

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



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 25th November 2025** at **7:00pm** to be held at the **Cricket Pavilion, Meopham Green, Wrotham Road, DA13 0PZ**. Papers have been circulated for items marked with (*)

PLEASE NOTE WE WILL BE IN CLOSED SESSION 7.00-7.15PM. PUBLIC ARE KINDLY ASKED TO ARRIVE FOR 7.15PM AND REMAIN OUTSIDE UNTIL THE DOORS OPEN.

Yours faithfully

Lisa Winter

Lisa Winter

Clerk and Responsible Financial Officer

Date of Issue: Tuesday 18TH November 2025

AGENDA

1. **Apologies for Absence:** To receive and accept apologies
2. **Declarations of Members' Interests:** To receive declarations of pecuniary and non-pecuniary interests for this meeting

CLOSED SESSION

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

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3. **Service Contract:** To consider the tenders received and approve a contractor (*)

End of Closed Session

4. **Minutes of Previous Meeting:** To approve the minutes of the meetings held on 11.11.25. *This item is to confirm the accuracy of the minutes and not to raise matters arising (*)*
5. **Pitfield Green Toilets:** To receive an update
6. **Public Session & External Reports**
 - 6.1 **Public Session**
 - 6.2 **Borough Councillors and County Councillor**
 - 6.3 **Police**
7. **Carols on the Green:** To finalise the arrangements and agree the expenditure for the event
8. **Staffing Review:** To approve the recommendations from the Personnel Committee *(to follow)*
9. **Financial Matters**
 - 9.1 **Statement of Internal Control:** Councillors are asked to consider the attached Statement of Internal Control in support of the Annual Governance Statement. The Chairman of the Council and the Clerk to sign (*)
 - 9.2 **Financial Risk Assessment:** To review and approve the Financial Risk Assessment (*)
 - 9.3 **Expenses Claim Form:** To authorise the expenses claimed by Cllr Wade (*)
10. **Decisions Tracker 2025/2026:** To note the report (*)
11. **Council Budget for 2026-2027**
 - 11.1 **Budget for 2026-2027:** To approve a budget for the 2026-2027 financial year (*)
 - 11.2 **Precept for 2026-2027:** To set the precept for the 2026-2027 financial year

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

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

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

Meeting commenced 19:02

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

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

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

F.C. 129 None declared.

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

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

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

Item 4: Pitfield Green Toilets: To receive an update

F.C. 131 Update No3 on progress.

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

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

The following works have been completed to date:

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

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

Total accrued costs to date £15800.

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

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

Item 5: Public Session & External Reports

5.1 Public Session

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

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

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

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

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

5.2 Borough Councillor and County Councillor

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

5.3 Police

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

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

F.C. 135 RESOLVED that:

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

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

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

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

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

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

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

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

Item 9: Financial Matters

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

RESOLVED that:

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

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

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

The meeting ended 20:20

MEOPHAM PARISH COUNCIL STATEMENT ON INTERNAL CONTROL FOR THE YEAR ENDING 31st MARCH 2025

1. SCOPE OF RESPONSIBILITY

Meopham Parish Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control, including the preparation of the accounting statements as required by Section 1 of the Annual Return – Annual Governance Statement and its 9 “assertions”.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The Council has in place a set of Standing Orders and Financial Regulations, which set out the general rules applicable at council and committee meetings and in carrying out the council's business. These two documents, are reviewed on a regular basis and influence the system of internal controls in place.

The system of internal control has been in place at the Council for the year ended 31 March 2025 and up to the date of approval of the annual governance statement and accounts and, except for the details of significant internal control issues at section 5, accords with proper practice.

3. THE INTERNAL CONTROL ENVIRONMENT

The Council:

The Council has appointed a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful.

The Council reviews its obligations and objectives and approve its budgets for the following year at its November and December meetings, including setting the level of precept for the forthcoming year.

