

Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - Tel: 01474 813779
Email: enquiries@meopham-pc.gov.uk Website: www.meopham-pc.gov.uk



A Civility & Respect
Pledge Council

To all Members of Meopham Parish Council

You are hereby summoned to attend a meeting of the **Full Council** of **Meopham Parish Council** on **Tuesday 30th June 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: Wednesday 24th June 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 02.06.2026. *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. **Meopham Windmill, KCC Divestment:** To receive an update from trustees
6. **Pitfield Green Toilets:** To receive an update (*)
7. **Pitfield Green Toilets CCTV:** To consider approval of CCTV within the toilet facilities (*)

8. **Pitfield Green CCTV Policy:** To accept the policy: either option A or option B dependent on decision taken on Item 7
9. **Co-option:** To accept the documents (*)
 - 9.1 **Policy**
 - 9.2 **Person Specification**
 - 9.3 **Application and Eligibility Form**
 - 9.4 **Interview Questions for Personnel Committee**
10. **Incident Reporting Procedures and Incident Register:** To accept the procedures and register (*)
11. **Privacy Notice:** To accept the notice (*)
12. **Data Protection Policy:** To accept the policy (*)
13. **Meopham Green Trees:** To consider, and approve where necessary, the paperwork received regarding a number of trees (*)
14. **Microsoft 365 Pricing Update:** To note (*)
15. **Judsons Recreational Playground:** To approve the work required to the round-a-bout and the use of the earmarked reserves (*)
16. **Hook Green Village Sign:** To consider the correspondence received (*)
17. **Meopham Green – Coffee Van:** To consider the correspondence received (*)
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**

19. **Financial Matters**
 - 19.1 **Approval of Payments:** To approve the payments made since the last meeting up to 01.06.2026 (*)
 - 19.2 **Receipts & Payments Report:** To note the receipts and payments report up to 01.06.2026 (*)
 - 19.3 **Bank Statements:** To note the Unity Trust Bank, Cambridge Building Society, Redwood Bank and Hampshire Trust Statements and the supporting Bank Reconciliation as of 01.06.2026 (*).
 - 19.4 **Council Reserves:** To note the reserves balance as of 01.06.2026 (*)

- 20. **Standing Agenda Item:** To consider any need for professional advice or reports on planning or related issues
 - 21. **Officers report:** To receive a report of items for information from the 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

- 22. **Southdown Shaw Allotments:** Receive an update
- 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
- 24. **Complaints of Maladministration:** To note the receipt of two complaints

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Minutes of the Full Council Meeting held on Tuesday 2nd June 2026 at 7:00pm at Harvel Village Hall, Harvel, Meopham, DA13 0DS

Members Present:

- Cllr S Buchanan
- Cllr D Bramer
- Cllr R Collings
- Cllr D Fisher
- Cllr D Johnson
- Cllr S Johnson
- Cllr J McNamara
- Cllr D Sims
- Cllr B Wade
- Cllr P Watson

In Attendance:

- 2 members of the public
- L Winter – Clerk
- A Brown – Assistant Clerk

Meeting commenced 19:02

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

F.C. 24 Apologies were received from Cllr Gofton (away).

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

F.C. 25 Cllr D and S Johnson declared an interest in Item 5 Software Licences

Item 3: Minutes of Previous Meetings: To approve the minutes of the meetings held on 12.05.2026

F.C. 26 Cllr Buchanan proposed and Cllr Collings seconded that the minutes of the Annual Council Meeting of 12.05.2026 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. 27 There were no comments.

4.2 Borough Councillor and County Councillor

F.C. 28 There were no Borough Councillor or County Councillor present.

4.3 Police

F.C. 29 No Police representatives were in attendance. A councillor raised concerns regarding a campervan parked on the road near Meopham Green and requested that contact be made with PC Joe Dallarda to ascertain whether any action can be taken in relation to vehicles parking around the Green.

Item 5: Software Licences: To renew and approve the Council's Software Licences for 2026/2027

F.C. 30 RESOLVED: That the software licences renewals be approved. Proposed by Cllr Sims and seconded by Cllr Wade. There were 8 votes in favour and 2 abstentions.

Item 6: Audio Equipment for Members: To consider options and agree a budget

F.C. 31 Accessibility requirements were identified as the priority. It was agreed that the hearing loop should be repaired, if feasible. Once repaired, the system will be trialled to assess its effectiveness. Proposed by Cllr D Johnson and seconded by Cllr Collings. All agreed.

Item 7: Communication in print (symbols for children with disabilities) and sensory boards: To consider approving the purchase, location and budget

F.C. 32 Councillors expressed strong support for the proposal. Officers were asked to investigate potential funding opportunities, including the County Councillor Member Grant. Advice on suitable equipment should be sought from Helen Allison and Ifield Schools. It was agreed that all Meopham Parish Council greens would be considered as potential locations. The Clerk advised that funding could be drawn from the Families and Young People budget.

It was proposed by Cllr D Johnson and seconded by Cllr S Johnson that officers proceed on this basis. The proposal was carried unanimously.

Item 8: Liaison Councillor Roles: To agree the Councillors and roles

F.C. 33 Following discussion, the allocation of liaison councillor roles was agreed. Officers were requested to produce a Green Survey form and a Liaison Councillor Report template. These documents will be circulated to all councillors for completion and return to officers, with the submitted reports to be included on future committee agendas.

The proposal was moved by Cllr Collings and seconded by Cllr Wade and was duly approved.

A schedule of the agreed liaison councillor appointments and roles is attached to these minutes.

Item 9: WhatsApp: To consider the use of WhatsApp

F.C. 34 Councillors unanimously agreed that Meopham Parish Council would not adopt or use WhatsApp for council communications.

Cllr McNamara requested that councillors refrain from engaging with planning-related and campaign groups on social media and consider removing any previous posts that could give rise to a perception of bias or predetermination. Councillors noted the request.

Item 10: Meopham Green: To consider the request from Maidstone Art Society

F.C. 35 RESOLVED: That the use of Meopham Green by the Maidstone Art Society be approved in principle, recognising that the Green is a public open space.

Item 11: Standing Agenda Item: To consider any need for professional advice or reports on planning or related issues

F.C. 36 Update in approximately 1 month.

F.C. 37 Closed Session – all public and press were asked to leave the meeting.

PROPOSED: Cllr Collings. SECONDED: Cllr Wade. 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 12: Southdown Shaw Allotments: Receive an update

F.C. 38 The Clerk advised that a response was still awaited from the Council's insurers regarding insurance cover for the proposed legal action.

Councillors received an update on a number of issues at the allotment site that had been reported to officers. Members were also advised that several written complaints concerning the MDAA had been received

The meeting ended 20:31

**Z1773 – Pitfield Toilets report to Meopham Parish Council
Meopham Cricket Club 19:00 30/06/2026 - final**

DN Holland

Final update report No10 on progress/completion for Pitfield Toilets from report (No9) 07/04/2028

Works completed since last report:

- 1 “open” Light fitted, tested and has decal in it to show open when illuminated
- 2 Gents Handwash station control board replaced and 2x sensors – now operational
- 3 cleaning has been completed post all works, photos taken
- 4 Electrical installation re-test NICIEC certification valid for 7years
- 5 Loose / damaged floor grouting rectified
- 6 I understand 10/6/26 council have placed contract for fixed SIM card for communications
- 7 CCTV signage has been installed
- 8 New PRM toilet sign awaited
- 9 COSHH cupboard secured to wall in gents
- 10 Windows have been secured closed
- 11 2nd woodworm treatment has been completed 22/5/26 report awaited from Swiftcure
- 12 Legionella water testing completed – awaiting report

Outstanding works, following budget uplift 03/03/2026:

- 13 Occupancy detection – direct approach has been made to XoVis – the manufacturer in Switzerland, awaiting response, original provider has responded – still on going, unable to get suppliers to response, looking at alternatives
- 14 The CCTV system does provide also ‘counting facility’
- 15 New cover plates for old wash basin floor buttons in hand

Total accrued costs to date on the toilets £28,633.22 (2025) and £1,742.43 (2026) [note this includes 2nd woodworm treatment] includes authorised up-lifts – within budget, £1,576.35 under authorised value

Total paid out to 10/06/2026 - £26,862.95 (included in figure above) the difference being items accrued and not logged as paid within ‘Scribe’ the councils payment system – copy requested to balance the records 10/6/26

Fundamentally the premises are good to go...

For full cost analysis refer to separate document
Report ends

This is the final report

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2025 and 31-03-2026)

Cost Centre Council Projects & Events

Code Number Invoice No Minute Bank Description Payment Ref. Vat Type Net Vat Total

