

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



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 28th July 2026 at 7:00pm** to be held at the **Cricket Pavilion, Meopham Green, 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 23rd July 2026

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 30.06.2026. *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. **Declarations of Members' Interests:** To remind all Councillors that they are required to submit their declaration of interest forms to the Monitoring Officer
6. **Pitfield Green Toilets:** To consider a Baby Changing Unit
7. **Pitfield Green Toilets:** To consider the request that MPC purchase a banner to advertise that the toilets are open (*)
8. **Pitfield Green:** To consider approval of a memorial Oak tree dedicated to Reverend D Giles, suitable position to be discussed with contractor

9. **Training:** Mulberry LAS Finance & Governance Networking Day available for Clerks, Officers and Councillors – to approve attendees (*)
10. **Motion from Councillor Collings:** Support for Meopham Windmill Trust - That Meopham Parish Council awards a grant of £500 to Meopham Windmill Trust, funded from the Families and Young People budget, in support of the Trust's educational and community work and its continued engagement with children, young people and families.
11. **Motion from Councillor Collings:** Support for 1st Meopham Scout Group following the burglary and vandalism - That Meopham Parish Council awards £750 to 1st Meopham Scout Group, funded from the Families and Young People budget, in support of the Group's recovery following the recent burglary and vandalism and towards the repair, security, renovation, refurbishment and other needs associated with the continued use of the Scout Hall for the benefit of children and young people.
12. **Strategic Plan 2024-2027:** To review the Strategic Plan adopted 15th May 2024 (*)
13. **Planning Applications:** To consider and make recommendations on the following planning applications (*Comments requested from Councillors*)
- 20260559- Land South Of Heron Hill Meopham Gravesend Kent - Change of use of the land for the stationing of 1 static homes, 1 touring caravans, and a single day room for Gypsy / Traveller occupation. Associated hard and soft landscaping. Retrospective.
- 20260627 – 4 Monkreed Villas Longfield Road Longfield Kent DA3 7AR - Erection of a first floor side extension and retention of a carport and outbuildings within rear garden ancillary to existing dwelling.
- 20260711 – Lily Cottage Wrotham Road Meopham Gravesend Kent DA13 0QA - Demolition of existing rear conservatory and erection of rear single storey extension.
14. **Planning Appeal:** To note the following appeal has been received
- 20250121- Leasden Rhododendron Avenue Meopham Gravesend Kent - Erection of two bedroom, self-build bungalow, with associated works including hardstanding for two cars and pedestrian access path. Appeal Ref: 2026/031/REF Inspectorate ref: 6012617
15. **Hook Green Village Sign:** To consider the quote received for the paint work only (*)
16. **Financial Matters**
- 16.1 **Approval of Payments:** To receive the payments list made since the last meeting up to 01.07.2026 (*)
- 16.2 **Receipts & Payments Report:** To note the receipts and payments report up to 01.07.2026 (*)
- 16.3 **Bank Statements:** To note the Unity Trust Bank, Cambridge Building Society, Redwood Bank and Hampshire Trust Statements and the supporting Bank Reconciliation as of 01.07.2026 (*)
- 16.4 **Council Reserves:** To note the reserves balance as of 01.07.2026 (*)

16.5 Transfer of Funds: To agree the transfer of money across the bank accounts for financial protection: Hampshire Trust 95 day notice; Cambridge Building Society instant access; Redwood Bank 35 day notice

17. Liaison Councillor Report Form(s) (*)

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

19. Officers report: To receive a report of items for information from the Clerk and Assistant Clerk (*)

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

20. Pitfield Green: To consider the request to cover the cost associated with the repair to the fencing

21. Service Contract: Review

22. Standing Agenda Item: To receive an update on Southdown Shaw Allotments

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A Civility & Respect
Pledge Council

Minutes of the Full Council Meeting held on Tuesday 30th June 2026 at 7:00pm at Cricket Pavilion, Meopham Green, DA13 0PZ

Members Present:

Cllr D Bramer
Cllr S Buchanan
Cllr R Collings
Cllr D Fisher
Cllr S Johnson (19:03)
Cllr J McNamara (Chairman)
Cllr D Sims (Vice Chairman)
Cllr B Wade
Cllr P Watson

In Attendance:

L Winter – Clerk
A Brown – Assistant Clerk
D Denman (Meopham Windmill Trust)
Cllr D Morton (Kent County Council)
9 Members of Public

Meeting commenced 19:00

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

F.C. 39 Apologies were received from Cllr S Gofton.

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

F.C. 40 None declared.

Item 3: Minutes of Previous Meetings: To approve the minutes of the meetings held on 02.06.2026

F.C. 41 Cllr S Buchanan PROPOSED and Cllr B Wade SECONDED that the minutes of the meeting of 02.06.2026 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. 42 A member of the MDAA stood to speak. The Chairman informed them that because we are now in the legal process, they are to send in anything they wish to be considered and it will be forwarded to our legal team.

19:03 Cllr S Johnson arrived and gave apologies for Cllr D Johnson.

4.2 Borough Councillor and County Councillor

F.C. 43 Cllr Morton – Sent apologies for Cllr Harding.

Cllr Morton provided the following updates:

- A new highways contract is being introduced with the aim of improving pothole repair times, response times for drainage and safety issues, and providing a more accountable service.
- A £100 million bid has been submitted to the Government to strengthen Kent's critical transport routes, with a decision awaited. £1 billion is planned for the long-term Highways and Transport Capital Programme.
- A SEND inspection by Ofsted and the Care Quality Commission will take place in early July, with community feedback likely welcomed as part of the process.
- KCC continues to face significant financial pressures, particularly in relation to Adult Social Care and SEND services.
- Public health messaging regarding hot weather remains a priority. Parish councils were encouraged to help promote advice to residents, noting the significant health risks associated with extreme heat.
- Trading Standards continues to undertake a range of enforcement activities across the county.
- A number of environmental initiatives are ongoing, with further information available on the KCC website.
- Within Skills and Education, no libraries are due to close. A new library has recently opened, refurbishment works are continuing across the library estate, and Family Hubs are being integrated into libraries to make better use of facilities, including the provision of some Adult Social Care services.
- An update on Local Government Reorganisation is expected on 16 July.
- The KCC budget consultation is open until 7 September.

Following a question about the potholes on Norwood Lane and whether repairs were being delayed due to potential planning development, Cllr Morton confirmed that this was not the case and advised that the potholes should be reported.

In response to a comment regarding the introduction of a new bus network provider in Meopham and the need to update the timetables displayed at bus stops, it was agreed that this would be investigated and the timetables updated where necessary.

4.3 Police

F.C. 44 There were no Police present.

Item 5: Meopham Windmill, KCC Divestment: To receive an update from trustees

F.C. 45 Dave Denman, speaking in his capacity as a Trustee of the Meopham Windmill Trust (MWT), provided an update on the current position of Meopham Windmill and the implications of Kent County Council's (KCC) proposed asset divestment programme. He advised that the MWT had submitted an Expression of Interest. The windmill is designated as an Asset of Community Value. This creates a six-month moratorium in which the community can raise the finance to purchase the asset. KCC will evaluate the bids against their Assessment Criteria between December 2026 and January 2027.

The Trust holds a 999-year lease on the windmill, which commenced in 1969. This is a non-repairing lease, and therefore provides a great deal of protection to the Lessees, in terms of maintenance and repair costs, as well as a major stumbling block for any potential bidders. In addition, the trustees also own the land surrounding the mill, which again makes ownership of the mill freehold extremely unattractive.

Members were advised that KCC had indicated its willingness to transfer ownership of the windmill to the Trust for a nominal sum of £1. While only minor repairs are anticipated over the next 20 years, it is estimated that major works costing between £150,000 and £200,000 will be required thereafter. KCC has estimated annual operating costs at approximately £20,000; however, the Trust currently meets its day-to-day running costs, including electricity and insurance, totalling around £5,000 per annum, which are funded through rental income from office space within the property.

Mr Denman reported that the windmill welcomed approximately 850 visitors during the previous year, including around 250 children. Following its Easter opening, which included a children's Easter Bunny Hunt, visitor numbers had already exceeded 100, and it was anticipated that annual visitor numbers would exceed 1,000 this year.

The Trust requested the Parish Council's support in progressing its plans where possible.

Item 6: Pitfield Green Toilets CCTV: To receive an update

F.C. 46 Update No 10 on progress received.

Item 7: Pitfield Green Toilets CCTV: To consider approval of CCTV within the toilet facilities

F.C. 47 A discussion took place regarding the proposed installation of CCTV cameras within the public toilet facilities. Several councillors expressed concerns about the presence of cameras inside the

building, citing the potential perception of users and the need for clear justification.

It was noted that the toilets had previously been closed at sunset and that the revised closing time of 6.00 pm was expected to help reduce incidents of anti-social behaviour. Members also noted that the external lighting and CCTV cameras would provide an additional deterrent.

Cllr S Buchanan PROPOSED and Cllr B Wade SECONDED to keep the internal cameras that are just on the door. No one else was in favour.

Following this decision, the internal cameras from all three facilities will be switched off/removed before opening.

Item 8: Pitfield Green CCTV Policy: To accept the policy: either option A or option B dependent on decision taken on Item 7

F.C. 48 Cllr R Collings PROPOSED and Cllr S Johnson SECONDED that the CCTV Policy Option B be Ratified. 7 For and 1 Abstention.

Item 9: Co-option: To accept the documents

F.C. 49 Cllr D Bramer PROPOSED and Cllr S Buchanan SECONDED that the documentation presented for 9.1, 9.2, 9.3 and 9.4 be ratified. 7 For and 1 Abstention.

Item 10: Incident Reporting Procedures and Incident Register: To accept the procedures and register

F.C. 50 Cllr S Buchanan PROPOSED and Cllr R Collings SECONDED that the Incident Reporting Procedures and Incident Register be ratified. 7 For 1 Abstention.

Item 11: Privacy Notice: To accept the notice

F.C. 51 Cllr S Johnson PROPOSED and Cllr R Collings SECONDED that the Privacy Notice be ratified. 7 For 1 Abstention.

Item 12: Data Protection Policy: To accept the policy

F.C. 52 Cllr S Buchanan PROPOSED and Cllr S Johnson SECONDED that the Data Protection Policy be ratified. 7 For 1 Abstention.

Item 13: Meopham Green Trees: To consider, and approve where necessary, the paperwork received regarding a number of trees

F.C. 53 Cllr B Wade PROPOSED and Cllr D Fisher SECONDED that the tree is pruned back first to see if it survives and if not then get it removed next year. All in Favour.

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Item 14: Microsoft 365 Pricing Update: To note

F.C. 54 Noted.

Item 15: Judsons Recreational Playground: To approve the work required to the round-a-bout and the use of the earmarked reserves

F.C. 55 Cllr S Johnson PROPOSED and Cllr R Collings SECONDED that the bearings on the roundabout be replaced. All in Favour.

Item 16: Hook Green Village Sign: To consider the correspondence received

F.C. 56 Agreed to get quotes for painting.

Item 17: Meopham Green – Coffee Van: To consider the correspondence received

F.C. 57 The proposal was discussed by Members, who considered the suitability of the Village Green as a location. The Meopham Windmill Trust was asked whether it would be willing to consider hosting it at the Windmill. The Trust indicated that it was not opposed in principle but noted that a number of practical issues would need to be addressed, including litter management, the provision of toilet facilities and parking.

Cllr D Sims PROPOSED Cllr P Watson SECONDED that the Parish Council respond by advising that the it could not be on the Village Green, but that they may wish to discuss the possibility of using the Windmill site with the Meopham Windmill Trustees. 6 For 3 Abstentions.