The Full Council meets a minimum of four times each year and monitors progress against its aims and objectives at each meeting by receiving relevant reports from the Parish Clerk and Responsible Financial Meeting.

The Council carries out regular reviews of its internal controls, systems and procedures.

Clerk to the Council / Responsible Financial Officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for the day to day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

Payments:

All payments are reported to the Council for approval. Two Members of the Council must authorise every cheque and online debit. Standing order and direct debit arrangements are reviewed annually.

Income:

All income is received and banked in the Council's name in a timely manner and reported to the Council at the next meeting.

Risk Assessments / Risk Management/Risk Register:

The Council carries out regular risk assessments, identifying risks, assessing risks, addressing risks and reviewing and reporting these risks in a risk register.

Internal Audit:

The Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of its:

- Records
- procedures
- systems
- internal control
- regulations
- risk management
- reviews

The effectiveness of the internal audit system and audit plan is reviewed annually.

External Audit:

The Council's External Auditors, Mazars, submit an annual report and Certificate of Audit, which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- the Full Council;
- the Clerk to the Council / Responsible Financial Officer who has responsibility for the development and maintenance of the internal control environment and managing risks;
- the Independent Internal Auditor who reviews the Council's system of internal control;
- Mazars, the Council's external auditors, who make the final check using the Annual Return, a form completed and signed by the Responsible Financial Officer, the Chairman and the Independent Internal Auditor. The External Auditors issue an annual audit report and certificate;
- the number of significant issues that are raised during the year.

5. SIGNIFICANT INTERNAL CONTROL ISSUES

No significant internal control issues were identified during the 2024-25 financial year.

Whilst no significant internal control issues were identified during the year the Council strives for the continuous improvement of the system it has adopted for internal control and has addressed all the minor issues and weaknesses raised and reported during the review process.

Chairman
Meopham Parish Council

Responsible Financial Officer
Meopham Parish Council

Date

Meopham Parish Council
Financial Risk Assessment 2025/26

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable Meopham Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

FINANCIAL AND MANAGEMENT

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	L	To determine the precept amount required, the Council receives budget update information monthly. At the precept meeting Council receives a current budget report, including actual financial position from the Clerk. The PC resolves the precept amount to be requested from Gravesham Borough Council	Existing procedure adequate. The figure is submitted by the Clerk in writing to GBC
Financial Records	Inadequate records Financial irregularities	L L	The Council has Financial Regulations which sets out the budgeting and recording requirements.	Existing procedure adequate Financial regulations reviewed in 2024
Bank and banking	Inadequate checks Banks mistakes	L L	The Council has Financial Regulations which set out banking, invoicing, settlement and reconciliation of expenditure requirements.	Existing procedure adequate

Item 9.2

8

			Monthly reconciliation to Scribe Accounts Package and Bank Account by the Finance and Grants Officer, reviewed monthly by Full Council as part of the agenda pack and reviewed and counter signed by Chairman of Council.	Existing procedure adequate
Monthly reporting and annual Internal /External auditing	Information incorrect for communication	L L	Budget monitoring and financial information a regular agenda item (Finance Report) Annual Financial Year Governance and Accounting Statements to be approved by PC and submitted to external Auditor	Existing procedures for annual Internal auditor and External Audit adequate. Timescales for latter approvals by Council and submission need to be met. Subsequent formal approval of External Auditor to these required
Rents Receivable – donations	Payment of rents	L	Meopham Parish Council receive minimal amounts in respect of lease arrangements with MDAA, Judson's Pavilion and Meopham Cricket Club.	Existing procedure adequate
Grants and support payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, is minuted and listed accordingly if a payment is made using S137 powers of expenditure.	Existing procedure adequate to prevent fraud or overpayment.