nr.	Date	Invoice No	Minute	Bank	Description	Supplier	Vat Type	Net	Vat	Total	
118	27/10/2025	Z1773	FC80	Unity Trust Bank	PITFIELD TOILETS	ROBIN HUNTER	E	499.00		499.00	
125	28/10/2025	N/A	FC 80	Unity Trust Bank	PITFIELD TOILETS	LV CONNECTIONS LIMITED	S	1,614.58	322.92	1,937.50	
133	03/11/2025	HS8294	FC80	Unity Trust Bank	PITFIELD TOILETS	Hooper & Sons Ltd	S	1,079.00	215.80	1,294.80	
134	03/11/2025	259775 / Z177:	FC80	Unity Trust Bank	PITFIELD TOILETS	TEMPERATE HEATING LIMITED	S	227.75	45.55	273.30	
139	04/11/2025		FC80	Unity Trust Bank	PITFIELD TOILETS	SWIFTCURE LIMITED	S	499.00	99.80	598.80	
145	17/11/2025	INV - 0181	FC80	Unity Trust Bank	PITFIELD TOILETS	EDWIN WARD PAV & LAND LTD	S	2,850.00	570.00	3,420.00	
146	17/11/2025	00185	FC80	Unity Trust Bank	PITFIELD TOILETS	BOOM SERVICES	E	700.00		700.00	
163	11/12/2025	INV-019-1704	FC80	Unity Trust Bank	PITFIELD TOILETS	LV CONNECTIONS LIMITED	S	2,260.42	452.08	2,712.50	
171	16/12/2025	24410 / COMM	FC80	Unity Trust Bank	PITFIELD TOILETS	SIRS ENGRAVING LTD	S	282.00	56.40	338.40	
172	16/12/2025	455770290	FC80	Unity Trust Bank	PITFIELD TOILETS	REXEL UK LTD	S	3.41	0.68	4.09	
173	16/12/2025	455795889	FC80	Unity Trust Bank	PITFIELD TOILETS	REXEL UK LTD	S	3.85	0.77	4.62	
174	16/12/2025	455736998	FC80	Unity Trust Bank	PITFIELD TOILETS	REXEL UK LTD	S	272.96	54.59	327.55	
176	22/12/2025	HS8447	FC170	Unity Trust Bank	PITFIELD TOILETS	Hooper & Sons Ltd	S	5,424.87	1,084.97	6,509.84	
180	22/12/2025	202-6762118-8	FC80	Unity Multipay Cart	PITFIELD TOILETS	Amazon	S	32.48	6.50	38.98	
188	22/12/2025	Z1773 - H112	FC80	Unity Trust Bank	PITFIELD TOILETS	ECO ELECTRICAL SERVICES	X	220.00		220.00	
189	22/12/2025	455770291	FC80	Unity Trust Bank	PITFIELD TOILETS	REXEL UK LTD	S	10.52	2.11	12.63	
190	22/12/2025	455736999	FC80	Unity Trust Bank	PITFIELD TOILETS	REXEL UK LTD	S	4.52	0.91	5.43	
191	22/12/2025	455736997	FC80	Unity Trust Bank	PITFIELD TOILETS	REXEL UK LTD	S	77.35	15.47	92.82	
194	05/01/2026	SPF-S-532476	FC80	Unity Trust Bank	PITFIELD TOILETS	ASD LIGHTING PLC	S	1,124.36	224.87	1,349.23	
196	05/01/2026	C1245638	FC80	Unity Trust Bank	PITFIELD TOILETS	ORBIS	S	85.00	17.00	102.00	
199	12/01/2026	260705	FC80	Unity Trust Bank	PITFIELD TOILETS	TEMPERATE HEATING LIMITED	S	38.25	7.65	45.90	
206	19/01/2026	4126	FC80	Unity Trust Bank	PITFIELD TOILETS	MARK1LOCKS	X	160.00		160.00	
207	19/01/2026	13468	FC80	Unity Trust Bank	PITFIELD TOILETS	KENT ROOFING SUPPLIES LTD	S	99.75	19.95	119.70	
208	20/01/2026	455885080 / Z	FC80	Unity Trust Bank	PITFIELD TOILETS	REXEL UK LTD	S	163.64	32.73	196.37	
233	17/02/2026	267392 & 2673	FC80	Unity Trust Bank	PITFIELD TOILETS	TEMPERATE HEATING LIMITED	S	57.42	11.48	68.90	
234	17/02/2026	Z1773 FEB 26	FC80	Unity Trust Bank	PITFIELD TOILETS	DUNCAN HOLLAND	Z	536.45		536.45	
244	05/03/2026	20260219	FC80	Unity Trust Bank	PITFIELD TOILETS	HARVEY SMITH	X	1,125.00		1,125.00	
246	05/03/2026	Z1773 MAR 26	FC80	Unity Trust Bank	PITFIELD TOILETS	DUNCAN HOLLAND	X	4,180.00		4,180.00	
257	26/03/2026	6616259/DNH+	FC80	Unity Trust Bank	PITFIELD TOILETS	CPC FARNELL	S	710.00	142.00	852.00	
258	26/03/2026	25-021	FC80	Unity Trust Bank	PITFIELD TOILETS	BENJAMIN HEASLIP	X	255.66		255.66	
Subtotal for Code: PITFIELD TOILETS									£24,597.24	£3,384.23	£27,981.47
Subtotal for Cost Centre: Council Projects & Events									24,597.24	3,384.23	27,981.47

TOTALS **£24,597.24** **£3,384.23** **£27,981.47**

Meopham Parish Council
Listing of Payments in each Code for All Cost Centres
 (Between 01-04-2026 and 31-03-2027)

Cost Centre Council Services**Code Number 135 PITFIELD TOILETS**

Vchr.	Date	Invoice No	Minute	Bank	Payment Ref.	Description	Supplier	Vat Type	Net	Vat	Total
18	28/04/2026	H112	FC80	Unity Trust Bank		PITFIELD TOILETS	ECO ELECTRICAL SERVICES	X	220.00		220.00
29	11/05/2026	K1-8A110E4C-	CONTRACT	Unity Trust Bank		PITFIELD TOILETS	E-ON NEXT	Z	42.63		42.63
44	19/05/2026	COMMER - 24		Unity Trust Bank		PITFIELD TOILETS	SIRS ENGRAVING LTD	S	255.00	51.00	306.00
45	26/05/2026	INV - 3639		Unity Trust Bank		PITFIELD TOILETS	SWIFTCURE LIMITED	S	499.00	99.80	598.80
46	26/05/2026	APR 26	CONTRACT	Unity Trust Bank		PITFIELD TOILETS	E-ON NEXT	L	44.37	2.22	46.59
50	16/06/2026	K1-8A110E4C-		Unity Trust Bank		PITFIELD TOILETS	E-ON NEXT	L	50.40	2.52	52.92
65	22/06/2026	11052026 / 10(		Unity Multipay Carr		PITFIELD TOILETS	MANUTAN UK LTD	S	299.00	59.80	358.80
66	22/06/2026	040729		Unity Multipay Carr		PITFIELD TOILETS	WALLGATE	S	637.83	127.57	765.40
Subtotal for Code: PITFIELD TOILETS									£2,048.23	£342.91	£2,391.14
Subtotal for Cost Centre: Council Services									2,048.23	342.91	2,391.14

TOTALS **£2,048.23** **£342.91** **£2,391.14**

6

Privacy concerns over CCTV in female toilets



00:30

Figure caption,

BBC reporter Georgia Roberts tested out the cameras

By **Georgia Roberts**

Political reporter, BBC Derby

- Published

13 March 2025

There are calls for a Derbyshire council to carry out a review of a CCTV camera in a female public toilet facility after the BBC found the inside of a cubicle is partially visible.

Concerns were raised by local residents on social media about the public toilets in Ashbourne after women complained the cameras made them feel "violated".

While no laws prohibit the use of CCTV in public toilets, [guidance from the Information Commissioner's Office \(ICO\), external](#) says their use must be in line with the Data Protection Act.

Derbyshire Dales District Council says data protection laws can only be breached where an individual is identifiable and "no one's privacy is compromised".



Image caption,

Concerns were raised by local residents on social media about a camera in the public toilets in Ashbourne

The official guidance recommends use must be "proportionate", "limited" and with consideration given for potential voyeurism.

The district council says the cameras were placed there in 2022 in response to vandalism concerns.

It is understood there are currently three officers with access to the CCTV system, and a log is kept on who has accessed the footage and when. Recordings are kept for 31 days, in line with the ICO guidance.

An email distributed to councillors seen by the BBC states that the cameras only cover "communal areas".

However, the BBC found part of the inside of the front cubicle of the facility is visible on the CCTV.

Footage of a reporter visit requested via a Data Subject Access Request showed visibility in the cubicle from the waist upwards.



Image caption,

The footage showed the BBC reporter could be seen while inside the cubicle (bottom left of picture)

Susan Hobson, leader of the Conservative group at Derbyshire Dales District Council, said the footage "certainly does raise some concerns".

"I feel very uncomfortable as a woman that my personal space could be violated by CCTV in public toilets, and I'm sure most other females would feel the same," she said.

"I would welcome an independent review by Derbyshire Dales District Council...to ensure any safety measures respect personal boundaries.

"You can actually see in the toilet door. I think that makes me feel a bit uncomfortable.

"Let's just look at this in an objective way without being dramatic, just get to the bottom of it so everybody is reassured."



Image caption,

The camera reacts to movements and has an automated voice to alert women using the toilet that they are being recorded

A spokesperson for Derbyshire Dales District Council said: "No-one's privacy is compromised by the CCTV cameras, which were originally sited at the Ashbourne public loos on police advice to combat an increasing amount of vandalism.

"The good news is that there has been a marked reduction in damage at that site.

"We welcome Councillor Hobson sharing her specific concerns with us, but would point out that all of our CCTV cameras are already independently audited as a matter of course. The next audit happens in May."

An ICO spokesperson said: "It's unlikely anybody would expect this use of CCTV in public toilet cubicles, where people have a much greater expectation of privacy.

"Our guidance is clear that CCTV can be intrusive if not used fairly or proportionately.

"It is only in exceptional circumstances that CCTV should be installed anywhere in toilets and organisations must be able to justify that its use in private areas is absolutely necessary."

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Pitfield Green CCTV Policy A

1. Introduction

This policy sets out how Meopham Parish Council operates and manages its Closed-Circuit Television (CCTV) system in accordance with the requirements of the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and guidance issued by the Information Commissioner's Office (ICO).

Meopham Parish Council is committed to ensuring that CCTV is used responsibly, proportionately and lawfully, whilst respecting the privacy rights of individuals.

Meopham Parish Council Office acts as the Data Controller for all personal data captured by the CCTV system.

2. Purpose of the CCTV System

Meopham Parish Council operates CCTV cameras for the following legitimate purposes:

- To promote and maintain public safety.
- To deter, detect and assist in the investigation of vandalism, criminal damage, anti-social behaviour and other unlawful activities.
- To assist law enforcement agencies where incidents occur.
- To provide information regarding visitor and footfall numbers for the management and planning of Council facilities and services.

The CCTV system will only be used for these stated purposes and will not be used for any unrelated monitoring of individuals.

3. Lawful Basis for Processing

Meopham Parish Council processes CCTV footage under Article 6(1)(e) of the UK GDPR:

- Public Task – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Meopham Parish Council.
- Where footage is used to prevent or detect crime, support public safety, or assist investigations into vandalism or criminal activity, processing is also undertaken in accordance with Meopham Parish Council's statutory duties and responsibilities.