Item 18: Planning Application: To consider and make recommendations on the following planning application

20260627 – 4 Monkreed Villas, Longfield Road, Longfield, Kent DA3 7AR - Erection of a first floor side extension

F.C. 58 Cllr B Wade PROPOSED and Cllr S Buchanan SECONDED that there were no objections. All in Favour.

Item 19: Financial Matters

F.C. 59 The payment and bank documents were considered.

RESOLVED that:

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- 19.1 The schedule of payments since the last meeting up to 01.06.2026 be agreed.
- 19.2 The receipts and payments report for the same period be received.
- 19.3 The bank statements and reconciliation be received and signed.
- 19.4 The council reserves statement be received and signed.

Item 20: Standing Agenda Item: To consider any need for professional advice or reports on planning or related issues

F.C. 60 GBC had still not released the 3 documents regarding Reg 19.

Item 21: Officers report: To receive a report of items for information from the Clerk

F.C. 61 Noted.

F.C. 62 20:14 Closed session – all public and press were asked to leave the meeting.

PROPOSED Cllr S Johnson SECONDED Cllr D Sims. All in Favour

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

Item 22: Southdown Shaw Allotments: Receive an update

F.C. 63 Received.

Item 23: Assertion 10: To consider under GDPR the requirements that councils need to demonstrate proper governance frameworks for their digital presence and data protection practices

F.C. 64 All Councillors to go through what documents they have at home and if it is not an agenda, minutes or a published document then it should be returned to the office.

Item 24: Complaints of Maladministration: To note the receipt of two complaints

F.C. 65 Noted.

The meeting ended 20:45



Advertise The Re-Opening of the Meopham Toilets

From [REDACTED]
Date Wed 08/07/2026 8:38 PM
To Enquiries - Meopham Parish Council <enquiries@meopham-pc.gov.uk>

Dear Meopham Councillors,

Now that the toilets have been reopened, can I suggest that the MPC arrange for a large sign or banner be put up outside, for two or three months, to let residents, visitors and passers by know the facility is now been reopened.

They have been closed for two years and there is only the small blue sign to show that they are now open for business!!

Best wishes,

[REDACTED]

Sent from my iPhone

Join us at the Mulberry LAS Finance & Governance Networking Day – 10 September 2026

From Anna Beams <anna@mulberrylas.co.uk>

Date Thu 16/07/2026 6:27 PM

Cc Andy Beams <andy@mulberrylas.co.uk>

 1 attachment (224 KB)

Mulberry LAS Networking Day Programme 10 Sept 26.pdf;

We are delighted to invite you to the **Mulberry LAS Finance & Governance Networking Day**, taking place on **Thursday 10 September 2026** at the **Felbridge Hotel, East Grinstead**.

Designed specifically for parish and town council clerks, officers and councillors, this popular event brings together sector professionals for a day of practical learning, expert insight and valuable networking opportunities. Delegates will leave with actionable advice on the latest developments in finance, governance and HR, while also having the chance to share experiences and best practice with colleagues from across the sector.

Event Highlights

☒ **The Changing Audit Regime and Digital AGAR**

- Lessons learned from the 2025/26 AGAR process and what to expect from future changes.
- Presented by Mark Mulberry, Mulberry LAS and Internal Auditor Representative on SAPPP.

☒ **Interactive Workshop Sessions** Choose from a range of engaging workshops:

- **Budgeting Beyond the Numbers** – making better financial decisions through improved information and local intelligence.
- **Faithful or Traitor?** – an interactive governance workshop identifying hidden risks within council documents.
- **Bullying and Harassment in the Local Council Sector** – recent case studies, legal responsibilities and practical steps for councils.

☒ **Employment Rights Act Update**

- A comprehensive briefing on the implications of the new Employment Rights Act and upcoming changes affecting local councils over the next 18 months.
- Includes an open HR and Governance Q&A session with James Corrigan, Council HR & Governance Support.

☒ **The Good, the Bad and the Ugly**

- An engaging closing session exploring best practice, common pitfalls and real-world challenges in finance, governance and HR.

Why Attend?

- Stay up to date with key changes affecting local councils.
- Gain practical knowledge from experienced sector specialists.
- Exchange ideas and experiences with peers.
- Discover solutions to common governance, financial and HR challenges.
- Build valuable professional connections across the sector.

Date: Thursday 10 September 2026

Time: 9:30am – 3:30pm (registration from 9:00am)

Venue: Felbridge Hotel, East Grinstead

Cost: £60+VAT per person

For further information and booking details, please visit:

[Mulberry LAS Conferences & Networking Days](#)

Best regards,

Anna

Anna Beams

Director, Mulberry LAS

Tel: 07724 545699

Text/WhatsApp: 07724 545699

Web: www.mulberrylas.co.uk



Save the date!

**FINANCE & GOVERNANCE
NETWORKING DAY**

THURSDAY 10TH SEPTEMBER 2026
FELBRIDGE HOTEL, EAST GRINSTEAD

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Company Number: 15566682.

Directors: Mark L Mulberry BA (Hons) FCCA CTA, Nicky Mulberry, Andy Beams CiLCA, Anna Beams CiLCA

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Finance & Governance Networking Day

 **Thursday 10th September 2026**

 **9:30 – 15:30**

 **Felbridge Hotel, East Grinstead**

9:00 – Registration & Refreshments

9:30 – Welcome & Introduction to the Mulberry LAS Team

9:40 - From Paper to Portal: The changing Audit Regime and Digital AGAR

Reviewing lessons learned from the 2025/26 AGAR process and looking into the future, with an overview of the changing audit regime and the digitisation of the AGAR.

Speaker: Mark Mulberry, Mulberry LAS and Internal Auditor Representative on SAPPP.

10:30 – Refreshment Break

10:50 – Workshop Session 1 (Choose one session – 45 minutes)

A. Budgeting beyond the Numbers: How better information improves financial decision making

Explore how wider context, local intelligence and better-quality information can help parish councils move beyond simple number-crunching to make more informed decisions, set realistic budgets and plan confidently for the future.

– Andy Beams & Mark Mulberry, Mulberry LAS

B. Faithful or traitor? The hidden risks in your governance documents. Can you spot the clauses that sabotage your council?

An interactive session where clerks uncover hidden contradictions between Schemes of Delegation, Financial Regulations and Terms of Reference. Using a Traitors-style twist, you'll work in teams to identify "traitor clauses", rebuild lawful pathways, and strengthen the documents that protect your council.

– Celia Price, Celia Price Consultancy

C. Bullying and Harassment in the Local Council sector

An exploration of recent cases in the sector, what can be learnt from these and what your Council should be doing to protect its employees where issues arise. Also exploring the new duties under the Employment Rights Act to prevent harassment, what policies you should have and what actions you need to take.

– James Corrigan, Council HR & Governance Support

11:35 – Comfort Break

11:40 - Implications of the New Employment Rights Act 2025 & Open HR & Governance Q&A Session

A breakdown of all the changes brought about by the Employment Rights Act and the changes that are coming over the next 18 months. What actions you should be taking and what are the potential big issues going forward for Parish and Town Councils.

Speaker: James Corrigan, Council HR & Governance Support

12:30 – Lunch & Networking

13:30 – Workshop Session 2 (Choose one session – 45 minutes)

- A. Budgeting beyond the Numbers: How better information improves financial decision making**
– Andy Beams & Mark Mulberry, Mulberry LAS
- B. Faithful or traitor? The hidden risks in your governance documents. Can you spot the clauses that sabotage your council?**
– Celia Price, Celia Price Consultancy
- D. Bullying and Harassment in the Local Council sector**
– James Corrigan, Council HR & Governance Support

14:15 – Comfort Break

14:20 - The Good, the Bad and the Ugly

A session exploring best practice idea (*the good*), common pitfalls (*the bad*) and real-world challenges (*the ugly*) in the areas of finance, governance and HR.

Speakers: Celia Price & Andy Beams

15:10 – Closing Remarks & Prize Giving

15:30 – Event Close

Contact us:



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Email: office@mulberrylas.co.uk



Website: www.mulberrylas.co.uk



MEOPHAM PARISH COUNCIL COUNCIL PLAN 2024-2027

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Item 12



Council HR and Governance Support
Excellence in all we do

March 2024

MEOPHAM PARISH COUNCIL

COUNCIL PLAN

2024 – 2027



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FOREWORD

As Chairman, it is with great honour and responsibility that I present to you the first ever Council Plan produced by Meopham Parish Council. This document is not just a blueprint for our future endeavours but also a testament to our collective commitment to the well-being and prosperity of our parish.

In crafting this plan, we have acknowledged the diverse needs and aspirations that make our community unique. Our strategic plan is built upon the pillars of inclusivity, sustainability, and community spirit, aiming to create an environment where every individual has the opportunity to thrive.

As your Parish Council, we recognize the challenges ahead, but we are bolstered by the strength and resilience that reside within our community. With a clear vision and determination, we can navigate the path of progress whilst preserving the cherished values that define us.

I invite each one of you to engage with this council plan, and to join us in turning these dreams into reality. Together, our efforts will shape a future that we can all be proud of.

Councillor Cheryl Price
Chairman of the Council

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"It has been a privilege to serve as the Clerk and Responsible Financial Officer at Meopham since October 2021. I am delighted to now be supporting the Council in the creation and adoption of our first-ever council plan. During my time at the Council, several positive achievements have been made in modernising and professionalising the Council, as we continue to seek to be a dynamic, inclusive, and progressive Council that reflects the needs and desires of the community we serve.

I believe that in adopting this council plan, we are setting out a comprehensive range of ambitious but achievable actions that will benefit the parish and our residents for the long-term.

This document sets out twenty-one key objectives, spread across five corporate priorities that has been agreed by the Council. It is my firm belief that Meopham Parish Council is well-positioned to adapt and respond to the ever-changing needs of our community, and to continue to be prepared in responding to further devolution of services and responsibilities from our principal councils; KCC and GBC.

I am honoured to be supported by a team of talented officers with a wealth of skills and experience, who stand ready to advise Councillors and work to enact the decisions taken to help the Council in achieving the objectives of this Plan"

Shaun Fishenden PSLCC
Clerk and Responsible Financial Officer

EXECUTIVE SUMMARY

This document has been prepared in order to clearly set out the key priorities and objectives for Meopham Parish Council over the next four years (2024, 2025, 2026 and 2027). The detail of the document has been informed by the Council staging a 'visioning exercise' in February 2024, where all Council members attended a facilitated workshop that led to the Council agreeing a vision, mission statement, values and a set of corporate priorities that are set out in this strategy document.

The Council's five Corporate Priorities are:

1. **To protect and enhance community assets supporting initiatives that help improve the environment, help reduce climate change and reduce incidents of crime and disorder**
2. **To improve the efficiency of the Council, generating new income streams and providing value for money for residents of Meopham**
3. **Promote and provide healthy lifestyles and wellbeing opportunities**
4. **Strengthen the representative role of the Council**
5. **To improve how the Council communicates, internally, externally and with key partners**

The aim of the document is to give Meopham's residents a clear understanding of what the Council is trying to achieve and how it intends to deliver. It sets out what the Council intends to focus on over the next four years. It is not a traditional Parish Plan that many town and parish council's produce but is a document that aims to set out what the Council can achieve rather than a document that seeks to influence others on issues that are not directly under the control of the Council. The document will be reviewed on an annual basis and updates on achievements will be reported through the Council's annual reporting process.

AN OVERVIEW OF MEOPHAM AND MEOPHAM PARISH COUNCIL

MEOPHAM

Meopham is the longest village in England and is a large rural Parish with a population of approximately 7000 residing in an area of eight and a half square miles. The centre is just five miles south of Gravesend and the River Thames.

The Parish of Meopham has four main greens - Culverstone Green, Harvel Green, Hook Green and Meopham Green - and it is on the last of these that cricket has been played since 1778. It is overlooked by The Cricketers Inn, one of Meopham's well known public houses and also by the Windmill, built by the Killick Brothers in 1801 and served as the headquarters of the Parish Council from 1973 to 2023. Visits to the Windmill can be made in the summer months by arrangement with the Windmill Trust.