Best value accountability	Work awarded Incorrectly. Overspend on services.	L M	Normal Parish Council practice would be to seek more than one quotation for any substantial work (above £1500) to be undertaken. For major grass cutting and ancillary services contracts 3/5 yearly competitive tenders are generally to be sought unless there are no cost implications requiring re tender. If problems encountered with a contract the Clerk would investigate the situation and report to the Council.	Existing procedure adequate to ensure Best Value is obtained.
Salaries and associated payroll and pension costs	Salary paid incorrectly. Unpaid Tax to Inland Revenue.	L L	Salary scales of Clerk and officers reported to and approved at PC meeting. Salary, HMRC liabilities, NIC calculated by external payroll contractor and authorised under existing banking sign off arrangements.	Existing procedure adequate.
Employees	Fraud by staff Health and safety	L L	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud. All employees to be provided adequate direction and safety equipment needed to undertake their roles at work or home .	Existing procedures adequate. Monitor health and safety policy and risk assessment requirements and insurance annually.

VAT	Reclaiming/charging	L	The Council has Financial Regulations which set out the requirements. All VAT returns for 2024 to date have been submitted.	Existing procedures adequate.
PAYE and Annual Audit Return	Submit within time limits	L	Employers Annual Return is completed and submitted online with the prescribed time frame by the Clerk. Annual Audit Return completed authorised and signed by the Council, submitted to internal auditor for completion and signing then checked and sent to External Auditor within time frame.	Existing procedures adequate.
Legal Powers	Illegal activity or payments	L	All activity and payments of the Parish Council to be resolved and recorded at full Council Meetings, under the Finance section of agenda and Finance report monthly.	Existing procedures adequate
Minutes/Agendas/ Notices Statutory Documents`	Accuracy and legality Business conduct	L L	Draft Minutes and Agenda produced by the Clerk to adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agenda posted according to legal requirements, managed at Council meetings by the Chair	Existing Transparency Code procedures adequate. Members adhere to Code of Conduct

Members interests	Transparency and Conflict of interests	L	Declarations of interest an agenda item for Members at every Council meeting.	Existing procedures to declare and where appropriate to be absent from meeting discussion and decision adequate. Members take responsibility to update register to MO.
Insurance	Register of members interests	M	Register of Members interests forms submitted to Monitoring Officer at GBC for changes and new Cllrs.	A 3 year contract to be entered into to reduce costs Ensure Public Liability insurance held by contractors and for volunteers working for the Council Insurance levels and any additional purchases or acquisitions to be included/ added and total reviewed annually.
	Adequacy Cost	L L	Annual review is undertaken of all insurance arrangements to ensure all activities, land, and premises covered.	
	Compliance Fidelity Guarantee	M	The Asset Register to be maintained and reported on as part of Annual Audit. . Employers and Employee liabilities to be covered within policies. Ensure compliance measures are in place.	
Data protection	Policy provision	L	The Parish Council holds no data relating to individuals other than the copy of the Register of Electors as provided by the Borough Council. Requests for financial data are covered under the provision of the Annual Audit Publication of Accounts.	Review as and when personal data collected. Council registered under GDPR with ICO

Freedom of Information	Policy Provision	L	The Council has a Model Publication scheme in place.	Monitor and report any requests made under FOI
BUILDINGS EQUIPMENT OR MAINTAINED AREAS				
Assets	Loss or damage Risk/damage to third party (ies) or their property	L L	An annual review of assets is undertaken for insurance provision.	Existing procedures adequate
Maintenance	Poor performance of assets or amenities	L	All assets owned by the Parish Council are regularly reviewed and maintained.	Existing procedures adequate
Notice Boards	Risk of damage	L	The Parish Council currently has 5 notice boards. Each are visited at least once a month to post notices and any reports of damage are faults are reported to the Parish Council and repaired / dealt with in accordance of the correct procedures of the Council.	Existing procedures adequate
Meeting locations	Adequacy Health & Safety	L M	The Parish Council meeting is held at Village Halls within the parish all considered as having appropriate facilities for the Clerk, elected members and the general public..	Existing general procedures adequate

Council records – paper	Loss through: Theft Fire damage	L M L	The Parish Council records are stored at the Parish Office . Records include correspondence, minutes, insurance, and bank records. The documents are stored in a lockable cabinet.	Damage (apart from fire) and theft is unlikely and so provision is adequate.
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	L	The Parish Council electronic records are stored on the Council laptops with cloud based storage.	Provision is adequate

MEOPHAM PARISH COUNCIL**Claim for Expenses : Councillor**

Period covered :1.10.25 - 31.10.25.....