Meopham Parish Council has undertaken an assessment and considers the use of CCTV to be necessary and proportionate to achieve the objectives outlined in this policy.

4. Areas Covered by CCTV

CCTV cameras are installed only in locations considered necessary to meet the purposes outlined above.

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Meopham Parish Council seeks to minimise intrusion into private areas. Cameras are positioned to avoid unnecessary recording of neighbouring properties or areas where individuals have a heightened expectation of privacy.

No CCTV recording takes place within toilet cubicles. Any camera located near toilet areas are appropriately masked or blocked to ensure that no indecent or private footage can be captured.

5. Signage

Clear and visible signs will be displayed in areas covered by CCTV.

These signs will inform individuals that CCTV is in operation and will include information on:

- The identity of the Data Controller.
- The purpose of the CCTV system.
- How further information can be obtained.

6. Data processor and controller

The Data processor and Controller is Meopham Parish Council who will have overall responsibility for the CCTV system. This includes day-to-day administration of the system, including access to footage and compliance with this policy.

Only authorised personnel who require access for legitimate operational purposes will be permitted to view recorded footage.

7. Security of CCTV Data

Meopham Parish Council takes appropriate technical and organisational measures to protect CCTV footage from unauthorised access, alteration, disclosure or loss.

These measures include:

- Secure storage of recorded footage.
- Password-protected access to CCTV systems where applicable.
- Restricting access to authorised personnel only.
- Maintaining appropriate cybersecurity and physical security measures.
- Ensuring any third-party service providers maintain appropriate security standards.

Any suspected data breach involving CCTV footage will be handled in accordance with Meopham Parish Council's Data Protection Policy and incident reporting procedures.

8. Retention of Footage

Routine CCTV recordings will be retained for a maximum period of 31 days before being automatically deleted or overwritten. This will be audited monthly to ensure compliance.

Footage may be retained for a longer period where:

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- It is required as evidence relating to a criminal offence, vandalism, anti-social behaviour, or other incident.
- It has been requested by the police or another authorised law enforcement body.
- It is required for legal proceedings, insurance claims or formal investigations.

Any retained footage will be kept only for as long as necessary for the relevant purpose and will be held securely and deleted when no longer required.

9. Sharing of CCTV Footage

CCTV footage will not be routinely shared with third parties.

Footage may be disclosed only where lawful and necessary, including:

- To the police or other law enforcement agencies for the prevention or detection of crime.
- To authorised regulatory or statutory bodies where required by law.
- In connection with legal proceedings or insurance investigations.

Meopham Parish Council will ensure that any disclosure is proportionate, documented and compliant with data protection legislation.

10. Individual Rights

Individuals whose images have been captured by the CCTV system have rights under data protection legislation, including:

- The right to request access to their personal data.
- The right to request correction of inaccurate information where applicable.
- The right to lodge a complaint with the Information Commissioner's Office.

Requests relating to CCTV footage should be submitted to Meopham Parish Council Office. Meopham Parish Council will require sufficient information to identify the individual and the relevant footage.

Where footage contains images of other individuals, Meopham Parish Council may need to redact or otherwise protect the rights of third parties before disclosure.

11. Privacy Notice

Meopham Parish Council's Privacy Notice will include a summary of:

- The existence of the CCTV system.
- The purposes for which CCTV is used.
- The lawful basis for processing.
- The retention period.
- Contact details for further information.

This CCTV Policy should be read alongside Meopham Parish Council's Privacy Notice and Data Protection Policy.

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12. Monitoring and Review

This policy will be reviewed regularly and at least 4 years, or sooner if there are changes to legislation, ICO guidance, operational requirements, or the CCTV system itself.

Adopted at Full Council on..... Minute number.....

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Pitfield Green CCTV Policy **B**

1. Introduction

This policy sets out how Meopham Parish Council operates and manages its Closed-Circuit Television (CCTV) system in accordance with the requirements of the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and guidance issued by the Information Commissioner's Office (ICO).

Meopham Parish Council is committed to ensuring that CCTV is used responsibly, proportionately and lawfully, whilst respecting the privacy rights of individuals.

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2. Purpose of the CCTV System

Meopham Parish Council operates CCTV cameras for the following legitimate purposes:

- To promote and maintain public safety.
- To deter, detect and assist in the investigation of vandalism, criminal damage, anti-social behaviour and other unlawful activities.
- To assist law enforcement agencies where incidents occur.
- To provide information regarding visitor and footfall numbers for the management and planning of Council facilities and services.

The CCTV system will only be used for these stated purposes and will not be used for any unrelated monitoring of individuals.

3. Lawful Basis for Processing

Meopham Parish Council processes CCTV footage under Article 6(1)(e) of the UK GDPR:

- Public Task – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Meopham Parish Council.
- Where footage is used to prevent or detect crime, support public safety, or assist investigations into vandalism or criminal activity, processing is also undertaken in accordance with Meopham Parish Council's statutory duties and responsibilities.

Meopham Parish Council has undertaken an assessment and considers the use of CCTV to be necessary and proportionate to achieve the objectives outlined in this policy.

4. Areas Covered by CCTV

CCTV cameras are installed only in locations considered necessary to meet the purposes outlined above.

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Meopham Parish Council seeks to minimise intrusion into private areas. Cameras are positioned to avoid unnecessary recording of neighbouring properties or areas where individuals have a heightened expectation of privacy.

No CCTV recording takes place within toilet facilities.

5. Signage

Clear and visible signs will be displayed in areas covered by CCTV.

These signs will inform individuals that CCTV is in operation and will include information on:

- The identity of the Data Controller.
- The purpose of the CCTV system.
- How further information can be obtained.

6. Data processor and controller

The Data processor and Controller is Meopham Parish Council who will have overall responsibility for the CCTV system. This includes day-to-day administration of the system, including access to footage and compliance with this policy.

Only authorised personnel who require access for legitimate operational purposes will be permitted to view recorded footage.

7. Security of CCTV Data

Meopham Parish Council takes appropriate technical and organisational measures to protect CCTV footage from unauthorised access, alteration, disclosure or loss.

These measures include:

- Secure storage of recorded footage.
- Password-protected access to CCTV systems where applicable.
- Restricting access to authorised personnel only.
- Maintaining appropriate cybersecurity and physical security measures.
- Ensuring any third-party service providers maintain appropriate security standards.

Any suspected data breach involving CCTV footage will be handled in accordance with Meopham Parish Council's Data Protection Policy and incident reporting procedures.

8. Retention of Footage

Routine CCTV recordings will be retained for a maximum period of 31 days before being automatically deleted or overwritten. This will be audited monthly to ensure compliance.

Footage may be retained for a longer period where:

- It is required as evidence relating to a criminal offence, vandalism, anti-social behaviour, or other incident.

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- It has been requested by the police or another authorised law enforcement body.
- It is required for legal proceedings, insurance claims or formal investigations.

Any retained footage will be kept only for as long as necessary for the relevant purpose and will be held securely and deleted when no longer required.

9. Sharing of CCTV Footage

CCTV footage will not be routinely shared with third parties.

Footage may be disclosed only where lawful and necessary, including:

- To the police or other law enforcement agencies for the prevention or detection of crime.
- To authorised regulatory or statutory bodies where required by law.
- In connection with legal proceedings or insurance investigations.

Meopham Parish Council will ensure that any disclosure is proportionate, documented and compliant with data protection legislation.

10. Individual Rights

Individuals whose images have been captured by the CCTV system have rights under data protection legislation, including:

- The right to request access to their personal data.
- The right to request correction of inaccurate information where applicable.
- The right to lodge a complaint with the Information Commissioner's Office.

Requests relating to CCTV footage should be submitted to Meopham Parish Council Office. Meopham Parish Council will require sufficient information to identify the individual and the relevant footage.

Where footage contains images of other individuals, Meopham Parish Council may need to redact or otherwise protect the rights of third parties before disclosure.

11. Privacy Notice

Meopham Parish Council's Privacy Notice will include a summary of:

- The existence of the CCTV system.
- The purposes for which CCTV is used.
- The lawful basis for processing.
- The retention period.
- Contact details for further information.

This CCTV Policy should be read alongside Meopham Parish Council's Privacy Notice and Data Protection Policy.

12. Monitoring and Review

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This policy will be reviewed regularly and at least 4 years, or sooner if there are changes to legislation, ICO guidance, operational requirements, or the CCTV system itself.

Adopted at Full Council on..... Minute number.....

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Co-option Policy

1. Purpose

This policy sets out the procedure to be followed by Meopham Parish Council when filling a casual vacancy by co-option. The aim of the policy is to ensure that the co-option process is open, transparent, fair, and consistent with relevant legislation and guidance.

2. Legal Framework

This policy is based on the provisions of:

- The **Local Government Act 1972**
- The **Representation of the People Act 1983**
- The **Local Elections (Parishes and Communities) Rules 2006**
- Guidance issued by the **National Association of Local Councils (NALC)**

3. Casual Vacancies

A casual vacancy occurs when a serving councillor ceases to hold office before the end of their term. According to section 87 of the 1972 Act, a casual vacancy occurs when:

- A councillor fails to deliver their declaration of acceptance of office at the proper time.
- A councillor resigns.
- A councillor dies.
- In the case of a councillor who is disqualified by virtue of a criminal conviction, under section 34 of the Localism Act 2011 (England), the expiry of the period for making an application or appeal or, if an appeal or application has been made, the date that any such application or appeal process comes to an end.
- On the date of a report or certificate of an election court that declares an election void.
- A person ceases to be qualified to be a councillor for a reason not mentioned above.
- A councillor fails to attend meetings for six consecutive months.

Upon notification of a casual vacancy, the Proper Officer shall:

1. Notify the relevant principal authority.
2. Arrange for the statutory notice of vacancy to be displayed.
3. Observe the statutory period during which electors may request a by-election.

If, within the prescribed period, a request for a by-election is received from 10 or more electors, the vacancy shall be filled through an election.

If no by-election is called, Meopham Parish Council shall fill the vacancy by co-option as soon as practicable, unless the vacancy occurs within six months of the next

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ordinary election, in which case the Council may choose whether or not to fill the vacancy.