Nurstead, to the north, used once to be an independent parish, but is now part of Meopham. There is a small 14th century church there, dedicated to St Mildred and opposite the church is Nurstead Court, one of the most famous small medieval houses in the country.

The four villages that comprise the Parish of Meopham (Hook Green, Meopham Green, Culverstone and Harvel) possess a wealth of historic buildings, a host of village greens and a Country Park with well documented footpaths, bridleways and byways which traverse miles of attractive landscapes and open country.

MEOPHAM PARISH COUNCIL

Meopham Parish Council was established in its current form in 2000 following the separation of Vigo into its own parish, removing it from the Parish of Meopham. It has Foundation status under the Local Council Award Scheme and is a Civility and Respect Pledge Council.

The Council comprises 12 representatives that are elected or co-opted (typically) every four years. For Parish Council purposes, Meopham is divided into 3 political wards that have the following numbers of representatives:

Nurstead & Hook Green Ward – 4 Council Members
Camer & Meopham Green Ward– 4 Council Members

Culverstone & Harvel Ward— 4 Council Members

The Parish Council is the body that makes decisions in line with the Council's Constitution, Standing Orders and Scheme of Delegation to Officers (please see the Council's website www.meopham-pc.gov.uk for further details).

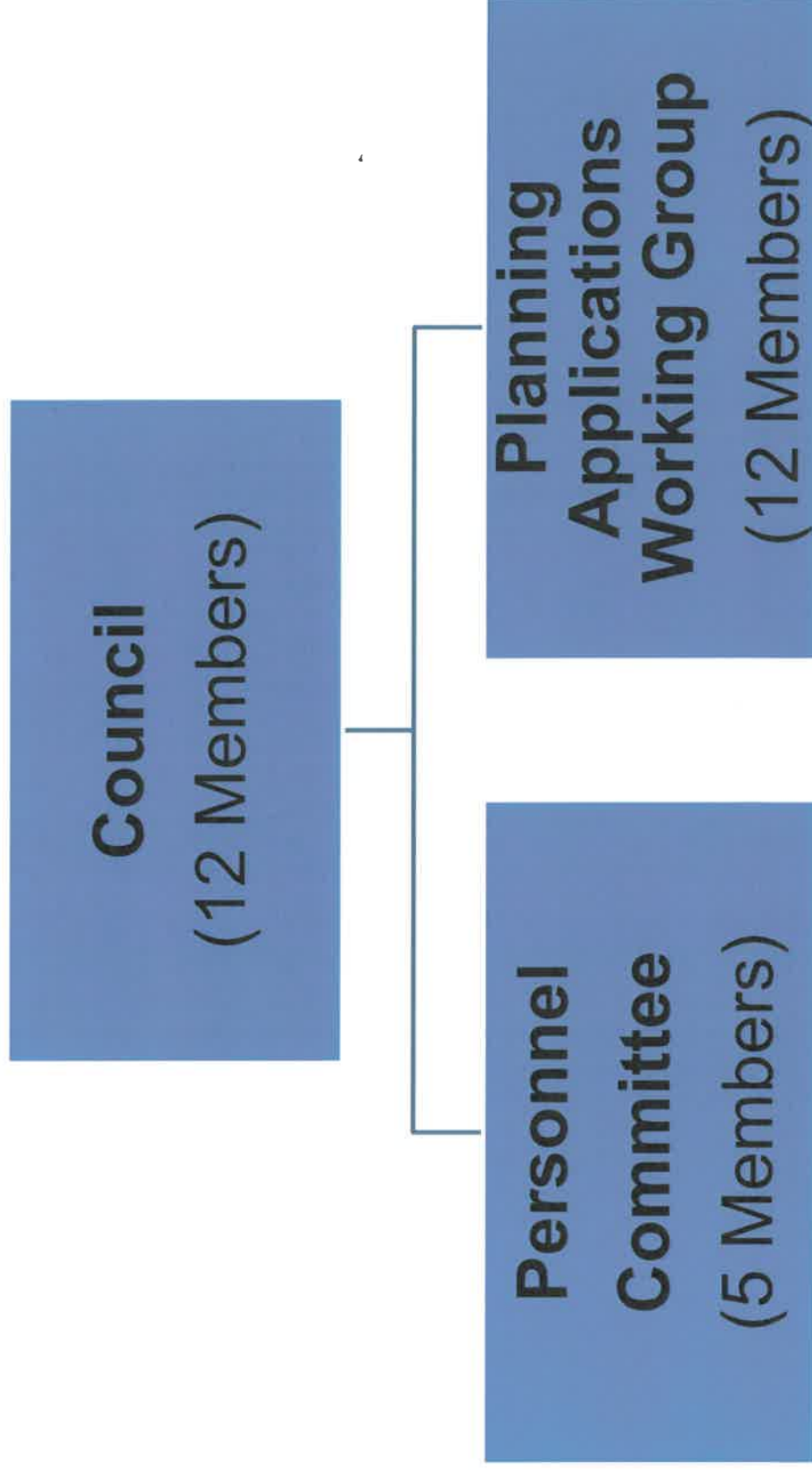
The Council is chaired by the Chairman of the Council and meets monthly. It has a Personnel Committee, that has delegated responsibility for dealing with staff matters and a Planning Applications Working Group that makes recommendations to Council on planning application consultations.

The Council is entirely funded by the residents of Meopham through what is known as a precept on the council tax charge and by generating income through services delivered. The 2024/25 budget set a total precept target of £196,146.87 which equates to a council tax charge of £63.44 per council tax band D household. The Council's total gross expenditure for 2024/25 is budgeted to be £196,971.00. In addition, the Council had an allocated capital reserve of approximately £xxxxx and a general reserve of £xxxxx (as at 1 April 2023).

Supporting the Council is an officer structure that the Council employs to deliver services and ensure that all decisions are made appropriately. The Council officer structure is headed by the Clerk and Responsible Financial Officer who is also the statutory Head of the Paid Service and Proper Officer. They in turn are supported by three further staff namely, the Deputy Clerk, Assistant Clerk and Finance and Grants Officer. A copy of the Council's Committee and staffing structures are set out below.

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COUNCIL COMMITTEE STRUCTURE

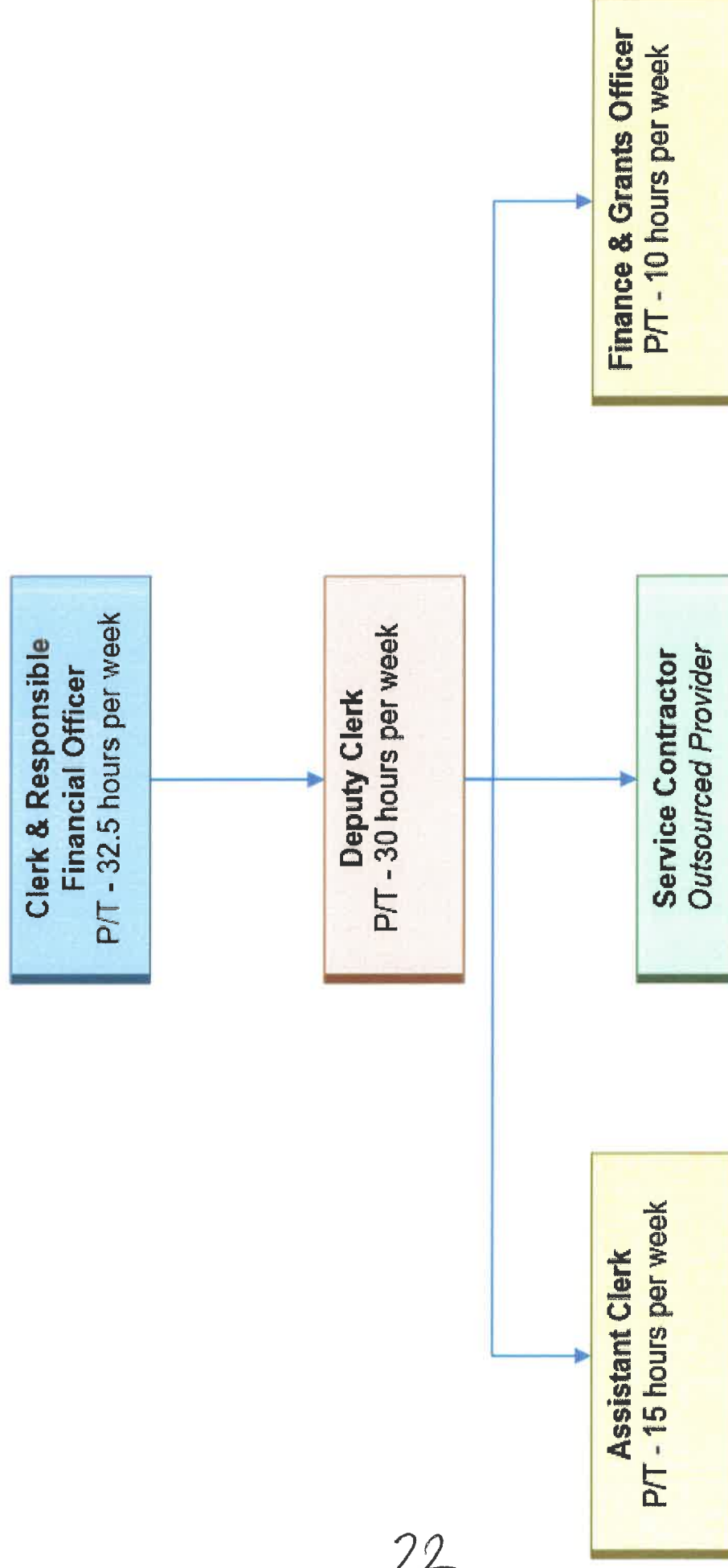


FUNCTIONS AND SERVICE RESPONSIBILITIES OF THE COUNCIL

Meopham Parish Council Services and Functions

- Community Toilet Scheme
- Village Greens and Judsons Recreation Ground
- Judsons Pavilion (managed by Meopham Colts JFC)
- Community Forums
- Community Grants Scheme
- 63 x Streetlights
- Public Access Defib
- Southdown Shaw Allotments (managed by Meopham & District Allotment Association)
- Memorial Benches and Trees
- Provision for Families and Young People
- Ownership and Management of Local Assets inc. Meopham Green War Memorial, Hook Green Village Sign, Meopham Green Drinking Fountain and Harvel Pond

COUNCIL STAFFING STRUCTURE



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MEOPHAM PARISH COUNCIL'S VISION

The Council agreed its *Vision, Mission Statement and Values* in February 2024. They are as follows:

THE COUNCIL'S VISION

‘Our vision is to be the best, most accessible Council as possible, helping make Meopham an attractive place to live and work, improving the quality of life and environment for all’.

THE COUNCIL'S MISSION STATEMENT

‘Support, protect and enhance the parish of Meopham in a pro-active, ethical way that promotes community engagement, positive interaction between the Council and residents which ensures they feel fully represented’.

THE COUNCIL'S VALUES

The Council will at all times:

- Be an advocate and campaigning voice for the people of Meopham
- Work to the highest standards of integrity and openness and deliver services to the best of our abilities
- Work in partnership with other organisations to improve services and deliver value for money for the Meopham council taxpayer

MEOPHAM PARISH COUNCIL'S CORPORATE PRIORITIES AND KEY OBJECTIVES

In trying to promote civic pride, make Meopham a lively and vibrant place and improve the quality of life for its residents, the Council currently delivers a range of different services and functions. The Council provides such services in line with various powers that have been established by Government legislation.

Council Members believe it is these existing services and powers that govern the Council's priorities and as a result the Council has adopted the following 5 Corporate Priorities and associated key objectives that the Council will seek to achieve over the next four years.