Mileage allowance	Date	No of miles	Claim @ £0.45 per mile
<i>Notice board mileage</i>			
<i>Attending meetings (out of Parish)</i>			
<i>Other (please give details)</i>			
Sub-total			£

Other expenses

	Amount claimed
Telephone calls (please attach copy of itemised bill, with relevant calls highlighted)	
Postage (please give details including receipts if available)	
Other (please give details and attach receipts)	
Refreshments for Act of Remembrance Event on 9.11.25	16.64
Sub-total	16.64
Grand total	£ 16.64

Name BAWack

Date 14. Nov. 2025

Signed BAWack

Your claim will be paid by bank transfer. Please provide your bank details below: -

Bank Account Number	
Sort Code	
Payee Name	

For Office Use Only	

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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	TYPHOO TEA BAGS	£1.75	£1.75 F
1	M GINGER NUTS	£0.59	£0.59 F
1	M CUSTARD CREAMS	£0.60	£0.60 F
1	LOTUS BISCOFF PACK	£1.70	£1.70 F
3	MCV FAMILY CIRCLE	£4.00	£12.00 F
	BALANCE BEFORE DEDUCTIONS		£16.64
	Card		£16.64

Visa Debit PAYMENT
AID :A0000000031010
PAN :*****7206 ICC
Start:1025 Exp: 1030
Seq :00 TRN: 734513
MID :***18590 TID: ****9854
AuthCode:11 - 733925
Verified by PIN
CHANGE £0.00
Number of items: 7

Morrisons More
Pay Less with More Card. Join today to earn
More Card Points, access More Card Prices and
receive personalised offers.
Download the Morrisons More app or speak to a colleague
in store about how to join.
morrisons.com/more



