recorded signed for postal service a written notice from the Clerk to the Council or other authorised officer of the Council for the time being or by affixing the same in some conspicuous manner on any one of the allotments comprised in the Agreement. Any notice required to be given by the Tenant to the Council shall be sufficiently given if signed by the Secretary of the Allotments Association and sent by pre-paid post to the Clerk to the Council.

7. Should the council, using its discretion, fail to enforce or apply any of the clauses under this agreement, it shall not be construed that the council approves or agrees to any breach of the agreement as a whole or that it loses its right to enforce the terms of this agreement in fully at any time during the tenure

IN WITNESS whereof of the Clerk to the Council and the Tenant have set their hand and seal to the original hereto and the counterpart hereof the day and year first before written.

**Signed on behalf of Meopham Parish Council**

Signed........................................................................................Date...............

Sheila Buchanan, Chairman, Meopham Parish Council

Signed........................................................................................ Date..................

John Ogden, Vice Chairman, Meopham Parish Council

Witnessed by:...........................................................................Date...............

Sarah Egglesden, Clerk, Meopham Parish Council, The Windmill, Meopham Green, Meopham, Kent DA13 0QA

**Signed on behalf of the Meopham and District Allotment Association**

Signed .....................................................................................Date...............

Julie Courtney, Chairperson Meopham and District Allotment Association

Address.....................................................................................................................

Witnessed by:........................................................................Date..................

Name in block capitals .................................................................................

Address .......................................................................................................

Appendix 1

**TERMS OF REFERENCE FOR THE SITING OF A PORTABLE WC AT THE MEOPHAM AND DISTRICT ALLOTMENTS, SOUTHDOWN SHAW**

1. The WC may only be placed on site between 1st March and 30th September each year.

2. The Tenant must provide the Landlord with evidence of insurance to cover the siting of the WC.

3. The Tenant must site the WC in the location as agreed with the Landlord.

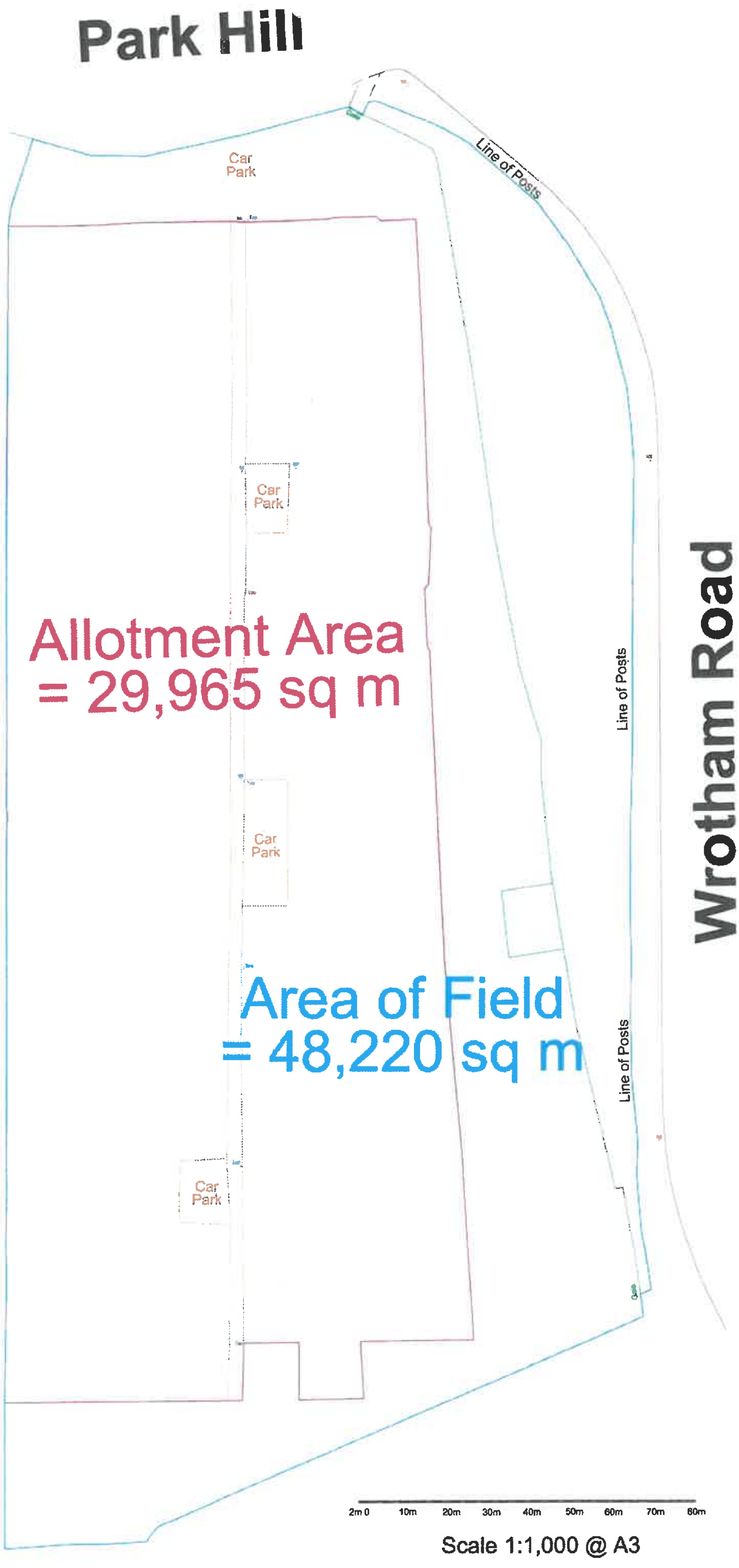
4. The Tenant must provide suitable screening as agreed with the Landlord.

5. The Tenant must arrange regular cleaning.

6. The Tenant is responsible for any remedial repairs to any area of the site that may be damaged following the siting or removal of the WC.

7. The Tenant must report in writing immediately any issues of concern, complaints from either allotment holders or members of the public, or vandalism or theft in relation to the WC to the Landlord.

8. The Landlord will regularly review the siting of the WC and has the right to revoke this permission and request that the WC be removed within 14 days if these conditions are not met.


Park Hill
Car Park
Line of Posts
Car Park
Allotment Area
= 29,965 sq m
Line of Posts
Wrotham Road
Car Park
Area of Field
= 48,220 sq m
Line of Posts
Car Park
2m 0
10m
20m
30m
40m
50m
60m
70m
80m
Scale 1:1,000 @ A3

100