1. **To protect and enhance community assets supporting initiatives that help improve the environment, help reduce climate change and reduce incidents of crime and disorder**
2. **To improve the efficiency of the Council, generating new income streams and providing value for money for residents of Meopham**
3. **Promote and provide healthy lifestyles and wellbeing opportunities**
4. **Strengthen the representative role of the Council**
5. **To improve how the Council communicates, internally, externally and with key partners**

What follows over the next few pages are a range of key actions that the Council will pursue over the lifespan of this document.

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Key Objectives for the Council over the Next Four Years

To protect and enhance community assets supporting initiatives that help improve the environment, help reduce climate change and reduce incidents of crime and disorder				
Action	Lead Member and Officer	Timescale	Comments	
1. Secure ownership of and improve School Close car park	Liaison Cllrs for Highways & Heritage Clerk & RFO	By September 2025		
2. Improve co-ordination of neighbourhood watch schemes within the parish	Liaison Cllrs for Rural Environment Deputy Clerk	By January 2025	To include section on website listing neighbourhood watch schemes within the parish	
3. Assist in securing the future of Meopham Windmill	Liaison Cllrs for Highways & Heritage Clerk & RFO	Progress to be evidenced over the lifespan of this document		
4. Secure the future of the Culverstone Silver Band Hut, bringing it back into use as a community asset	Liaison Cllrs for Environment & Amenities Clerk & RFO	Progress to be evidenced over the lifespan of this document		

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5. Identify opportunities to utilise council-owned land to increase environmental benefits such as a community orchard, wildflower meadow or hedgerow planting	Liaison Cllrs for Environment & Amenities Assistant Clerk	Progress to be evidenced over the lifespan of this document	
--	--	---	--

To improve the efficiency of the Council, generating new income streams and providing value for money for residents of Meopham			
Action	Lead Member and Officer	Timescale	Comments
6. Secure a new permanent Parish Council office	Chairman and Vice-Chairman of Council Clerk & RFO	By end of February 2026	
7. Generate income from the former Pitfield Green toilet block through alternative use	Liaison Cllrs for Finance & Governance Finance & Grants Officer	Secure an alternative use by end of December 2024	
8. Formalise usage agreements for Judsons Pavilion	Chairman and Vice-Chairman of Council Clerk & RFO	To be achieved by end of December 2024	
9. Establish a monthly farmers market	Liaison Cllrs for Youth & Community Deputy Clerk	By end of July 2026	

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Promote and provide healthy lifestyles and wellbeing opportunities				
Action	Lead Member and Officer	Timescale	Comments	
10. Establish new annual village fete event	Liaison Cllrs for Youth & Community Assistant Clerk	By July 2024		
11. Carry out feasibility for a new 'Men's Shed' type scheme	Liaison Cllrs for Finance & Governance Finance & Grants Officer	Feasibility of this to be determined by end of December 2025		
12. Establish a community events programme	Liaison Cllrs for Youth & Community Deputy Clerk	By December 2024		
13. Explore a jointly funded project with Gravesham Borough Council to construct an outdoor gym	Liaison Cllrs for Environment & Amenities Assistant Clerk	Feasibility of this to be determined by end of December 2026	This action will be dependent on co-operation from the Borough Council	

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Strengthen the representative role of the Council				
Action	Lead Member and Officer	Timescale	Comments	
14. Lobby KCC and Kent Police for a speed restriction scheme through the village	Liaison Cllrs for Highways & Heritage Assistant Clerk	Progress to be evidenced over the lifespan of this document		
15. Lobby for and facilitate an improved broadband scheme for rural Meopham	Liaison Cllrs for Rural Environment Finance & Grants Officer	By end of April 2027		
16. Produce a neighbourhood Plan for Meopham	Chairman and Vice-Chairman of Council Assistant Clerk	By end of April 2027		
17. Establish a new community transport scheme	Liaison Cllrs for Highways & Transport Finance & Grants Officer	By end of April 2026		

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To improve how the Council communicates, internally, externally and with key partners				
Action	Lead Member and Officer	Timescale	Comments	
18. Commission a new interactive website for the Council	Liaison Cllrs for Finance & Governance Deputy Clerk	New website to launch by September 2024		
19. To improve local services, collaborate better with partner council's and utilise the KALC Area Committee structure	Chairman and Vice-Chairman of Council Clerk & RFO	Progress to be evidenced over the lifespan of this document		
20. Adopt a community engagement strategy including the production of a newsletter and podcast for Meopham	Liaison Cllrs for Youth & Community Deputy Clerk	By end of December 2024		
21. Commission a promotional film of Meopham	Liaison Cllrs for Youth & Community Deputy Clerk	By end of March 2025		

HOW TO COMMENT ON THIS DOCUMENT AND CONTACT THE COUNCIL

Meopham Parish Council welcomes feedback on its Council Plan from all sections of the community.

Views about the work of the Council are welcomed as are suggestions for further service developments and other issues that are important for the village that the Council can have an impact on.

Comment can be made direct at the Council offices and in writing to:

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

Or by e-mailing

enquiries@meopham-pc.gov.uk

or by telephoning

01474 813779

Or by visiting the Council's Facebook page

A full copy of this document can be downloaded from the Council's website: www.meopham-pc.gov.uk

Item 15



110 London Road
St Leonards on Sea
East Sussex
TN37 6LT

07961 356 328
www.johnpopesignwriter.com

Tracey Hanlon
Finance & Grants Officer
Meopham PC

13th July 2026

ESTIMATE

Refurbishment of village sign, both sides.

To trace off lettering, windmill and church graphic. Rub down all metal work including Mitres.

Prime and undercoat all metal work. Paint as original colours in sign writers enamels. Gild all areas as original in 24ct gold leaf.

Work carried out over two days in suitable room in Meopham

COST: £1995

Yours sincerely

John Pope

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Meopham Parish Council

06 July 2026 (2026-2027)

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
50 PITFIELD TOILETS	16/06/2026		Unity Trust Bank		PITFIELD TOILETS	E-ON NEXT	L	50.40	2.52	52.92
59 Service Contract & Litter Collec	22/06/2026	Contract	Unity Trust Bank		Service Contract	HGS LANDSCAPING - DH	X	521.00		521.00
60 Service Contract & Litter Collec	22/06/2026	Contract	Unity Trust Bank		Service Contract	HGS LANDSCAPING - MD	X	521.00		521.00
55 Staff Salaries Tax & NIC	22/06/2026		Unity Trust Bank		Salary	L Winter	X	2,317.89		2,317.89
56 Staff Salaries Tax & NIC	22/06/2026		Unity Trust Bank		Salary	T Hanlon	X	676.95		676.95
57 Staff Salaries Tax & NIC	22/06/2026		Unity Trust Bank		Salary	A BROWN	X	1,386.35		1,386.35
58 Staff Pensions	22/06/2026		Unity Trust Bank		Pension Contributions	Kent Pension Fund	X	1,211.51		1,211.51
51 Training	22/06/2026	Delegated Authority	Unity Trust Bank		Training	Mulberry & Co	S	45.00	9.00	54.00
52 Photocopier Contract	22/06/2026	CONTRACT	Unity Trust Bank		Photocopier Lease & Printing C	Smart Office Solutions	S	358.45	71.69	430.14
54 Communications & IT	22/06/2026	Contract	Unity Trust Bank		PHONE SYSTEM / MICROSOFT	HELIOCENTRIX/MICROSOFT	S	169.20	33.84	203.04
61 Office Supplies	22/06/2026		Unity Multipay Card		OFFICE SUPPLIES	Amazon	S	33.65	6.73	40.38
62 Office Supplies	22/06/2026		Unity Multipay Card		OFFICE SUPPLIES	Amazon	S	28.80	5.76	34.56
53 Payroll Services	22/06/2026	CONTRACT	Unity Trust Bank		PAYROLL SERVICES	DM Payroll Services	S	84.00	16.80	100.80
63 Bank Charges	22/06/2026		Unity Multipay Card		BANK CHARGES	Lloyds Bank	X	6.00		6.00
65 PITFIELD TOILETS	22/06/2026		Unity Multipay Card		PITFIELD TOILETS	MANUTAN UK LTD	S	299.00	59.80	358.80
66 PITFIELD TOILETS	22/06/2026		Unity Multipay Card		PITFIELD TOILETS	WALLGATE	S	637.83	127.57	765.40
67 Office Rent	22/06/2026		Unity Trust Bank		Office Rent	St Johns Centre	X	543.75		543.75
64 Office Supplies	22/06/2026	FC17 FC19 FC18 + DEL AUTH	Unity Multipay Card		MANUALS & GUIDE BOOKS	SLCC	Z	331.95		331.95
64 Office Supplies	22/06/2026	FC17 FC19 FC18 + DEL AUTH	Unity Multipay Card		MANUALS & GUIDE BOOKS	SLCC	S	12.38	2.48	14.86
68 Software Licences	22/06/2026	FC30	Unity Trust Bank		MAPPING SOFTWARE	Parish Online	S	270.00	54.00	324.00
69 Bank Charges	22/06/2026		Unity Trust Bank		BANK CHARGES	Unity Bank	X	10.30		10.30
70 Other Office expenses: 90	29/06/2026	Delegated Authority	Unity Trust Bank		SIGNAGE	JOHN POPE	X	195.00		195.00
71 ALLOTMENT WATER SUPPLY	30/06/2026		Unity Trust Bank		ALLOTMENTS - WATER	EVERFLOW	Z	790.10		790.10
72 Service Contract & Litter Collec	30/06/2026	Contract	Unity Trust Bank		Service Contract	HGS LANDSCAPING - DH	X	521.00		521.00
73 Service Contract & Litter Collec	30/06/2026	Contract	Unity Trust Bank		Service Contract	HGS LANDSCAPING - MD	X	521.00		521.00
Total								11,542.51	390.19	11,932.70

Bank a/c.

Credit Card.

Item 16.1

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Voucher Code 50



Meopham Parish Council
Toilet Block
Wrotham Road
Green Gravesham
Kent
DA13 0AW

Get in touch with us

 eonnex.com/contact

 hellobusiness@eonnex.com

 0808 501 5699

Account number

 A-8A110E4C

Tax Invoice number

 KI-8A110E4C-0003

Date issued

 1st Jun 2026

Invoice

for Meopham Parish Council for the supply at Toilet Block, Wrotham Road, Green Gravesham, Kent, DA13 0AW.

1st May 2026 - 31st May 2026

Your charges

	Net charges	CCL	VAT	Total
Electricity	£50.40	£0.00	£2.52	£52.92
Total charges for this invoice				£52.92

On 1st Jun 2026 your new balance was £52.92 DR

Payment of £52.92 will be taken by Direct Debit on or around 16 Jun 2026.

Your new balance includes any payments you've made and you can see these in your online account.