4. Eligibility

Any person wishing to be considered for co-option must:

- Be qualified to be a councillor under Section 79 of the Local Government Act 1972; and
- Not be disqualified from holding office under Section 80 of the Local Government Act 1972.

Applicants will be required to complete a Co-option Application and sign an Eligibility form declaring that they:

- Meet the statutory qualifications for office (section 79 of the 1972 Act); and
- Are not subject to any disqualification (1972 Act).

Meopham Parish Council reserves the right to request evidence of eligibility where appropriate.

5. Advertising the Vacancy

When a vacancy is to be filled by co-option, Meopham Parish Council will:

- Publicise the vacancy on the Council's website, Social media and noticeboards;
- Advertise through other appropriate local channels where practicable;
- Advertise a contact point so that people considering putting their names forward for co-option can obtain more information on the role of a parish councillor;
- Specify the closing date for applications; and
- Provide details of the application process.

The Council may indicate that applications from individuals with particular skills, knowledge or experience would be welcomed where these may assist the Council in carrying out its functions. Such statements shall not form part of the formal notice and shall make clear that all eligible applicants will be considered equally.

Councillors and parishioners may encourage suitable individuals to apply for co-option. However, all eligible applicants shall be considered on an equal basis.

6. Application Process

Individuals expressing an interest in co-option shall be provided with the Council's Co-option Application and Eligibility Form, which shall also be available on the Council's website.

Applicants shall submit:

- A completed and signed Application and Eligibility Form; and

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- A brief personal statement outlining their reasons for applying and any relevant skills, knowledge or experience.

The Clerk shall review completed applications to confirm eligibility and compliance with the statutory requirements.

Applications received after the published closing date may not be considered. Applicants shall be informed of the date of the Personnel Committee meeting at which their application will be considered and of the Full Council meeting at which any recommendation for appointment will be presented for approval.

7. Assessment by the Personnel Committee

The Clerk shall prepare redacted copies of eligible applications and circulate them to members of the Personnel Committee with the relevant agenda papers.

All application documents shall be treated as confidential by the Clerk and Councillors.

The Personnel Committee shall be responsible for managing the co-option process on behalf of the Council.

Its responsibilities shall include:

- Reviewing all valid applications received;
- Interviewing eligible applicants where considered appropriate;
- Assessing applicants against the needs of the Council, including their commitment to public service, understanding of local issues, and any relevant skills, knowledge or experience;
- Considering how applicants may contribute to the effective functioning of the Council; and
- Selecting a preferred candidate and making a recommendation to Full Council for approval.

Applicants may be invited to attend a meeting of the Personnel Committee to introduce themselves and answer questions relating to their application. The Committee may also determine that applications will be assessed solely on the basis of written submissions.

Selection of a Preferred Candidate

Where the number of eligible applicants is equal to or fewer than the number of vacancies, the Personnel Committee may recommend the applicant(s) for appointment, subject to approval by Full Council.

Where the number of eligible applicants exceeds the number of vacancies, the Personnel Committee shall determine which applicant(s) it wishes to recommend to Full Council.

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Voting shall be conducted in accordance with the Council's Standing Orders.

Only members of the Personnel Committee present at the meeting may vote upon a person to be recommended for appointment.

Committee members shall have one vote per vacancy to be filled.

The preferred candidate shall be the applicant receiving the majority of votes cast. Where more than two persons have been nominated for recommendation and none of those persons has received an absolute majority of votes in their favour, the name of the person receiving the fewest votes shall be removed from consideration and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person.

The Personnel Committee shall then submit its recommendation to Full Council for ratification.

Any candidate found to be offering inducements or attempting to exert undue influence on the co-option process shall be disqualified.

The Parish Council is not obliged to co-opt to fill any vacancy. Under S.89 of the Local Government Act 1972 even if the Council invites applications for co-option, it is not obliged to select anyone from the candidates who apply.

All Candidates will be notified of the results by the Clerk, as soon as is reasonably possible (usually within 24 hours). The recommendation of the Personnel Committee being presented to the next available meeting of Full Council for ratification.

8. Approval by Full Council

Notice of the proposed co-option shall be included as a separate agenda item.

Full Council shall consider the recommendation of the Personnel Committee and determine whether to ratify the proposed appointment.

Where the recommendation is ratified, the candidate shall be deemed appointed to the vacancy.

Where the recommendation is not ratified, Full Council may refer the matter back to the Personnel Committee for further consideration and a subsequent recommendation.

9. Transparency and Record Keeping

If a candidate is related to a Councillor, or has a connection with a Councillor that could reasonably be perceived as giving rise to a conflict of interest, the Councillor concerned shall declare the interest and withdraw from consideration of the item.

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The Councillor shall not participate in the discussion or vote.

Meopham Parish Council recognises that co-option is a matter of public interest and will conduct the process in an open and transparent manner.

The decision to co-opt shall normally be made in public session unless there are lawful grounds for exclusion under the Local Government Act 1972.

Interviews of applicants will be conducted in a closed session within the Personnel Committee meeting, but the meeting will return to public for the vote and decision on recommendation.

The ratification of Full Council will be held in a public session.

The minutes shall record:

- The number of applications received;
- The fact that recommendations were received from the Personnel Committee; and
- The name of the successful candidate.

The Council is not required to provide detailed feedback to unsuccessful applicants but may do so where appropriate.

10. Acceptance of Office

Following appointment by the Council, the successful candidate shall:

- Sign the Declaration of Acceptance of Office before or at the first meeting they attend as a councillor (within 28 calendar days); and
- Complete any required Register of Interests documentation within the prescribed timescale.
- Confirm they comply and abide by the Parish Council's Code of Conduct, as previously indicated on their application. Should the new Councillor not comply with or breach the Code of Conduct, then the Monitoring Officer at Gravesham Borough Council will be advised, who will then deal with the matter.

The co-opted councillor shall hold office until the next ordinary election, unless they cease to hold office earlier in accordance with the law.

11. Review

This policy shall be reviewed by the Parish Council every four years, or sooner if required by changes in legislation or guidance.

This Policy was adopted at Full Council onMinute number.....

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Co-option Person Specification

Personal Attributes	• Be at least 18 years old • Knowledge and understanding of local affairs and the local community
Experience, Skills, Knowledge and Ability	• Contactable (email preferred) • An interest in local matters • Willingness to represent the Council and their community • Good interpersonal skills and able to contribute opinions at meetings whilst willing to see other views and accept majority decisions • Ability to communicate succinctly in written or verbal form • Willingness to work closely with other members and maintain good working relationships with all members and staff • Willingness to work with the Council's partners (e.g. voluntary groups, other Parish Councils, Principle authority, charities etc) • Willingness to undertake induction training and other relevant training (majority online) Desirable: • Experience of working or being a member of a local authority or other public body • Experience of working with voluntary and or local community/interest groups • Basic knowledge of legal issues relating to town and parish Councils or local authorities
Circumstances	• Ability to prepare and attend for meetings of the Council (usually Tuesday evenings) Desirable: • Willingness to attend or contribute to meeting of other local authorities and local bodies (various days and times)

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Application for co-option

Thank you for your interest in becoming a Meopham Parish Councillor. Please provide the below information to assist the Council in making their decision.

Full Name:	
Home Address:	
Email:	
Preferred Contact number:	

About you:

Please provide the Council with some background information about yourself.

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Reasons for applying:

Please provide the Council with your reasons for wanting to become a Parish Councillor.

Signature:

Please return this completed application to the Clerk at Meopham Parish Council either by emailing a scanned copy to enquiries@meopham-pc.gov.uk Posting or handing a copy addressed to the Clerk at Meopham Parish Council, St Johns Centre, Wrotham Road, Meopham, DA13 0AA. You are welcome to include a CV with your application if you wish, however this is not mandatory and will not impact your application if you choose not to.

Data Protection Act (2018): The information provided on this application form will remain private and confidential. A redacted version will be made available to the Parish Councillors on the Personnel Committee.

For further information please see the below documents:

Meopham Parish Website:

Code of Conduct

Co-option Person Specification

Upon request (email enquiries@meopham-pc.gov.uk):

Good Councillors Guide

The latest Councillor training session slides

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Eligibility Form

1. To be able to stand as a candidate at a parish council election you must:

- be at least 18 years old
- be a British citizen, an eligible Commonwealth citizen, a citizen of the Republic of Ireland, a qualifying EU citizen or an EU citizen with retained rights.
- meet at least one of the following four qualifications (**Please tick the Qualification that applies to you**):
 - ☐ You are, and will continue to be, registered as a local government elector for the parish in which you wish to stand from the day of your nomination onwards.
 - ☐ You have occupied as owner or tenant any land or other premises in the parish area during the whole of the 12 months before the day of your nomination and the day of election.
 - ☐ Your main or only place of work during the 12 months prior to the day of your nomination and the day of election has been in the parish area.
 - ☐ You have lived in the parish area or within three miles of it during the whole of the 12 months before the day of your nomination and the day of election.

2. Not be disqualified from being elected under section 80 of the Local Government Act 1972 as listed below:

- Hold any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
- Is a person who has been adjudged bankrupt or has made a composition or arrangement with their creditors (but see below); or
- Has within five years before the day of election, or since their election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- Is otherwise disqualified under Part III of the Representation of the People Act 1983 for corrupt or illegal practices.

This disqualification of bankruptcy ceases in the following circumstances:

- I. If the bankruptcy is annulled on the grounds that either the person ought not have been adjudged bankrupt or that their debts have been fully discharged;
- II. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on their part;
- III. If a person is discharged without such a certificate.

In I. and II. above, the disqualification ceases on the date of the annulment and discharge respectively.

In III. It ceases on the expiry of five years from the date of discharge.

Declaration

I Hereby confirm that I am eligible for the vacancy of Meopham Parish Councillor; and the information given on this form is a true and accurate record.

Signature:

I Hereby confirm that I have read and understood Meopham Parish Councils Code of Conduct and will adhere to these at all times. I understand that should I not comply with or breach the Code of Conduct, then the Monitoring Officer at Gravesham Borough Council will be advised, who will then deal with the matter.