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

**THANK YOU FOR SHOPPING
AT MORRISONS**

PROGRESS TRACKER 25-26

Date of Original Minutes	Minute Ref.	Description	Cash Officer	Current Status	Latest Update
15/04/2025	FC243	FAILURE TO DECLARE INTEREST BY COUNCILLORS- MONITORING OFFICER TO BE INFORMED	OFFICERS	COMPLETED	MEETING WITH MONITORING OFFICER
15/04/2025	FC245	GRN TO BE FORWEN TO ISSUE POLL CARDS FOR 25 ELECTIONS	OFFICERS	COMPLETED	
15/04/2025	FC249	NEW WEBSITE	P HASLAM	ONGOING	
	FC252	PAT TESTING PORTABLE APPLIANCES	OFFICERS	ONGOING	TEST BOOKED FOR 25/11/25 @ 9AM
10/06/2025	FC34/136	SPEEDWATCH - INFORMATION REQUESTED	P WATSON	ONGOING	TO BE DISCUSSED AT MEETING ON 11/11/25
	FC36	POST RENEWAL DEFERRED FOR GREEN SURVEYS	OFFICERS	TBD	
	FC38	ILLEGAL ACCESS TO MEOPHAM GREEN - OPTIONS DEFERRED	D SIMS	ONGOING	
29/07/2025	FC57	STREETLIGHTS COLUMN 36	OFFICERS	ONGOING	UK POWER NETWORKS INSTRUCTED
	FC58	HOOK GREEN TREES ADJACENT TO WHEELERS COTTAGE	OFFICERS	ONGOING	METHODOLOGY REPORT RECEIVED- NORTH DOWNS TREE CARE AWARDED CONTRACT- START DATE REQUESTED
	FC61	INVITATION TO MEOPHAM HUB	OFFICERS	ONGOING	INVITES SENT - NO RESPONSES TO DATE - TO BE CHASED
	FC63	REOPENING OF PITFIELD TOILETS	OFFICERS	ONGOING	
15/08/2025	FC77	PERMISSION GRANTED WITH CAVEAT TO WINDMILL TRUST CHRISTMAS LIGHTS / FLAGPOLL	OFFICERS	COMPLETED	DAVE DENHAM EMAILED SIGNING OF CAVEAT
	FC78	TREE SURVEY	OFFICERS	COMPLETED	
	FC84	SERVICE CONTRACT	OFFICERS	ONGOING	PUT OUT TO TENDER - ADVERT IN KM -CLOSING DATE FOR TENDERS 14TH NOV 25
15/09/2025	FC93-95 FC100	VARIOUS PLANNING APPLICATIONS	OFFICERS	COMPLETED	SUBMITTED COMMENTS TO RBC
	FC97	COUNCILOR TRAINING	OFFICERS	COMPLETED	ARRANGED FOR 18/11/25
07/10/2025	FC109	HIP UPDATED	OFFICERS	TBD	CLERK TO SUBMIT TO KCC
	FC110	MEMORIAL BENCH	OFFICERS	ONGOING	£500 RECEIVED FOR MAINTENANCE - BENCH TO BE ORDERED AND CONCRETE WORK STARTED.
	FC111	SOUTHDOWN SHORE ALLOTMENTS - NEW SITE ENTRANCE AGREED	OFFICERS	ONGOING	CONTRACT AGREED TO START 24/11/25
28/10/2025	FC119	LOCAL PLAN	OFFICERS	TBD	CLERK TO WRITE TO JOHN BURDEN
	FC124	PURCHASE OF CHRISTMAS TREE	OFFICERS	COMPLETED	PAID FOR ON 10/11/25 - TO BE DELIVERED ON 30/2/26
	FC127	BUDGET LINES, STAFF SALARIES & PENSION	OFFICERS	ONGOING	GONE TO FC FOR A DECISION
	FC127	ELECTIONS BUDGET LINE	OFFICERS	TBD	RESPONSE RECEIVED- COST OF ELECTIONS WOULD BE SPLIT WITH GRD AS APPROPRIATE BUT NO FIGURES GIVEN
	FC127	ALLOTMENT MAINTENANCE BUDGET	OFFICERS	COMPLETED	ESTABLISH WHO'S RESPONSIBLE FOR BOUNDARY
11/11/2025	FC135	ARBORICULTURAL SURVEY WORK TO TREES T-001/2/3/4/9/11	OFFICE	ONGOING	QUOTES REQUESTED
	FC137	MDAA- LETTER TO COMMITTEE REGARDING BREACHES & COMPLIANCE AND TO ARRANGE A MEETING	OFFICE	ONGOING	LETTER SENT & ATTENDING MDAA MEETING ON 9/12/25
18/11/2025		CHECK ON STATUS OF SWALE LEISURE FUN DAYS	OFFICE	ONGOING	2 X EMAILS SENT TO LAUREN & BEN REQUESTING CONFIRMATION TO DATE- NO RESPONSE.
		WINDMILL TO REMOVE THE CHAIRMANS BOARD	OFFICE	ONGOING	WINDMILL TO RETURN IT TO OFFICE IN DUE COURSE - (board not updated since 2016)