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The details

Electricity

Supply number

S	00	0000	N02
1900092964493			

Supply Address: Toilet Block, Wrotham Road, Green Gravesham, Kent, DA13 0AW
Postcode area alpha identifier: H

1 Year Fixed Business

Energy Charges for Meter 25J0092825

27th Apr 2026	76.4 Data collector reading	
27th May 2026	128.1 Data collector reading	
Energy Used	51.7 kWh @ 65.00p/kWh	£33.60
Standing Charge	30 days @ 56.00p/day	£16.80
Government Climate Change Levy @ 0.000 £/kWh on 51.7 kWh		£0.00
Subtotal of charges before VAT		£50.40
VAT @ 5% on £50.40		£2.52
Total Electricity Charges		£52.92

Total charges before VAT	£50.40
Total VAT	£2.52
Total charges for bill	£52.92

About your tariff

Electricity

Tariff Name	1 Year Fixed Business
Payment Method	Direct Debit Monthly
Agreement End Date	27th Jan 2027
Estimated Annual Usage	491.431 kWh

Voucher Code 51



TAX INVOICE

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

Invoice Date
10 Jun 2026

Invoice Number
INV-2324

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
Course Title: Chair Training: Wednesday 19th August 2026 Jonathan McNamara	1.00	45.00	20%	45.00
Subtotal				45.00
TOTAL VAT 20%				9.00
TOTAL GBP				54.00

Due Date: 10 Jul 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

To: Mulberry Local Authority Services Limited
Eastgate House
Dogflud Way
Farnham
Surrey
GU9 7UD
UNITED KINGDOM

Mobile 07428 647069
Office 03303 450596

e anna@mulberrylas.co.uk

Customer
Invoice Number
Amount Due
Due Date

Meopham Parish Council
INV-2324
54.00
10 Jul 2026

Amount Enclosed

Enter the amount you are paying above

Voucher Code 52



Smart Office Solution



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. 659558
Invoice Date 17/06/2026
Order #
Account # MEO004
Page # 1/1

Description	Unit amount	Quantity	Net amount
-------------	-------------	----------	------------

Smart Print Services Ltd: For all your outsourced printing and merchandise.
Everything from Business Cards to Brochures, Mugs to Pens, Posters to
Flyers and much more. No job too big or too small.
Contact Carl on 01732 449621 for a customised quotation.
Smartprintservice.co.uk

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

Mono

Via Remote Billing

Reading at 17/06/2026 is 23,584
Reading at 16/03/2026 as 20,290

Usage for period: 03/03/2026 to 02/06/2026

0.00000	3,294	0.00
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Colour

Via Remote Billing

Reading at 17/06/2026 is 42,892
Reading at 16/03/2026 as 40,264

Usage for period: 03/03/2026 to 02/06/2026

0.04400	828	36.43
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Usage for period: 03/03/2026 to 02/06/2026

0.00000	1,800	0.00
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Rental charge for period: 03/06/2026 to 02/09/2026

247.02	1	247.02
--------	---	--------

Annual Service Charge for period: 03/06/2025 to 02/06/2026

60.00	1	60.00
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Non-Direct Debit charge for period: 03/03/2026 to 02/06/2026

15.00	1	15.00
-------	---	-------

The amount due will be collected by Direct Debit on or immediately after 14 days, due by 01/07/2026

Net Total	GBP	358.45
Tax Total	GBP	71.69
Invoice Total	GBP	430.14

Voucher Code 53



TAX INVOICE

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

Invoice Date
3 Jun 2026

Invoice Number
INV-5282

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 April to June 2026	1.00	84.00	20%	84.00
Subtotal				84.00
TOTAL VAT 20%				16.80
TOTAL GBP				100.80

Due Date: 3 Jul 2026

Sort code 40 26 08

Account number 61795724

PAYMENT ADVICE

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

Customer Meopham Parish Council
Invoice Number INV-5282
Amount Due 100.80
Due Date 3 Jul 2026
Amount Enclosed

Enter the amount you are paying above

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Voucher Code 514



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

Bill To:
Meopham Parish Council Attn: Tracey Hanlon St Johns Centre Wrotham Road Meopham, DA13 0AA United Kingdom

Date	Invoice
01/06/2026	30722

Terms	Due Date	PO Number	Reference
Net 15 days	16/06/2026		Monthly Billing for June

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: - Microsoft Office Desktop and Mobile - Exchange Email - OneDrive \ SharePoint - Microsoft Teams	3.00	£11.52 GBP	£34.56 GBP
Microsoft 365 Business Basic - Exchange Email up to 50GB - Teams - 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

39

Voucher Code 67

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 June 2026
Date: 22-Jun-26
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 -30th June 2026	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

40

Invoice



Invoice number 29UG004-0006
Date of issue June 22, 2026
Date due July 22, 2026

Parish Online

PO Box 149
Dursley
GL11 9DU
United Kingdom
+44 1256 586980
support@parish-online.co.uk

Bill to

Meopham
United Kingdom
+44 1474 813779
clerk@meopham-pc.gov.uk

Ship to

Meopham
Meopham Windmill
Meopham
DA13 0QA
United Kingdom
+44 1474 813779

£324.00 due July 22, 2026

[Pay online](#)

Alternative payment methods:

BANK TRANSFER

Name: Local Authority Technology CIC | Sort Code: 08-92-99 | Account: 67297047. Co-op Bank.

CHEQUE

Please make cheques payable to 'Local Authority Technology CIC' and post to 'Parish Online, PO Box 149, Dursley, GL11 9DU'.
Cheques without the correct company name, or without a date cannot be processed.

VAT Number: GB450954778.

Description	Qty	Unit price	Tax	Amount
Parish Online - Mapping Software (per Year) Jun 22, 2026-Jun 22, 2027	1	£300.00	20% (on £270.00)	£300.00
Subtotal				£300.00
Complimentary 10% Discount (10% off)				-£30.00
Total excluding tax				£270.00
Tax (20% on £270.00)				£54.00
Total				£324.00
Amount due				£324.00

VAT Number: GB450954778.

Voucher Code 70



110 London Road
St Leonards on Sea
East Sussex
TN37 6LT

Tracey Hanlon
Finance & Grants Officer
Meopham PC

26th June 2026

INVOICE

Re: Lettering onto honours board.

To hand paint in gold enamel or colour, dates and names onto HonoUrs board as list given.

COST: £395

DEPOSIT RECEIVED: £200

BALANCE DUE: £195

My bank details are:

Nationwide FlexDirect, account holder John Pope 44854014 sort code 07 04 36.

Work carried out on site

Yours sincerely

John Pope

42

Voucher Code 71

everflow[®]

Lisa Winter C/O Meopham Parish Council
MEOPHAM & DISTRICT ALLOTMENT
ALLOTMENTS WROTHAM RD/PARK HIL
WROTHAM ROAD
MEOPHAM
GRAVESEND
KENT
DA13 0RQ

Customer Services: 0330 6600 137
Collections and Recovery: 01740 618950
Monday - Friday 8am - 5pm

customer.services@everflowutilities.com

www.everflowutilities.com



Your account number
EFW369875-0

Hi, I'm your everflow invoice!

Your invoice

Total Days: 31

Start date
20/07/2026
End date
19/08/2026

Invoice no
5663739
Invoice date
22/06/2026

Your charges

More on page 2

Net charges
£966.26
VAT
£0.00

Total
£966.26

Your account

More on page 5

Balance brought forward
-£176.16
This invoice
£966.26

Amount due
£790.10
Thanks for paying by direct debit. You
don't need to do anything - we'll collect
the agreed amount from your account
on or around **30/06/2026**

43

Your charges - summary

everflow®

Summary of supply points

Below is a summary of your charges by SPID. If you have any adjustments for prior billing periods you can find the details on the final page of this bill.

44

Totals (VAT)

Supply point ID (SPID)

3019291658

Postcode

DA13 0RQ

Start date

20/07/2026

End date

19/08/2026

Net charges for this billing period	+	Adjustments for prior billing periods	=	Net charges in this invoice
£966.26		£0.00		£966.26
£0.00		£0.00		£0.00

Charges for this period

£942.60

+

Retail Fee

£23.66

=

Total

£966.26

Details on page

3

Your charges - SPIDs



Lisa Winter C/O Meopham Parish Council

MEOPHAM & DISTRICT ALLOTMENT ALLOTMENTS WROTHAM RD/PARK HIL, WROTHAM ROAD,

MEOPHAM, GRAVESEND, KENT, DA13 0RQ

SPID 3019291658

Start date 20/07/2026

End date 19/08/2026

Volumetric charges

	Consumption or RV	x	Unit rates (£/m3)	=	Charges for this bill
Water	273m3		£3.4490		£941.58
Waste	-		-		£0.00
S.Water Drainage	-		-		£0.00
Highways Drainage	-		-		£0.00

Non-volumetric charges

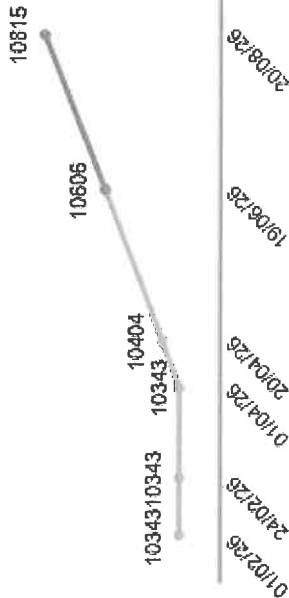
	Fixed annual charges	x	Billing days /365	=	Charge on this bill	=	Total	VAT (0%)
	£12.00		31		£1.02		£942.60	0%
	£0.00		31		£0.00		£0.00	0%
	£0.00		31		£0.00		£0.00	0%
	£0.00		31		£0.00		£0.00	0%
							£942.60	

Meters & subs

08404237



end read of last bill 10542 20/07/2026
end read of this bill 10815 20/08/2026
difference 273
average daily cons. 8.81
return to sewer 95%



Your consumption is estimated (in blue), using your previous actual reads (in green). Help keep your bills as accurate as possible by submitting your own reads.

Your transaction history

everflow®

Account statement

If you forget to make a payment on time and fail to engage with us, late payment charges and interest may be applied.

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	Amount	Date
your previous balance	-£176.16	20/07/2026
balance brought forward	-£176.16	22/06/2026
total on this invoice	£966.26	22/06/2026
account balance	£790.10	22/06/2026

Are you struggling to make a payment?

Please contact us as soon as possible if you are struggling to make payment. We are happy to discuss options with you to help you keep running your business but we would like you to engage with us.

If you would like to discuss this in more detail please contact us on:

0330 6600 137

Or for Collections and Recovery

01740 618950

Our address

Traynor Hub (T2),
Traynor Way,
Peterlee,
SR8 2RU

Our VAT number

313 665 119

Our company reg number

09651912

If your account is in credit, this is likely due to overpayment of charges, and you can request a refund by contacting us directly on

0330 6600 137

If this is your final bill from us, you don't need to do anything, as we'll refund the amount automatically.

LLOYDS BANK



Voucher Codes

61-66



c/c £1551.95

001646 003397 STUA740A

26935

MEOPHAM PARISH COUNCIL
TRACEY HANLON
ST. JOHNS CENTRE
WROTHAM ROAD
GRAVESEND
KENT
DA13 0AA

Programme Administrator Helpline
0345 030 6270
+44 1908 544 059 (from abroad)
www.lloydsbank.com/commercialbanking/

Corporate Purchasing Card - Sterling Account

Cardholder details

Statement date 02-06-2026
Account number 4484-4511-5717-5805
Credit Limit £5,000.00

Your account at a glance

Previous balance £772.57
Payments received £772.57
Purchases £1,545.95
Cash advances £0.00
Transaction refunds £0.00
Account charges £0.00
Annual Card Fees £6.00
Current balance £1,551.95

Page 1

Transaction date	Reference	Description	Amount
19-05-2026		DIRECT DEBIT PAYMENT - THANK YOU	£772.57 CR
	XXXX-XXXX-XXXX-2457 HANLON, TRACEY MARIA		£783.55
11-05-2026	74463656132591320194122	MANUTAN UK	VERWOOD GB £358.80
11-05-2026	74985406131405825106145	AMZNMkplace*NH85A7QQ4	amazon.co.uk GB £34.56
18-05-2026	74985406138402510079920	AMZNMkplace*NA3Z752C4	amazon.co.uk GB £40.38
01-06-2026	74463656152551530511536	SLCC ENTERPRISES LTD	TAUNTON GB £346.81
02-06-2026		MONTHLY FEE	£3.00
	XXXX-XXXX-XXXX-9788 WINTER, USA		£768.40
07-05-2026	74085326128058510002824	WALLGATE LIMITED	SALISBURY GB £741.40
12-05-2026	74085326133058510002728	WALLGATE LIMITED	SALISBURY GB £24.00
02-06-2026		MONTHLY FEE	£3.00

Payment is due by 16 June 2026

Balance

£1,551.95

Payment will be collected by direct debit on 16 June 2026.