Signature:

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Parish Council Co-option Interview Questions

Introduction

This document provides guidance for members of the Personnel Committee when interviewing applicants for co-option to the Parish Council.

The questions outlined below are intended as a framework and are not exhaustive. Committee members may ask supplementary or follow-up questions where appropriate to explore a candidate's responses in greater detail and to assess their suitability for the role.

Preliminary Discussion

A. Candidate Introduction

Please tell us a little about yourself, including:

- Who you are;
- Your current occupation or main activities;
- Any previous roles, experience, or achievements that you feel are relevant; and
- Anything else you would like us to know about you.

Please keep your introduction to approximately two minutes.

B. Overview of the Role

The Chair should provide an overview of the expectations and responsibilities of a Parish Councillor, including:

- Attendance at monthly Parish Council meetings (normally held on Tuesday evenings at 7.00 pm).
- There are usually no scheduled meetings in August unless an extraordinary or emergency meeting is required.
- Councillors may also be asked to serve on committees, working groups, or represent the Council on external bodies, which may involve additional meetings.
- Councillors are expected to engage constructively with residents, fellow councillors, and Council officers in order to address local issues and support the work of the Council.
- The Parish Council conducts much of its business electronically; therefore, councillors should be comfortable using email and have access to a computer, laptop, or tablet.
- The Parish Council is a non-political body, and councillors are expected to act in the interests of the whole community.

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Interview Questions

1. Motivation and Understanding of the Role

Why are you interested in becoming a Parish Councillor, and what do you know about the work of the Parish Council?

Supplementary prompts:

- What attracted you to this opportunity?
- Have you attended any Parish Council meetings?
- What do you believe are the Council's main responsibilities?

2. Commitment and Availability

How much time do you feel you could realistically devote to Parish Council duties, and what do you understand to be the role of a Parish Councillor?

Supplementary prompts:

- How would you balance Council duties with your other commitments?
- What do you think residents expect from their councillors?

3. Skills and Expertise

What skills, knowledge, or professional expertise would you bring to the Parish Council?

Supplementary prompts:

- Are there any particular areas where you believe you could add value?
- How might your experience benefit the local community?

4. Relevant Experience

What previous experience do you have that would help you in the role of Parish Councillor?

Supplementary prompts:

- Have you served on committees, boards, governing bodies, or as a trustee?
- Have you held any positions involving decision-making, governance, budgeting, or public engagement?
- Do you have any experience of local government or public service?

5. Community Involvement

What involvement do you currently have in local groups, organisations, charities, clubs, or community activities?

Supplementary prompts:

- How do you currently contribute to the local community?
- What have you learned from this involvement?

6. Local Issues and Priorities

Are there any particular issues or challenges facing the parish that you believe the Council should be addressing?

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Are there any areas of Parish Council work that are of particular interest to you?

Supplementary prompts:

- What opportunities do you see for improving the parish?
- How would you approach addressing these issues?

7. Personal Strengths and Areas for Development

What would your friends, colleagues, or former associates say are your greatest strengths?

What areas for development or weaknesses might they identify?

Supplementary prompts:

- How do you make use of your strengths when working with others?
- What steps do you take to improve in areas where you are less confident?

8. Teamwork and Working Relationships

What do you believe makes an effective team member, and how would you contribute to a successful Council team?

Supplementary prompts:

- How do you deal with differing opinions?
- Can you provide an example of working collaboratively to achieve a common goal?

9. Integrity and Decision-Making

As a Parish Councillor, there may be occasions when residents, friends, or neighbours disagree with decisions made by the Council. How would you manage such situations?

Supplementary prompts:

- How would you balance personal views with the Council's collective decision-making process?
- How important do you think transparency and accountability are in local government?

10. Questions from the Candidate

Do you have any questions you would like to ask us about the role, the Council, or the co-option process?

Closing Remarks

The Chair should thank the candidate for attending and explain the next steps in the co-option process, including when and how they will be informed of the Council's decision.

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Incident Reporting Procedure

1. Definitions

Incident – Any unplanned event, accident, occurrence or situation that has already taken place and has affected, or could have affected, the Council, its employees, councillors, volunteers, contractors, visitors, members of the public, property, assets or operations.

Risk/Complaint – A concern, hazard, issue or dissatisfaction that has been identified but has not resulted in an incident. Risks should be managed through the Council's Risk Management processes, while complaints should be dealt with in accordance with the Council's Complaints Procedure.

2. Purpose

This Incident Reporting Procedure sets out the process for reporting, recording, investigating and responding to incidents affecting Meopham Parish Council, its employees, councillors, volunteers, contractors, visitors and members of the public. The procedure should be read alongside the Council's other policies and procedures, including but not limited to the Health and Safety Policy, Safeguarding Policy, Privacy Notice, Data Protection Policy, and Pitfield Green CCTV Policy. It provides a consistent framework for recording and managing incidents, while any specific actions arising from an incident will be addressed under the relevant policy or procedure.

Meopham Parish Council has a duty under the Local Government Act 1972 to manage its affairs properly and to take reasonable steps to protect persons and property under its control. Effective incident reporting supports the Council in meeting its legal obligations, maintaining public confidence, improving safety, identifying trends and reducing future risks.

This procedure applies to all Council premises, facilities, activities, events and services operated or managed by Meopham Parish Council.

3. Scope

An incident is any event or occurrence that:

- Causes injury, illness or harm to a person.
- Results in damage to Council property or assets.
- Involves vandalism, theft, criminal damage or anti-social behaviour.
- Creates a health and safety concern.
- Involves abusive, threatening or violent behaviour towards councillors, staff, volunteers or members of the public.
- Results in a near miss where injury or damage could have occurred.
- Involves a data protection breach or cyber security incident.
- Requires intervention by emergency services.

4. Reporting an Incident

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Any councillor, employee, volunteer, contractor or member of the public who becomes aware of an incident involving Meopham Parish Council property, services or activities should report it as soon as reasonably practicable.

Reports should be made to:

The Parish Clerk, Assistant Parish Clerk; or

In the absence of the Parish Clerk/Assistant Clerk, the Chair of the Parish Council.

Where an incident presents an immediate danger to life, safety or property, emergency services should be contacted first by dialling 999.

5. Immediate Response

Upon becoming aware of an incident, the following actions should be taken where appropriate:

- Ensure the safety of all persons involved.
- Contact emergency services if required.
- Prevent further injury, damage or loss where it is safe to do so.
- Preserve any evidence that may be required for investigation.
- Record relevant details as soon as possible.
- Notify the Parish Clerk without delay.

No person should place themselves at risk when responding to an incident.

6. Recording the Incident

The Parish Clerk shall maintain an Incident Register.

The following information should be recorded where available:

- Date and time of the incident.
- Location of the incident.
- Names and contact details of persons involved.
- Description of the incident.
- Details of any injuries or damage.
- Actions taken at the time.
- Names of any witnesses.
- Whether emergency services attended.
- Whether CCTV footage is available.
- Any follow-up actions required.

Incident reports should be completed as soon as possible after the event.

7. CCTV and Evidence

Where Meopham Parish Council CCTV footage exists, the Parish Clerk or authorised officer shall review and secure any relevant recordings in accordance with the Council's CCTV Policy.

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CCTV footage will normally be retained as per the CCTV Policy (Section 8 Retention of Footage) unless it is required for:

- A police investigation.
- Evidence relating to vandalism or criminal damage.
- Legal proceedings.
- Insurance claims.

Any retained footage shall be securely stored and only disclosed to authorised persons or relevant authorities where lawful to do so.

8. Investigation

The Parish Clerk shall determine whether a formal investigation (below) is required or whether no further action is needed.

The purpose of an investigation is to:

- Establish the facts.
- Identify any immediate or underlying causes.
- Assess whether policies or procedures were followed.
- Identify lessons learned.
- Recommend corrective or preventative measures.

Where appropriate, statements may be obtained from witnesses and supporting evidence gathered.

Meopham Parish Council may seek advice from external organisations, insurers, legal advisers or regulatory bodies where necessary.

9. Reporting to the Council

Significant incidents shall be reported to the Meopham Parish Council at the next available meeting, subject to confidentiality requirements and data protection legislation.

Examples of significant incidents include:

- Serious injury or illness.
- Criminal damage or vandalism.
- Violence or threats towards staff or councillors.
- Major property damage.
- Data breaches.
- Matters likely to attract public interest or media attention.

Where necessary, reports may be considered in confidential session.

10. Reporting to External Authorities

Meopham Parish Council will report incidents to the appropriate authority where required by law or where it is considered necessary.

This may include:

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Website: www.meopham-pc.gov.uk



- Police.
- Fire and Rescue Service.
- Health and Safety Executive.
- Insurers.
- The Information Commissioner's Office.
- Local Authority departments.
- Other relevant regulatory bodies.

Only information necessary for the relevant purpose will be shared.

11. Data Protection and Confidentiality

All incident records shall be handled in accordance with the Parish Council's Data Protection Policy, Privacy Notice and CCTV Policy.

Information relating to incidents shall:

- Be kept secure.
- Only be accessible to authorised persons.
- Be retained only for as long as necessary.
- Not be disclosed without lawful authority.
- Report to Meopham Parish Council – Full Council

Personal information shall be processed in accordance with UK GDPR and the Data Protection Act 2018.

12. Follow-Up Actions

Following an investigation, the Parish Clerk shall ensure that any necessary actions are implemented, which may include:

- Repairs to Council property.
- Improvements to security measures.
- Amendments to risk assessments.
- Staff or Councillor training.
- Policy reviews.
- Recommendations to Meopham Parish Council.

The effectiveness of any actions taken should be monitored and reviewed.

13. Review of Procedure

This procedure will be reviewed every 4 years or sooner if required due to:

- Changes in legislation.
- Changes in Council operations.
- Recommendations arising from incidents.
- Updated guidance from relevant authorities.

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



Incident Reporting Flow

Incident Occurs



Ensure Safety and Contact Emergency Services if Required



Report to Parish Clerk in consultation with the Chair



Identify the Correct Person to Complete the Investigation



Complete Incident Report Form



Secure Evidence (including CCTV if applicable)



Investigation Conducted



Report Findings and Actions



Implement Corrective Measures



Close and Archive Record

Adopted at Full Council onMinutes.....