MEOPHAM	PARISH	COUNCIL
PROPOSED BUDGET FOR 2026/27		

Council Projects & Events		Information
Community Events	£1,000	Remembrance £500, Carols on the Green and Christmas Tree £500
Duck House	£2,000	
TOTAL - Council Projects	£3,000	
Council Services		Information
Service Contract	£12,500	Provisional figure tender to be issued
Tree Maintenance	£5,000	Survey of the 'moderate' trees and any work required
Community Grants Scheme	£3,000	This figure has been static for a number of years
Families and Young People	£6,000	This figure remains the same as 25/26
Bus Shelter Cleaning	£1,950	Uplift for rising costs. New contract 2026.
Streetlights Maintenance	£10,000	Maintenance Contract due for renewal and repair costs
Pitfield Green Toilets	£15,000	Service Contract and annual maintenance inspections, Water & Electricity Bills - provisional figure tender to be issued
Drinking Fountain	£110	Water Bill approx £25 per quarter with 10% uplift
Judsons Maintenance	£500	The Colts have indicated they are happy with the self repair lease. So nominal allowance for things that fall within MPC as landlord remit.
Arboricultural Survey - Rolling Provision	£750	Required every 2 years £1500 allocated per year = £3000. Next survey 2027
Judsons Play Area	£2,000	Rolling provision for replacement of play equipment
Village Green Maintenance	£1,000	General Maintenance Misc.
Village Posts	£7,500	Post replacement and general maintenance - prior provision too low
Allotment Maintenance	£5,000	Rolling provision for fencing maintenance, boundary trees & shrubbery maintenance - no prior provision. This year entrance driveway needs renewing approx. £3000 and boundary fencing very poor. Need to start provisioning.
Village Sign & Flagpole	£2,000	New Flags and specialist cleaning of sign
TOTAL - Council Services	£72,310	
Council Administration		Information
Staff Salaries, Tax & NIC	£88,101	No adjustments to be updated following Personnel Committee
Staff Pension	£15,000	No adjustments to be updated following Personnel Committee
Cllrs and Staff Expenses	£400	
Professional Memberships	£4,500	SLCC £1000 (4 officers) and NALC £1870 and HR Support £1200
Training	£4,680	Councillors 12x£65x2 Officers CILCA £750, ILCA £120, £1000 misc training courses/webinars - data protection, H&S, First Aid, Finance. Conferences - planning, clerks, Chairmans
Photocopier Contract	£1,300	
Communications & IT	£2,465	
Insurance	£3,600	Uplift and increase due to current claims
Office Rent	£6,828	RPI increase per year
Venue Hire for Meetings	£550	Harvel Village Hall, Meopham Village Hall, St Johns Centre
Office Supplies	£600	Reduced costs for 26/27.
Software Licences	£1,800	Scribe Accounting, Website address, Microsoft, Email addresses, McAfee, Geosphere
Internal & External Audit Fees	£1,200	External Audit £600 Internal Audit x2 £600
Payroll Services	£360	Based on 4 staff
Refreshments	£500	Annual Parish Meeting, Training Days
Bank Charges	£230	Reduced due to changing accounts
Professional Services	£50,000	Locum, Legal, Media Adverts, Consultants - traffic survey, environmental impact, hydrology report
Annual Subscription	£50	ICO
EAP	£780	
Elections	£10,000	Budget half this year and half next for 2027/28 elections and contingency for by-elections
Litigation	£50,000	External Auditors - need to budget for outstanding grievance and possible litigation from councillors and ex-councillors
Total - Council Administration	£242,944	
TOTAL ALL	£318,254	
Income (See Below)	£5,081	

Receipts (Transfer from General Reserves)	£100,000	Cover Litigation and professional services
PRECEPT (Total expenditure less income and receipts)	£213,173	
TAX BASE 2026-27	3,064	
Amount Payable per Band D Household for the previous year	£ 75.58	
Amount Payable per Band D Household for the year shown	£ 69.57	
Increase/(Decrease) per Household (£.p per annum)	£ (6.01)	
Increase/(Decrease) per Household (% per annum)	-8%	
Estimated Income		
Income source	Amount	
Allotment Association - Rent	£510	New lease to be negotiated for 1st April 2026. CPI in February may increase/decrease slightly.
Judsons Pavilion - Rent	£200	
Wayleave - EDF	£170	The wayleave figure is not adjustable
Cricket Club rent	£1	
Bank Interest	£4,200	Uplifted due to interest rates on new accounts
Total	£5,081	