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003397 STUA740A 1 of 3

LLOYDS 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

Page 1

Cardholder details

Statement date 02-06-2026

Account number XXXX-XXXX-XXXX-9788

Card Limit £2,500.00

Your account at a glance

Previous balance	£0.00	Transaction refunds	£0.00
Payments received	£0.00	Account charges	£0.00
Purchases	£765.40	Annual Card Fees	£3.00
Cash advances	£0.00	Current balance	£768.40

Transaction date	Reference	Description	Amount
07-05-2026	74085326128058510002824	WALLGATE LIMITED SALISBURY GB	£741.40
12-05-2026	74085326133058510002728	WALLGATE LIMITED SALISBURY GB	£24.00
02-06-2026		MONTHLY FEE	£3.00

Payment is due by 16 June 2026

Balance

£768.40

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.

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LLOYDS 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

Page 1

Cardholder details

Statement date	02-06-2026
Account number	XXXX-XXXX-XXXX-2457
Card Limit	£2,500.00

Your account at a glance

Previous balance	£0.00	Transaction refunds	£0.00
Payments received	£0.00	Account charges	£0.00
Purchases	£780.55	Annual Card Fees	£3.00
Cash advances	£0.00	Current balance	£783.55

Transaction date	Reference	Description	Amount
11-05-2026	74463656132591320194122	MANUTAN UK	£358.80
11-05-2026	74985406131405825106145	AMZNMktplace*NH85A7QQ4	£34.56
18-05-2026	74985406138402510079920	AMZNMktplace*NA3Z752C4	£40.38
01-06-2026	74463656152551530511536	SLCC ENTERPRISES LTD	£346.81
02-06-2026		MONTHLY FEE	£3.00

Payment is due by 16 June 2026

Balance

£783.55

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.

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amazon.co.uk

23.63
16.75
£40.38

£40.38

Invoice

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

Paid

Payment reference ID zoX6lu4Q1VpSG8rMFzXP
Sold by Amazon EU S.à r.l., UK Branch
VAT # GB727255821

Invoice date / Delivery date	19 May 2026
Invoice #	GB647KGMVAEUI
Total payable	£23.63

For questions about your order, visit www.amazon.co.uk/contact-us

Billing address	Delivery address	Sold by
MRS TRACEY HANLON MEOPHAM PARISH COUNCIL, ST JOHNS CENTRE , Wrotham Road, MEOPHAM, KENT, DA13 0AA GB	TRACEY HANLON 12 LESLEY CLOSE, ISTEAD RISE GRAVESEND, KENT, DA13 9JS GB	Amazon EU S.à r.l., UK Branch 1 Principal Place, Worship Street London, EC2A 2FA United Kingdom VAT # GB727255821

Order information

Order date	18 May 2026
Order #	026-8608350-6442720

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Amazon Basics A4 Lever Arch Files Pack of 10, Ring Binder, Office File Organiser, Black ASIN: B0DNDZKN8Z	1	£15.53	20%	£18.64	£18.64
Shipping Charges		£4.16		£4.99	£4.99

Invoice total

£23.63

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£19.69	£3.94
Total	£19.69	£3.94

18.64
~~15.99~~
~~34.63~~
~~4.99~~
39.62

23.63
~~15.99~~
~~39.62~~

23.63
16.75
40.38

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

50

Invoice

Paid

Payment reference ID zoX6lu4Q1VpSG8rMFzXP

Sold by TOMSTRAD LTD

VAT # GB424347017

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

Invoice date / Delivery date	18 May 2026
Invoice #	GB60037HXJ76JI
Total payable	£16.75

For questions about your order, visit www.amazon.co.uk/contact-us

Billing address

MRS TRACEY HANLON
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

TOMSTRAD LTD
Waterloo House
Dominion Road
BATH, Somerset, BA2 1DW
GB
VAT # GB424347017

Order information

Order date	18 May 2026
Order #	026-6736636-0353915

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Replacement Dispenser Key. Compatible with Brightwell Katrin and Metsa Soap, Toilet Paper & Hand Towel Dispenser (5) ASIN: B0DVCC8D5N	1	£13.96	20%	£16.75	£16.75
Shipping Charges		£0.00		£0.00	£0.00

Invoice total **£16.75**

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£13.96	£2.79
Total	£13.96	£2.79

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Voucher Code 62

£34.56

15.99
18.57
£34.56

Invoice

Paid

Payment reference ID 3bBs3iYZphTCyoEOLdKS

Sold by SIM DISTRIBUTORS LTD

VAT # GB378692435

Invoice date / Delivery date 11 May 2026

Invoice # GB604ZTUYLWLHI

Total payable £15.99

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

For questions about your order, visit www.amazon.co.uk/contact-us

Billing address

MRS TRACEY HANLON
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

SIM DISTRIBUTORS LTD
Unit 1
73 Hanworth Road
HOUNSLOW, Middlesex, TW3 1TT
GB
VAT # GB378692435

Order information

Order date 11 May 2026
Order # 026-4536748-4561162

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
Value Plus A4 70gsm Copier Paper Multipurpose Printer Paper 5 Reams 2500 Sheets ASIN: B0FRGKPG7H	1	£13.32	20%	£15.99	£15.99
Shipping Charges		£0.00		£0.00	£0.00

Invoice total

£15.99

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£13.32	£2.67
Total	£13.32	£2.67

52

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

Paid

Payment reference ID 3bBs3lYZphTCyoEOLckS

Sold by lixianrongnalgongmaoyiyouxiangongsi

Invoice date / Delivery date	12.05.2026
Invoice #	GB64V6C2NAEUD
Total payable	£18.57

VAT declared by	Amazon EU S.a.r.l.
VAT #	GB727255821

For questions about your order, visit www.amazon.co.uk/contact-us**Billing address**

MRS TRACEY HANLON
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

lixianrongnalgongmaoyiyouxiangongsi
yongshengnandajie626hao
baodingshi, lixian, hebeisheng, 071400
CN

Order information

Order date	11.05.2026
Order #	026-2975856-2557969

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Unit price (incl. VAT)	Item subtotal (incl. VAT)
XHDA Black 50PCS Lanyards for Neck with 50PCS Card Holder, Lanyard with Clear Plastic Card Holder for ID Card and Staff B0BVB8LNK ASIN: B0BVB8LNK	1	£11.32	20%	£13.58	£13.58
Shipping Charges		£4.16		£4.99	£4.99

Invoice total**£18.57**

VAT rate	Item subtotal (excl. VAT)	VAT subtotal
20%	£15.48	£3.09
Total	£15.48	£3.09

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

53

FC19, FC18
DA.

VOLUME CODE
64

C/C

SLCC Enterprises
Collar Factory, Suite 2.03
112 St. Augustine Street
Taunton
Somerset
TA1 1QN
Tel: 01823 253646
Email: finance@slcc.co.uk
VAT Reg No: 891 7527 83

SLCC

For Local Council Professionals.

SLCC Enterprises Ltd

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

Invoice

Invoice No	ORD510694-1
Invoice Date	01/06/2026
Reference	

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
1	The Clerks' Manual 2023	£-47.50	£47.50	0.00	£0.00
1	14th Edition Local Council Administration✓	£-144.00	£144.00	0.00	£0.00
1	Knowles on Local Authority Meetings✓	£-109.95	£109.95	0.00	£0.00
1	Town and Parish Councils VAT Guide✓	£-30.50	£30.50	0.00	£0.00
1	Delivery (Standard)	£12.38	£12.38	20.03	£2.48

331.90

Pay by BACS to Unity Trust Bank
Sort Code: 60-83-01
Account No: 20290997
Please make cheques payable to:
SLCC ENTERPRISES LTD

Total Net Amount	£344.33
Total Tax Amount	£2.48
Invoice Total	£346.81

Payment Due: 01/07/2026

REMITTANCE

Detach and return with payment

Invoice Number:	ORD510694-1
Client:	Tracey Hanlon
Date:	
Amount Enclosed:	

SLCC Enterprises Ltd is registered in England and Wales with Company Registration No. 06034481; registered office as above.

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Pay by BACS - Account Name: SLCC Enterprises Limited, Sort Code: 60-83-01, Acc No: 20290997, Ref:

Voucher Code

64



Outlook

Order Confirmation

From bookshop@slcc.co.uk <bookshop@slcc.co.uk>

Date Mon 2026-06-01 1:04 PM

To Finance & Grants Officer - Meopham Parish Council <financeofficer@meopham-pc.gov.uk>

 1 attachment (123 KB)

Invoice-1.pdf;

Dear Tracey Hanlon

Thank you for your order.

A summary of your order is as follows:

Order Number: 510694

Payment Method: Online Payment

Item	Unit Price	Qty	Total	VAT
The Clerks' Manual 2023	£47.50	1	£47.50	£0.00
14th Edition Local Council Administration	£144.00	1	£144.00	£0.00
Knowles on Local Authority Meetings	£109.95	1	£109.95	£0.00
Town and Parish Councils VAT Guide	£30.50	1	£30.50	£0.00

Delivery Address:

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

Delivery Method : Standard

Delivery Cost : £12.38 (+ £2.48 VAT)

Total : £344.33

VAT : £2.48

Gross Total : £346.81

Please see your invoice attached.

55

If you are paying by bank transfer our bank details are: Unity Trust Bank, account number



Your order from SLCC Enterprises Ltd has been processed successfully

From donotreply@opayo.io <donotreply@opayo.io>

Date Mon 2026-06-01 1:04 PM

To Finance & Grants Officer - Meopham Parish Council <financeofficer@meopham-pc.gov.uk>



Notification

Your order from SLCC Enterprises Ltd has been successful.

The unique reference for this transaction is: **SLCC-20260601-325543-65448**

Dear Tracey Hanlon Meopham Parish Council,

Thank you for your order. Your payment has been processed successfully.

Please quote your order number **SLCC-20260601-325543-65448** in all correspondence with either SLCC Enterprises Ltd or Opayo.

• Order total: 346.81 GBP

Card used: Not provided, United Kingdom - Visa - XXXX XXXX XXXX 2457 - Attempt: 1

• You bought: SLCC Payment

Description	Quantity	Item value	Item tax	Item total	Line total
Product The Clerks' Manual 2023	1			47.50	47.50
Product 14th Edition Local Council Administration	1			144.00	144.00
Product Knowles on Local Authority Meetings	1			109.95	109.95
Product Town and Parish Councils VAT Guide	1			30.50	30.50
Shipping Standard	1			14.86	14.86

Delivery Address:
Tracey Hanlon
St Johns Centre

Billing Address:
Tracey Hanlon
St Johns Centre

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Card Address:
Tracey Hanlon Meopham
Parish Council

Voucher Code 65



INVOICE



All you need. **With love.**

Invoice Address

MEOPHAM PARISH COUNCIL
STJOHNS CENTRE (not Meopham Court)
Wrotham road
Meopham Kent
DA13 0AA Meopham
United Kingdom

Customer No : GB100754223

Please quote your account number when making your payment

N° M000617968 dated 11/05/2026

Due Date 11/05/2026

Order N° 100409192 on 11/05/2026

Customer Ref : 11052026

Contact : TRACEY HANLON

Delivery Address

MEOPHAM PARISH COUNCIL
MEOPHAM PARISH COUNCIL
STJOHNS CENTRE (not Meopham Court)
Wrotham road
Meopham Kent
DA13 0AA Meopham
United Kingdom

Customer No : GB100754223

Forwarding Address

Manutan UK Limited (United Kingdom)

Contact us :

Finance Department : Tel : 01202 812719

Send your payment details to accounts@manutan.co.uk

Incoterm 2020 : DDP Meopham
EORI Manutan UK Ltd : GB323608672000

Ref.	Description	Customs Tariff	Or.	Qty.	Unit	Unit price	Total excl. VAT	VAT Rate :
AC93229	COSHH Yellow Slim Flammable Storage Cabinet 1815x600x459mm	94031091	TR	1	PCE	£ 299.00	£ 299.00	SR
Shipping Date 11/05/2026				1				

Manutan UK Limited Terms and Conditions apply to all orders

Payment Terms Comments

Credit card - Paid by Card

Total excl. VAT £ 299.00

Total VAT (SR) 20.00% : £ 59.80

Total incl. VAT **£ 358.80**

Bank : HSBC

Account number : 12510138

Sort Code : 401413

IBAN : GB34HBUK40141312510138

SWIFT : HBUKGB4B



Download my invoice

Track your order at
manutan.co.uk

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All you need. With love.