Incident Register

Incident Number	Incident Date	Incident Time	Brief description of incident	Details of any injury or damage	Location	Action taken at time	Name and contact details of persons involved	Names and contact details of any witnesses	Emergency services attended?	CCTV footage available?	Follow up required?	Follow up details
1												
2												
3												
4												
5												
6												
7												
8												

Meopham Parish Council

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Privacy Notice

1. Introduction

Meopham Parish Council is committed to protecting your privacy and ensuring that your personal data is processed in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable legislation.

This Privacy Notice explains how we collect, use, store and protect your personal information when you contact us, use our website, access our services or otherwise engage with the Council.

Who We Are

Meopham Parish Council is the data controller for the personal information that it collects and processes in carrying out its duties and functions.

2. What data we collect and why:

When You Contact Us

When you contact Meopham Parish Council, we may collect and process personal information including:

Name
 Postal address
 Email address
 Telephone number
 Organisation (where applicable)
 Any other information you choose to provide

We use this information to:

- Respond to your enquiries and correspondence;
- Provide information, services and support;
- Manage access to Council facilities and services;
- Fulfil our statutory duties and functions;
- Maintain accurate records of Council business.

Your personal information will only be shared where necessary and lawful, including with contractors, service providers, professional advisers, public authorities or other organisations where required to deliver services, comply with legal obligations or exercise the Council's statutory functions.

Website Use and Cookies

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



Meopham Parish Council website does not use any cookies.

Email Correspondence

Any email sent to the Council, including attachments, may be monitored and retained as part of the Council's records management processes.

Email correspondence may be disclosed where required by law, including under:

- Freedom of Information legislation;
- Environmental Information Regulations;
- Court orders;
- Law enforcement requests; or
- Other statutory requirements.

Please be aware that email communication may not always be completely secure. If you are sending sensitive information, you should contact the Council to discuss the most appropriate method of communication.

Councillors' Contact Details

All enquiries should be made to enquiries@meopham-pc.gov.uk. The Parish office is responsible for all correspondence unless deemed appropriate to forward on to the relevant Councillor.

Where enquiries are forwarded to individual Councillors, the Councillor may choose to correspond directly. In this instance the following applies:

- Information will only be used for dealing with the matter raised;
- Relevant information may be shared with Council officers or other Councillors where necessary;
- Personal information will be handled in accordance with data protection legislation.

Councillors are independently responsible for ensuring that any personal data they process is handled securely and lawfully.

Council Meetings

Council meetings are generally held in public and minutes are published as part of the Council's statutory obligations.

Where individuals address Council meetings, their names and the subject matter discussed may be recorded in meeting minutes and published on the Council's website.

The Council will seek to minimise the publication of unnecessary personal information.

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CCTV

The Council operates CCTV systems at Pitfield Green toilets which is recorded for the purposes of:

- Promoting and maintain public safety.
- To deter, detect and assist in the investigation of vandalism, criminal damage, anti-social behaviour and other unlawful activities.
- To assist law enforcement agencies where incidents occur.
- To provide information regarding visitor and footfall numbers for the management and planning of Council facilities and services.

Meopham Parish Council processes CCTV footage under Article 6(1)(e) of the UK GDPR:

- Public Task – processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in Meopham Parish Council.
- Where footage is used to prevent or detect crime, support public safety, or assist investigations into vandalism or criminal activity, processing is also undertaken in accordance with Meopham Parish Council's statutory duties and responsibilities.

Meopham Parish Council has undertaken an assessment and considers the use of CCTV to be necessary and proportionate to achieve the objectives outlined above. Routine CCTV recordings will be retained as per the CCTV Policy (Section 8 Retention of Footage).

Footage may be retained for a longer period where:

- It is required as evidence relating to a criminal offence, vandalism, anti-social behaviour, or other incident.
- It has been requested by the police or another authorised law enforcement body.
- It is required for legal proceedings, insurance claims or formal investigations.

Any retained footage will be kept only for as long as necessary for the relevant purpose and will be held securely and deleted when no longer required.

Access to CCTV recordings will be restricted to authorised persons and disclosed only where there is a lawful basis for doing so.

Where CCTV is in operation, appropriate signage will be displayed.

For further information please contact Meopham Parish office using the contact details above.

3. Lawful Basis for Processing

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



Meopham Parish Council processes personal data under one or more of the lawful bases set out in Article 6 of the UK GDPR:

Article 6(1)(a) – Consent;

Article 6(1)(b) – Performance of a contract;

Article 6(1)(c) – Compliance with a legal obligation;

Article 6(1)(e) – Performance of a task carried out in the public interest or in the exercise of official authority vested in the Council.

Where special category personal data is processed, the Council will identify an appropriate lawful basis under Article 9 of the UK GDPR and Schedule 1 of the Data Protection Act 2018.

4. Information Security

Meopham Parish Council takes appropriate technical and organisational measures to protect personal data against unauthorised or unlawful processing, accidental loss, destruction or damage.

These measures include:

- Secure electronic systems;
- Password protection and access controls;
- Staff and Councillor awareness of data protection responsibilities;
- Secure storage and disposal of records;
- Regular review of policies and procedures.

Copies of relevant policies are available on request.

5. Data Retention

Meopham Parish Council will only retain personal information for as long as necessary to fulfil the purpose for which it was collected, to comply with legal obligations or in accordance with recognised retention schedules.

Records are managed in accordance with:

- Statutory requirements;
- Guidance issued by relevant authorities; and
- The Council's Data Map.

When information is no longer required, it will be securely deleted, destroyed or anonymised.

Please note that the right to erasure is not absolute and may not apply where the Council is required to retain information by law.

6. Children's Data

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



The Council does not knowingly collect or process personal information relating to children under the age of 13 without the consent of a parent or legal guardian, except where permitted or required by law.

Where services or activities involve children, appropriate safeguards will be applied.

7. Sharing Information

The Council will not sell your personal information.

Information may be shared with:

- Contractors and service providers acting on behalf of the Council;
- Professional advisers;
- Government departments and public authorities;
- Regulatory bodies;
- Law enforcement agencies;
- Funding organisations where required.

Any sharing of information will be carried out lawfully and only where necessary.

8. Your Rights

Under UK GDPR, you have the following rights, subject to certain exemptions:

- Right of Access - You may request a copy of the personal information held about you.
- Right to Rectification - You may request correction of inaccurate or incomplete information.
- Right to Erasure - You may request deletion of personal information where there is no lawful reason for continued processing.
- Right to Restrict Processing - You may request that processing be restricted in certain circumstances.
- Right to Object - You may object to processing carried out under public task or legitimate interests where appropriate.
- Right to Data Portability - Where applicable, you may request a copy of your personal data in a commonly used electronic format.
- Rights Relating to Automated Decision-Making and Profiling - Meopham Parish Council does not carry out automated decision-making or profiling using personal information.

9. Accessing Your Information

To exercise any of your rights, please contact:

Parish Clerk and Responsible Officer

Telephone: 01732 813779

Email: enquiries@meopham-pc.gov.uk

Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - Tel: 01474 813779

Email: enquiries@meopham-pc.gov.uk

Website: www.meopham-pc.gov.uk



The Council will respond to requests in accordance with the requirements of UK GDPR.

10. Changes to this Privacy Notice

Meopham Parish Council may review and update this Privacy Notice from time to time to reflect changes in legislation, guidance or Council procedures.

The latest version will be published on the Council's website and made available on request.

11. Complaints

If you have concerns about the way your personal information has been handled, please contact the Parish Clerk in the first instance.

If you remain dissatisfied, you have the right to lodge a complaint with:

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113

Website: (ICO) <https://ico.org.uk/make-a-complaint/>

12. Summary

Meopham Parish Council only collects and processes personal information necessary to carry out its duties, provide services and communicate effectively with residents and stakeholders. We do not sell personal information and only share it where there is a lawful reason to do so. We are committed to keeping personal information secure, accurate and up to date, and to complying fully with our obligations under UK data protection legislation.

Adopted at Full Council Minutes

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



Data Protection Policy

1. Purpose of this Policy

Meopham Parish Council is committed to protecting personal data and respecting the privacy rights of residents, councillors, employees, contractors, volunteers, Allotment plot holders and all individuals whose information we process.

This policy sets out how the Council will comply with the requirements of the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other relevant legislation. It provides a framework for the lawful, fair and secure handling of personal data and supports good governance, accountability and public trust.

The Council recognises that data protection is an ongoing responsibility and not a one-off exercise. This policy forms part of the Council's wider governance arrangements and will be reviewed regularly to ensure continued compliance and effectiveness.

2. Scope

This policy applies to:

- All Parish Councillors.
- The Parish Clerk and any other employees.
- Contractors, consultants and volunteers acting on behalf of the Council.
- Any person handling personal data on behalf of the Council.

It applies to all personal data processed by the Council, whether held electronically, on paper, in photographs, audio recordings, video recordings or any other format.

3. Data Protection Principles

The Council will comply with the seven principles of data protection and ensure personal data is:

3.1 Lawful, Fair and Transparent - Personal data will only be processed where there is a lawful basis for doing so and individuals will be informed how their data is used through the Council's Privacy Notice.

3.2 Collected for Specified Purposes - Personal data will only be collected for legitimate and clearly identified purposes and will not be used for incompatible purposes.

3.3 Adequate, Relevant and Limited - The Council will only collect and process the personal data necessary for the purpose for which it is required.

3.4 Accurate and Up to Date - Reasonable steps will be taken to ensure personal data is accurate and corrected where necessary.

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3.5 Kept for No Longer Than Necessary - Personal data will be retained in accordance with the Council's retention schedule and securely disposed of when no longer required.

3.6 Secure - Appropriate technical and organisational measures will be used to protect personal data against unauthorised access, loss, destruction, alteration or disclosure.

3.7 Accountable - The Council will maintain appropriate records, policies and procedures to demonstrate compliance with data protection legislation.