Thank you for your order

We will send your order confirmation to financeofficer@meopham-pc.gov.uk, if you do not receive your email please check your spam folder.

Order number

100409192

Order total

£299.00 excl. VAT £358.80 (Incl. VAT)

Estimated arrival

You have 1 shipment planned on 12/05/2026.

Delivered and Billed to

MEOPHAM PARISH COUNCIL, STJOHNS CENTRE (not Meopham Court), Wrotham road,
Meopham Kent, Meopham DA13 0AA, United Kingdom

[View My Order](#)

Learn how to return or replace a product: visit returns page

Voucher Code 65

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Voucher Code 000

Order 100409192

Your reference: 11052026

Ordered on: 11 May 2026

Actions



Print



Return Item



Add To basket

Description



Flammable Material
Storage Cabinet COSHH,
O/A height: 1815 mm, O/A

x1

AC93229

Your delivery information

Delivery address

KEYMEOPHAM PARISH COUNCIL~2026-05-11 14:25:48.146
STJOHNS CENTRE (not Meopham Court)
DA13 0AA Meopham
GB

59



INVOICE NO.
00041869

Payment Terms:
1 Days
From Invoice Date

Invoice To
Meopham Parish Council Lisa Winter
St. Johns Centre
Wrotham Road
Gravesend
England DA13 0AA

Deliver To
Meopham Parish Council Lisa Winter
St. Johns Centre
Wrotham Road
Gravesend
England DA13 0AA

765.40
24.00
765.40



Wallgate Limited
Tel: +44 (0) 1722 744 594
Fax: +44 (0) 1722 742 096
Email: sales@wallgate.com
www.wallgate.com

Crow Lane, Milton, Solihull, Warwick B37 7YU

Company registered in England, number 156022
VAT number GB 182 3069 77
Producer Reg No: WEE/FO074UR/PRO

Voucher Code 66

Our Ref. 040729	Your Ref. MO-WG-3181	Account No. 405903	Customer Co. Registration.	Date. 11 May 2026
---------------------------	--------------------------------	------------------------------	-----------------------------------	-----------------------------

Stock Id	Description	U.O.M.	Vat Code	Qty Supplied	% Disc	List Price	Total
KIT-TCU100	CONVERSION KIT TO FIT TCU100 Commodity Code: 90328900 07/05/26 paid by card £741.40	EA	1	1 EA		£617.83	£617.83

60

DELIVERY CONTACT: Lisa Winter- 01474 813779 07/05/26 paid by card £741.40
assistantclerk@meopham-pc.gov.uk

PLEASE BE ADVISED YOUR ORDER WILL BE DELIVERED BETWEEN 8AM AND 5PM. IF YOU ARE UNABLE TO ACCEPT DELIVERY WITHIN THESE HOURS, PLEASE NOTIFY WALLGATE IMMEDIATELY.

IF YOU DO NOT MAKE WALLGATE AWARE OF YOUR DELIVERY RESTRICTIONS AND A RE-DELIVERY HAS TO BE ARRANGED, YOUR COMPANY WILL INCUR THE RE-DELIVERY CHARGE.

PRODUCT LEAD CONTENT INFORMATION CAN BE FOUND AT -
https://www.wallgate.com/uploads/files/lead_content_statement_v2.pdf

Your order is accepted and the contract between us is formed on the basis of our standard terms and conditions which can be found at <https://www.wallgate.com/terms-and-conditions-of-sale>

ANY ERRORS OR OMISSIONS MUST BE REPORTED WITHIN 14 DAYS OF INVOICE DATE.

THIS ORDER IS SUBJECT TO OUR STANDARD TERMS & CONDITIONS

Bank: LLOYDS PLC
Account No: 02845868
Sort Code: 30-97-41

Continued...

Voucher Code 66

Charges & Discounts: Shipping Charge

1

£20.00

£20.00

61

V.A.T.	Rate	Goods	Vat	Total
Standard	20.00	£637.83	£127.57	£765.40

ANY ERRORS OR OMISSIONS MUST BE REPORTED WITHIN 14 DAYS OF INVOICE DATE.

THIS ORDER IS SUBJECT TO OUR STANDARD TERMS & CONDITIONS

Bank: LLOYDS PLC
Account No: 02845868
Sort Code: 30-97-41

Goods Total	£637.83
VAT Total	£127.57
Invoice Total	£765.40

Item 16.2

21 July 2026 (2026-2027)

Meopham Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 01/07/2026)

Council Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Staff Salaries Tax & NIC				95,475.00	15,948.71	79,526.29	79,526.29 (83%)
25	Staff Pensions				16,189.00	3,487.04	12,701.96	12,701.96 (78%)
26	Cllr & Staff Expenses				400.00	117.26	282.74	282.74 (70%)
28	Professional Memberships				4,500.00	3,608.00	892.00	892.00 (19%)
29	Chairman's Allowance							(N/A)
30	Training				4,680.00	255.00	4,425.00	4,425.00 (94%)
33	Photocopier Contract				1,300.00	358.45	941.55	941.55 (72%)
34	Communications & IT				2,465.00	741.36	1,723.64	1,723.64 (69%)
87	Insurance				3,600.00	3,483.58	116.42	116.42 (3%)
88	Office Rent				6,828.00	1,631.25	5,196.75	5,196.75 (76%)
89	Venue Hire for Meetings				550.00	144.50	405.50	405.50 (73%)
90	Office Supplies				600.00	515.01	84.99	84.99 (14%)
91	Software Licences				1,800.00	270.00	1,530.00	1,530.00 (85%)
92	Internal & External Audit Fees				1,200.00		1,200.00	1,200.00 (100%)
93	Payroll Services				360.00	84.00	276.00	276.00 (76%)
104	Bank Charges				230.00	48.90	181.10	181.10 (78%)
105	Professional Services				25,000.00	192.15	24,807.85	24,807.85 (99%)
111	Reserve Transfer 24							(N/A)
112	Other Office expenses: 90					412.23	-412.23	-412.23 (N/A)
113	Multipay Card Payment							(N/A)
114	ANNUAL SUBSCRIPTION				50.00		50.00	50.00 (100%)
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				10,000.00		10,000.00	10,000.00 (100%)
136	LITIGATION SETTLEMENT				50,000.00		50,000.00	50,000.00 (100%)
140	REFRESHMENTS				500.00	168.69	331.31	331.31 (66%)
SUB TOTAL					226,507.00	31,466.13	195,040.87	195,040.87 (86%)

Council Projects & Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	Community Events				1,000.00		1,000.00	1,000.00 (100%)
82	Health & Wellbeing							(N/A)
100	Village Greens - Post Replacem				7,500.00		7,500.00	7,500.00 (100%)
102	New Website Project							(N/A)
103	Camer Parade - Highways Scher							(N/A)
109	Harvel Bench							(N/A)
124	MEOPHAM WINDMILL							(N/A)
125	JUDSONS PAVILLION				2,000.00		2,000.00	2,000.00 (100%)
126	LIBRARY SERVICES							(N/A)
SUB TOTAL					10,500.00		10,500.00	10,500.00 (100%)

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Meopham Parish Council

21 July 2026 (2026-2027)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 01/07/2026)

Council Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Defibrillator Maintenance							(N/A)
8	Service Contract & Litter Collecti				12,500.00	3,126.00	9,374.00	9,374.00 (74%)
13	Trees				5,000.00		5,000.00	5,000.00 (100%)
16	Community Grants Scheme				3,000.00		3,000.00	3,000.00 (100%)
17	Families and Young People				6,000.00		6,000.00	6,000.00 (100%)
19	Community Toilet Scheme							(N/A)
22	Bus Shelter Cleaning				1,950.00	221.54	1,728.46	1,728.46 (88%)
68	Streetlights				10,000.00	1,056.18	8,943.82	8,943.82 (89%)
83	Community Engagement							(N/A)
85	Village Sign & Flagpole				2,000.00		2,000.00	2,000.00 (100%)
106	Harvel Pond				2,000.00		2,000.00	2,000.00 (100%)
107	Former Toilet Block							(N/A)
108	Drinking Fountain				110.00		110.00	110.00 (100%)
110	Water Supply							(N/A)
115	YOUTH PROVISION.17							(N/A)
128	ARBORICULTURAL SURVEY - I				750.00		750.00	750.00 (100%)
130	SPEEDWATCH							(N/A)
131	BASAL CUTTING							(N/A)
134	JUDSONS MAINTENANCE				1,500.00		1,500.00	1,500.00 (100%)
135	PITFIELD TOILETS				15,000.00	2,048.23	12,951.77	12,951.77 (86%)
138	VILLAGE GREEN MAINTENANCE				1,000.00		1,000.00	1,000.00 (100%)
139	ALLOTMENT MAINTENANCE				5,000.00	350.00	4,650.00	4,650.00 (93%)
141	ALLOTMENT WATER SUPPLY					1,514.67	-1,514.67	-1,514.67 (N/A)
142	BUS SHELTER MAINTENANCE					330.00	-330.00	-330.00 (N/A)
SUB TOTAL					65,810.00	8,646.62	57,163.38	57,163.38 (86%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
45	Bank Interest Received	4,200.00	937.03	-3,262.97				-3,262.97 (-77%)
46	Precept	231,664.00	231,664.00					(0%)
49	Wayleaves	170.00		-170.00				-170.00 (-100%)
50	Rental Income	711.00	201.00	-510.00				-510.00 (-71%)
94	VAT Reclaim		3,496.71	3,496.71				3,496.71 (N/A)
95	Other Income		25.00	25.00				25.00 (N/A)
120	EVENTS INCOME							(N/A)
121	Insurance Excess Refund							(N/A)
SUB TOTAL		236,745.00	236,323.74	-421.26				-421.26 (-0%)

Summary

NET TOTAL	236,745.00	236,323.74	-421.26	302,817.00	40,112.75	262,704.25	262,282.99
V.A.T.		40.00			1,841.27		
GROSS TOTAL		236,363.74			41,954.02		

Item 16 3

06 July 2026 (2026-2027)

Meopham Parish Council
RECONCILIATION - REDWOOD BANK 30-06-2026

From Accounts	£109,720.62
-------------------------	-------------

Payments not cashed	Add
Receipts not entered	Subtract

Statement should be	£109,720.62
-------------------------------	-------------

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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: £109,720.62

Available: £109,720.62

Accrued interest (not paid): £51.78

Interest rate: 3.45%

[Make a payment](#)

[Transfer money](#)

[Transactions](#)

[Future Payments](#)

Transactions

Period from

to

65

[Filter](#)

Download transactions

Date	30/06/2026
Description	Gross Interest
In (£)	309.80
Out (£)	
Balance (£)	109,720.62
Date	31/05/2026
Description	Gross Interest
In (£)	319.20
Out (£)	
Balance (£)	109,410.82
Date	30/04/2026
Description	Gross Interest
In (£)	308.03
Out (£)	
Balance (£)	109,091.62
Date	31/03/2026
Description	Gross Interest
In (£)	328.56
Out (£)	
Balance (£)	108,783.59
Date	28/02/2026
Description	Gross Interest
In (£)	312.17
Out (£)	
Balance (£)	108,455.03
Date	31/01/2026
Description	Gross Interest

66

In (£)	346.41
Out (£)	
Balance (£)	108,142.86
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

[Latest](#) | [Next](#)

Meopham Parish Council
RECONCILIATION - HAMPSHIRE TRUST 30-06-2026

From Accounts	£30,000.00
---------------------	------------

Payments not cashed	Add
Receipts not entered	Subtract

Statement should be	£30,000.00
---------------------------	------------

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Hampshire Trust Bank

PO Box 74003
London
EC2P 2QR

T: 020 7862 6222

W: HTB.co.uk

06 July 2026

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

Transactions period:	08/01/2026 to 06/07/2026
Account Type:	SME Notice 95 Days 95-Day Notice SME Saver (Issue 11) 100% Notice Account New Account Full Status 95 Day Notice 3.95%
Account Number:	20583932
Account Sort Code:	23 62 47

List of Transactions

Transaction Date	Transaction Description	Deposit	Withdrawal	Balance
08/01/2026	Receipt by Bank Transfer	£30,000.00		£30,000.00

Meopham Parish Council
RECONCILIATION - CAMBRIDGE BUILDING SOCIETY 30-06-2026

From Accounts	£96,063.25
-------------------------	------------

Payments not cashed	Add
Receipts not entered	Subtract

Statement should be	£96,063.25
-------------------------------	------------

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[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): £773.51

Interest rate: 1.55%

Transactions

Future Payment

Transactions

Period from

to 72

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

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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

74

Meopham Parish Council
RECONCILIATION - Unity Trust Bank 30-06-2026

From Accounts	£195,182.52
---------------------	-------------

Payments not cashed	Add
Receipts not entered	Subtract

Statement should be	£195,182.52
---------------------------	-------------

75

Current T2

60 -83 -01 • 20405821

Balance

Available balance

£ **195,135.52** £ **195,135.52****Show:**

Transactions



Balances are correct as of 09:09 on 06 Jul 2026.

↓ Date	Description	Paid in	Paid out	Balance
03/07/26	Direct Debit (INFORMATION • ZA437474 COMMIS)		-47.00	195,135.52
30/06/26	Service Charge		-10.30	195,182.52
30/06/26	S/O to: DEAN HILL • MEOPHAM PC		-521.00	195,192.82
30/06/26	S/O to: Matthew Dellafera • MEOPHAM PC		-521.00	195,713.82
30/06/26	Direct Debit (EVERFLOW • B369875A LIMITED)		-790.10	196,234.82
29/06/26	B/P to: JOHN • MEOPHAM PC POPE BALANCE		-195.00	197,024.92
24/06/26	B/P to: DM Payroll • 5282		-100.80	197,219.92
24/06/26	B/P to: PARISH ONLINE • 29UG004-0006		-324.00	197,320.72
24/06/26	B/P to: HELIOCENTRIX LTD • INV 30722		-203.04	197,644.72
24/06/26	B/P to: MULBERRY LOCAL ATH • MPC - 2324		-54.00	197,847.76
24/06/26	B/P to: SMART OFFICE SOL • 659558		-430.14	197,901.76
22/06/26	S/O to: Meopham PCC • MEOPHAM PC		-543.75	198,331.90
22/06/26	S/O to: L Winter • MEOPHAM PC		-2,317.89	198,875.65
22/06/26	S/O to: KCC Pension Fund • MEOPHAM PC		-1,211.51	201,193.54
22/06/26	S/O to: AMY BROWN • MEOPHAM PC		-1,386.35	202,405.05
22/06/26	S/O to: Tracey Hanlon • SALARY MPC		-676.95	203,791.40
16/06/26	Direct Debit (LLOYDS • 80000029478III5805 BANK PLC)		-1,551.95	204,468.35

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16/06/26	Direct Debit (E.ON NEXT LTD)	• A-8A110E4C-001	-52.92	206,020.30
01/06/26	S/O to: DEAN HILL	• MEOPHAM PC	-521.00	206,073.22
01/06/26	S/O to: Matthew Dellafera	• MEOPHAM PC	-521.00	206,594.22
31/05/26	Service Charge		-9.70	207,115.22
28/05/26	B/P to: Zurich Town & Pari	• 556632381-55484556	-3,483.58	207,124.92
27/05/26	Compensation		25.00	210,608.50
26/05/26	B/P to: JOHN POPE	• MEOPHAM PC DEPOSIT	-200.00	210,583.50
26/05/26	B/P to: GW Shelter Solutio	• SI- 2551 MPC	-396.00	210,783.50
26/05/26	B/P to: SIRS ENGRAVING LTD	• COMMER - 24836	-306.00	211,179.50
26/05/26	B/P to: SWIFTCURE LIMITED	• MPC-INV 3639	-598.80	211,485.50
21/05/26	Direct Debit (E.ON NEXT LTD)	• A-8A110E4C-001	-46.59	212,084.30
20/05/26	S/O to: Meopham PCC	• MEOPHAM PC	-543.75	212,130.89
20/05/26	S/O to: L Winter	• MEOPHAM PC	-2,317.89	212,674.64
20/05/26	S/O to: KCC Pension Fund	• MEOPHAM PC	-1,211.51	214,992.53
20/05/26	S/O to: AMY BROWN	• MEOPHAM PC	-1,386.35	216,204.04
20/05/26	S/O to: Tracey Hanlon	• SALARY MPC	-676.95	217,590.39
19/05/26	Direct Debit (LLOYDS BANK PLC)	• 80000029478III5805	-772.57	218,267.34
19/05/26	MEOPHAM COLTS FC	• MCFC RENT	240.00	219,039.91
11/05/26	B/P to: Element UK Limited	• MPC-140069	-265.85	218,799.91
11/05/26	B/P to: HELIOCENTRIX LTD	• MPC-30638	-280.51	219,065.76
11/05/26	B/P to: Hoopers & Sons Lim	• HS8778	-420.00	219,346.27
11/05/26	B/P to: HELIOCENTRIX LTD	• MPC - 30436	-203.04	219,766.27
08/05/26	Meopham Cricket Cl	• MEOPHAM CC RENT	1.00	219,969.31
08/05/26	B/P to: BRADLEY KEECH	• H112 - MPC	-220.00	219,968.31
08/05/26	B/P to: MULBERRY LOCAL ATH	• MPC - 2035	-230.58	220,188.31
08/05/26	B/P to: LISA WINTER	• MPC EXP- L WINTER	-117.26	220,418.89
01/05/26	Direct Debit (E.ON NEXT LTD)	• A-8A110E4C-001	-42.63	220,536.15

Meopham Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 30/06/2026		
	Cash in Hand 01/04/2026		236,556.67
	ADD Receipts 01/04/2026 - 30/06/2026		236,363.74
	SUBTRACT Payments 01/04/2026 - 30/06/2026		472,920.41
	Cash in Hand 30/06/2026 (per Cash Book)		41,954.02
B			430,966.39
	Cash in hand per Bank Statements		
	Petty Cash 30/06/2026	0.00	
	Unity Trust Bank 30/06/2026	195,182.52	
	Unity Multipay Card 30/06/2026	0.00	
	CAMBRIDGE BUILDING SOCIETY 30/06/2026	96,063.25	
	REDWOOD BANK 30/06/2026	109,720.62	
	HAMPSHIRE TRUST 30/06/2026	30,000.00	
			430,966.39
	Less unrepresented payments		
B	Plus unrepresented receipts		430,966.39
	Adjusted Bank Balance		430,966.39
	A = B Checks out OK		

Meopham Parish Council
Reserves Balance up to 30th Jun 2026
2026-2027

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Judsons Play Area	14,000.00				14,000.00
Memorial Bench Donations	5,500.00				5,500.00
Elections					0.00
Arboricultural Survey	1,500.00				1,500.00
Judsons Legal Fees - Earmarked	1,200.00				1,200.00
Post Replacements - Earmarked					0.00
All Council Strategic Day - Earmarked	683.70				683.70
Harvel Green Bench - Earmarked					0.00
PITFILED TOILETS	7,403.00				7,403.00
PROFESSIONAL SERVICES -	22,350.00				22,350.00
Total Earmarked	52,636.70				52,636.70
TOTAL RESERVE	52,636.70				52,636.70
GENERAL FUND					378,329.69
TOTAL FUNDS					430,966.39

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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

Liaison Councillor Report Form

To be submitted to the Clerk not less than ten days before a Full Council meeting
 (If nothing to report please enter "none" in the relevant box)

Name of Councillor:	Sheila Buchanan
Liaison Area/s:	Meopham Green etc.
Matters referred to Liaison Councillor at previous Full Council:	Trees on Pitfield Green.
Any matters relevant to said areas referred by Clerk:	
Any matters relevant to said areas raised by residents or local organisations:	Tree to be removed next to first house in Pitfield Drive
Recommendations for action by the Council/Clerk arising from the above:	
Date:	16/7/26
Signature:	Sheila Buchanan

Agenda Item: 19 – Tuesday 28th July 2026**Title: Officer's Report**

Prepared By: **Lisa Winter – Clerk and RFO and Amy Brown – Assistant Clerk**

School Liaison Councillors – Schools have been contacted by email and responses are awaited.

Meopham Community Academy – The Headteacher responded on 8 July, providing contact details for the Liaison Councillor, Jonathan McNamara. These were provided to Jonathan for the arrangement of an introductory meeting and tour.

Helen Allison School – The school is happy to work with the Parish Council on the communications boards and will create the design. Once complete, we can consider options for production and installation.

The Colts – an email was sent regarding their AGM, unfortunately the response arrived too late to notify councillors of the meeting details. We have requested that Meopham Parish Council is kept informed of future meetings so that a representative can attend where appropriate.

Hook Green Village Sign – A quotation for repainting the sign is included on this agenda. We will also need to consider options and associated costs for removing the sign to enable the work to be carried out and for its subsequent reinstallation.

Pitfield Green Toilets – I am pleased to report that the facility reopened on 1 July, and the internal cameras have now been removed.

Judsons' Playground – Replacement bearings have been ordered. Delivery is expected to take up to six weeks, with repairs anticipated towards the end of August.

Meopham Windmill Trust – The Trust has provided updated information, a newsletter and photographs for publication on the Parish Council website. We are also looking to develop similar content with the Cricket Club and Judsons (the Colts have already been contacted regarding this).

Office – The St John's Centre will be closed for the week commencing 17 August 2026 while a new heating system is installed. Officers will be working from home during this period. Notices will be displayed at the St John's Centre and published on the Parish Council website.

Co-option – The vacancy advertisement was published on 1 July, with a closing date of 24 July. One application has been received to date. A meeting of the Personnel Committee has been scheduled for 11 August 2026.

Community Grant Scheme – The closing date for applications is 12 noon on 21 August 2026.

Strategic Planning – An informal meeting has been arranged for 1 September 2026. An agenda will be prepared for this meeting and will include, but not be limited to, items and ideas submitted by councillors for consideration. The purpose of the meeting will be to help establish the objectives for Meopham Parish Council for the period 2027–2029.

The budget, including staffing resources, will need to be developed to support these objectives while also ensuring that the Council remains in a position to adapt and respond to the potential devolution of services and responsibilities arising from the Local Government Reorganisation.

Green Surveys The liaison councillors for Camer & Meopham Green Ward have completed the Green Survey, and the completed paperwork has been returned to the office. Councillor Bramer has collected the survey paperwork and spray paint for Culverstone & Harvel Ward and will be undertaking the survey shortly. Once all ward surveys have been completed and the paperwork has been received, the results will be progressed accordingly.