4. Roles and Responsibilities

The Council

The Council is the Data Controller and is responsible for determining the purposes and means of processing personal data.

The Parish Clerk

The Parish Clerk is the Council's designated officer for data protection matters and is responsible for:

- Maintaining the Council's data protection framework.
- Keeping records of processing activities.
- Managing rights requests.
- Managing data breaches.
- Maintaining data protection policies and procedures.
- Ensuring appropriate training and awareness.

Councillors, Employees and Volunteers

All individuals handling Council information must:

- Follow this policy and associated procedures.
- Keep personal data secure.
- Report suspected breaches immediately.
- Complete any required training.
- Only access information necessary for their role.

5. Data Mapping and Records of Processing

The Council will maintain a Data Map (Record of Processing Activities) identifying:

- The purposes for which personal data is processed.
- Categories of personal data held.
- Lawful bases for processing.
- Any special category data processed.
- Data sharing arrangements.
- Data processors used by the Council.
- International transfers. (Not applicable)

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- Retention periods.

The Data Map will be reviewed regularly and updated whenever new processing activities are introduced.

6. Lawful Bases for Processing

The Council will identify and document a lawful basis for all processing activities.

The lawful bases relied upon may include:

- Consent.
- Contract.
- Legal Obligation.
- Vital Interests.
- Public Task.
- Legitimate Interests.

The Council will ensure that the lawful basis selected is appropriate for the processing activity and will be documented within the Data Map.

7. Special Category Data

Where the Council processes special category data, it will:

- Identify a lawful basis under Article 6 UK GDPR.
- Identify an additional condition under Article 9 UK GDPR.
- Maintain an Appropriate Policy Document where required by law.
- Apply enhanced security measures and access controls.

Special category data may include information relating to health, disability, religious beliefs, trade union membership or other protected characteristics.

8. Individual Rights

The Council recognises the rights of individuals under UK GDPR.

Individuals have the right to:

- Be informed about how their data is used.
- Access their personal data.
- Request correction of inaccurate information.
- Request erasure where applicable.
- Restrict processing in certain circumstances.
- Data portability where applicable.
- Object to processing.
- Request human review of automated decisions. (Meopham Parish Council does not use automated decision)

Requests may be made verbally or in writing and will be handled in accordance with the Council's Freedom of Information Policy.

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The Council will normally respond within one calendar month.

9. Privacy Notices

The Council will maintain and publish a Privacy Notice explaining:

- What personal data is collected.
- Why it is collected.
- The lawful basis for processing.
- How long information is retained.
- Who information may be shared with.
- Individual rights.
- How complaints may be made.

The Privacy Notice will be reviewed regularly and updated whenever processing activities change.

10. Information Security

The Council will take appropriate measures to protect personal data.

These measures include:

Physical Security

- Secure storage of paper records.
- Locked cabinets where appropriate.
- Controlled access to Council premises and records.

Electronic Security

- Password-protected systems and devices.
- Multi-factor authentication where available.
- Regular software updates.
- Secure backup arrangements.
- Restricted user access based on role.

Email and Electronic Communications

- Council business should be conducted using authorised Council email accounts wherever possible.
- Personal data must only be shared where necessary and secure methods should be used.
- Group emails containing personal email addresses should use blind carbon copy (Bcc) where appropriate.

Personal Devices

Where personal devices are permitted for Council business, users must follow the Council's IT Policy requirements to ensure information remains protected.

11. Data Sharing

The Council may share personal data with:

- Government departments.
- Regulatory bodies.

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- Professional advisers.
- Banks and financial institutions.
- Other public authorities.
- Service providers acting on the Council's behalf.

Personal data will only be shared where there is a lawful basis for doing so.

12. Data Processors

Where the Council uses third-party organisations to process personal data on its behalf, it will ensure:

- Appropriate due diligence is undertaken.
- A written contract meeting Article 28 UK GDPR requirements is in place.
- The processor provides adequate security assurances.
- Processing arrangements are reviewed periodically.

13. International Transfers

Meopham Parish Council does not have any international transfers.

14. Data Protection Impact Assessments (DPIAs)

The Council will adopt a privacy-by-design approach and assess privacy risks whenever:

- New systems are introduced.
- New services are launched.
- Significant changes are made to existing processing.
- High-risk processing activities are proposed.

Where appropriate, a Data Protection Impact Assessment (DPIA) will be completed and retained.

15. Data Breaches

All actual or suspected personal data breaches must be reported immediately to the Parish Clerk.

The Council will:

- Investigate all breaches promptly.
- Assess risks to individuals.
- Take appropriate remedial action.
- Maintain a log of breaches within the Incident Register.
- Report breaches to the Information Commissioner's Office where required.
- Notify affected individuals where there is a high risk to their rights and freedoms.

The Council aims to assess reportable breaches within the statutory 72-hour reporting period.

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16. Training and Awareness

The Council will ensure that councillors, employees and relevant volunteers receive appropriate data protection awareness training.

Training will include:

- Basic data protection principles.
- Information security responsibilities.
- Handling rights requests.
- Data breach reporting.
- Good records management practices.

Refresher training will be provided periodically.

17. Monitoring and Review

The Council will review its data protection arrangements regularly and at least annually.

The review will consider:

- The accuracy of the Data Map.
- Compliance with retention schedules.
- Data breach records (within the Incident register).
- Rights requests.
- Contracts with data processors.
- Privacy notices.
- Training requirements.
- Changes in legislation or guidance.

Evidence of reviews will be recorded as part of the Council's governance arrangements.

18. Complaints

Anyone who is concerned about how the Council has handled their personal data should contact the Parish Clerk in the first instance.

If a complainant remains dissatisfied, they may complain to the:

Information Commissioner's Office (ICO)

Wycliffe House

Water Lane

Wilmslow

Cheshire SK9 5AF

Telephone: 0303 123 1113

Website: <https://ico.org.uk>

19. Policy Review

Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - Tel: 01474 813779

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Website: www.meopham-pc.gov.uk



This policy will be reviewed annually, or sooner if required due to legislative changes, ICO guidance, Council activities, or identified risks.

Adopted at Full Council Minutes

Item 13



Re: Tree on Meopham Green

From: [REDACTED] <elitetreecare@hotmail.com>

Date: Mon 2026-06-08 4:44 PM

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

Hi Tracey

I hope you are doing well

Please forgive me for the late reply

Regarding the tree that one of the locals had pointed out I have been to the green and it is a purple fox glove tree and is showing signs of die back in this case I would suggest felling the tree as I couldn't confirm that it would survive if we were to prune it back

I will be revisiting the stumps to eco plug them as this will prevent them from growing back



[REDACTED]
Certified Tree Surgeon | NPTC Qualified
Elite Tree Care & Gardening Services Ltd
"Expert Tree Care and Gardening Solutions Since 2011"

Contact Details:



[REDACTED]

 Elitetreecare@hotmail.com

 www.elitetreecareltd.co.uk

 13 Montpelier Avenue, Bexley, Kent DA5 3AP

Why Choose Us?

- Over 15 Years of Industry Experience
- Fully Certified and Insured
- Free Quotes and Expert Advice

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Elite Tree Care & Gardening Services LTD

"Caring for trees, preserving nature."

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

Sent: Tuesday, June 2, 2026 11:24:52 AM

To: [REDACTED] <elitetreecare@hotmail.com>

Subject: Tree on Meopham Green

Hi Charlie

[REDACTED]

I just wanted to ask you a quick question if that's ok.....The very large tree that you took down a while ago on Meopham Green by the cottages is starting to sprout . The Basal is growing up quite a lot and we wondered if there was anything you could suggest to kill it off? We don't want the tree to regrow or to have to keep having it trimmed/cut back so would appreciate your advice if you have any.

Many thanks as always.

Kind Regards

Tracey Hanlon

Tracey Hanlon
Finance & Grants Officer
Meopham PC



Microsoft 365 pricing update – July 2026

From John Speed (Marketing) <john.speed@e.heliocentrix.co.uk>

Date Wed 2026-06-17 9:58 AM

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

Hi Tracey,

We wanted to give you advance notice on a Microsoft 365 pricing and packaging update that takes effect on 1 July 2026, and we are flagging it early so we've got time to plan around your renewal.

We know that nobody likes news of a price increase, but it is worth saying up front: this is only the third Microsoft list-price increase since 2011. The other shifts you'll have seen over that period were currency-driven, and not Microsoft moving the underlying price. So while there is a real increase here, it's not a regular event.

We aim to take the hassle away from Microsoft licensing and make your experience as stress free as possible, so here's how the update affects the plans you're most likely to be on:

1. **Business Premium is not changing.** The list price is being held flat at £20.28 per user per month.
- * 2. **Business Standard is going up by around 13%,** from £11.52 to £12.96 per user per month.
- * 3. **Business Basic is going up by around 17%,** from £5.52 to £6.48 per user per month.

If you're on an Enterprise (E) plan, the confirmed figures are:

- **Office 365 E1:** no change, holding at £9.24 per user per month.
- **Office 365 E3:** up around 13%, from £24.72 to £27.96 per user per month.
- **Office 365 E5:** up around 8%, from £40.92 to £44.16 per user per month.
- **Microsoft 365 E3:** up around 8%, from £37.20 to £40.20 per user per month.
- **Microsoft 365 E5:** up around 5%, from £58.80 to £61.92 per user per month.

As part of the same update, Microsoft are bundling in 50GB of additional mailbox storage on Basic and Standard, automatic link checking in emails to help block phishing scams, and Copilot Chat enhancements at no extra cost. So while there's a headline uplift on most plans, the package itself is getting a bit more for the money.

These are the confirmed UK figures from Microsoft, so there are no surprises still to come. Until your next renewal date your existing seats stay on current pricing, so there's nothing to action today.

If it would be useful, we're happy to walk through what this means for your renewal. For anyone on Basic or Standard, Business Premium is worth a look while it's holding flat on price, as it brings in the security and device management features that the lower plans don't cover.

Kind Regards

The Heliocentrix Team

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RE: New submission from Contact Form

From Safeplay <playsafe@safeplay.co.uk>

Date Fri 19/06/2026 10:43 AM

To Assistant Clerk - Meopham Parish Council <assistantclerk@meopham-pc.gov.uk>

Good Morning Amy

Thank you for that information, it is very helpful.

We have two options available to you. The first one, we can quote you for is to Investigate Bearing problem to diagnose the issue, this would be a cost of £260.00, and involves lubrication of the relevant parts to try and make the roundabout spin freely again. The other option would be to replace the bearing on the roundabout. There are two types of bearings on this type, and we are just getting a confirmation from the manufacturer which is the correct part and the cost for it. The cost is likely to be a couple of thousand for the part and our installation. I can send this price on once we receive it from the manufacturers.

Generally we advise to investigate the problem first as sometimes roundabouts do just need lubricating to work again, and it is a much more cost-effective way of diagnosing the issue. If upon investigation the bearing would need replacing, this would be an additional cost to the first charge.

Please let me know if you have any questions on this, or wish to proceed with either of the works. (I can send a formal quote once decided).

Thank you
Sally

Sally Duffy | Operational Administrator
Safeplay Playground Services Ltd | Fearless Ramps Ltd | Fountaineers Ltd

DD: 020 8663 9631

T: 020 8658 5631

A: Unit 3, Brook Court, Blakeney Road, Beckenham, BR3 1HG

Working Hours: M-F 10.30am – 2.30pm

www.safeplay.co.uk

www.fearlessramps.com

www.fountaineers.co.uk



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Visit www.fountaineers.co.uk | www.waterplayUK.com to discover more about the other Play Group Ltd companies.

The Play Group Ltd (including Safeplay Playground Services Ltd, Fountaineers Ltd and Annual Play Inspections Ltd) may process and share your personal data within our group where necessary to respond to your enquiry or deliver services. Your information is processed securely and in line with UK GDPR. Full details available on request.

From: Assistant Clerk - Meopham Parish Council <assistantclerk@meopham-pc.gov.uk>
Sent: 17 June 2026 14:48
To: Safeplay <playsafe@safeplay.co.uk>
Subject: Re: New submission from Contact Form

Good afternoon,

The roundabout it Play Dale and I have attached an image.

The address is:

Judsons Recreational Ground,
Wrotham Road
Meopham
Kent
DA13 0JE

Kind regards,

Amy Brown

Amy Brown
Assistant Clerk
Meopham Parish Council - www.meopham-pc.gov.uk

From: Safeplay <playsafe@safeplay.co.uk>
Sent: 17 June 2026 12:48 PM
To: Assistant Clerk - Meopham Parish Council <assistantclerk@meopham-pc.gov.uk>
Subject: RE: New submission from Contact Form

Good Afternoon Amy

Thank you for your email and interest in Safeplay.

Please can you provide the full address of the play area where the roundabout is located and send a photo of the roundabout please.

Thank you
Sally

Sally Duffy | Operational Administrator
Safeplay Playground Services Ltd | Fearless Ramps Ltd | Fountaineers Ltd

DD: 020 8663 9631
T: 020 8658 5631
A: Unit 3, Brook Court, Blakeney Road, Beckenham, BR3 1HG
Working Hours: M-F 10.30am – 2.30pm

www.safeplay.co.uk
www.fearlessramps.com
www.fountaineers.co.uk

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Visit www.fountainneers.co.uk | www.waterplayUK.com to discover more about the other Play Group Ltd companies. The Play Group Ltd (including Safeplay Playground Services Ltd, Fountainneers Ltd and Annual Play Inspections Ltd) may process and share your personal data within our group where necessary to respond to your enquiry or deliver services. Your information is processed securely and in line with UK GDPR. Full details available on request.

From: playsafe@safeplay.co.uk <playsafe@safeplay.co.uk>

Sent: 17 June 2026 11:48

To: Safeplay <playsafe@safeplay.co.uk>

Subject: New submission from Contact Form

Name

Amy Brown

Email

assistantclerk@meopham-pc.gov.uk

Message

Following our own inspection we have found the playground roundabout unable to spin freely. Would you be able to quote for fixing this issue?

clientId

128225210.1781693182

RE: New submission from Contact Form

From Safeplay <playsafe@safeplay.co.uk>

Date Mon 22/06/2026 10:54 AM

To Assistant Clerk - Meopham Parish Council <assistantclerk@meopham-pc.gov.uk>

Good Morning Amy

The manufacturer has now come back to us with a cost.

Our second option available is to remove and replace the bearings and outer wheel assembly at a cost of £2,564.93.

I am happy to put either option into a formal quote for you, if you wish to proceed with any works.

Thank you

Sally

Sally Duffy | Operational Administrator

Safeplay Playground Services Ltd | Fearless Ramps Ltd | Fountaineers Ltd

DD: 020 8663 9631

T: 020 8658 5631

A: Unit 3, Brook Court, Blakeney Road, Beckenham, BR3 1HG

Working Hours: M-F 10.30am – 2.30pm

www.safeplay.co.uk

www.fearlessramps.com

www.fountaineers.co.uk



Visit www.fountaineers.co.uk | www.waterplayUK.com to discover more about the other Play Group Ltd companies.

The Play Group Ltd (including Safeplay Playground Services Ltd, Fountaineers Ltd and Annual Play Inspections Ltd) may process and share your personal data within our group where necessary to respond to your enquiry or deliver services. Your information is processed securely and in line with UK GDPR. Full details available on request.

From: Safeplay

Sent: 19 June 2026 10:43

To: assistantclerk@meopham-pc.gov.uk

Subject: RE: New submission from Contact Form

Good Morning Amy

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Thank you for that information, it is very helpful.

Meopham sign

From [REDACTED]
Date Wed 03/06/2026 4:23 PM
To Enquiries - Meopham Parish Council <enquiries@meopham-pc.gov.uk>

Hi

I am writing to request a repaint of the Meopham sign on Hook Green that is flaking. I was unsure wheather it is the Parish Council or Gravesham Borough Council who is responsible for this.

Mnay thanks
[REDACTED]

Preliminary Enquiry & Discussion Invitation: Proposed Eco-Friendly Mobile Coffee Van in Meopham

From [REDACTED]
Date Wed 03/06/2026 6:09 PM
To Enquiries - Meopham Parish Council <enquiries@meopham-pc.gov.uk>

Dear Parish Clerk and Members of Meopham Parish Council,

Re: Request for initial views on a low-impact, electric community coffee van concept

I am a local Meopham resident and mum of two writing to you to introduce an early-stage local business concept and, most importantly, to seek the direct views and guidance of the Parish Council before taking any formal steps.

My concept is to operate a high-quality, fully electric mobile coffee van. The concept features a gentle, country-inspired theme specifically designed to complement the existing landscape, heritage, and character of Meopham rather than compete with our established village businesses.

My absolute priority is a low-impact, silent, and sustainable setup that serves as a positive, welcoming asset for our community.

I am currently exploring the viability of two potential locations and would deeply value the Parish Council's initial perspectives on them:

Meopham Cricket Green

The Windmill Area

As these locations are central to our village identity and community life, I want to ensure my intentions align entirely with the Parish Council's vision for these spaces.

My goal is to support local footfall, respect the village environment, and maintain the tranquility of these sites.

I would be incredibly grateful to know if the Parish Council is happy to open informal discussions with me regarding this idea.

I am entirely open to adapting the operational hours, exact positioning, and model based on your feedback. Furthermore,

I would be delighted to share visual concept boards, vehicle dimensions, or eco-specifications with the council or attend a future meeting to present the idea if deemed helpful.

Could you please advise on the Council's initial thoughts on these sites, and whether a brief, informal discussion with the Clerk or relevant working group would be possible as a next step?

Thank you very much for your time, consideration, and dedication to our village.

Kind regards,

[Redacted signature block]

Meopham Parish Council

01 June 2026 (2026-2027)

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
24 Clr & Staff Expenses	05/05/2026		Unity Trust Bank		MPC - EXPENSES	L Winter	X	117.26		117.26
25 Bus Shelter Cleaning	11/05/2026	CONTRACT	Unity Trust Bank		Bus Shelter Cleaning	Element UK	S	221.54	44.31	265.85
26 Communications & IT	11/05/2026	CONTRACT	Unity Trust Bank		Technical support	HELIOCENTRIX/MICROSOFT	S	233.76	46.75	280.51
27 Communications & IT	11/05/2026	CONTRACT	Unity Trust Bank		PHONE SYSTEM / MICROSOFT	HELIOCENTRIX/MICROSOFT	S	169.20	33.84	203.04
28 ALLOTMENT MAINTENANCE	11/05/2026	Delagated Authority	Unity Trust Bank		ALLOTMENT GATE REPAIR	Hooper & Sons Ltd	S	350.00	70.00	420.00
29 PITFIELD TOILETS	11/05/2026	CONTRACT	Unity Trust Bank		Electricity Supply	E-ON NEXT	Z	42.63		42.63
35 Office Rent	18/05/2026	CONTRACT	Unity Trust Bank		Office Rent	St Johns Centre	X	543.75		543.75
36 Professional Memberships	18/05/2026		Unity Multipay Card		MEMBERSHIP FEE	NATIONAL ALLOTMENT AS	S			
34 BUS SHELTER MAINTENANCE:	18/05/2026	Delagated Authority	Unity Trust Bank		BUS SHELTER REPAIRS	GW Shelter Solutions Ltd	S	330.00	66.00	396.00
37 Training	19/05/2026		Unity Multipay Card		Training	SLCC	S	140.00	28.00	168.00
38 Professional Memberships	19/05/2026		Unity Multipay Card		MEMBERSHIP FEE	SLCC	S	179.17	35.83	215.00
42 Professional Memberships	19/05/2026		Unity Multipay Card		MEMBERSHIP FEE	NATIONAL ALLOTMENT AS	S	70.83	14.17	85.00
39 Office Supplies	19/05/2026	Delagated Authority	Unity Multipay Card		OFFICE SUPPLIES	Amazon	S	63.74	12.75	76.49
40 Office Supplies	19/05/2026	Delagated Authority	Unity Multipay Card		OFFICE SUPPLIES	Amazon	S	44.49	8.90	53.39
41 REFRESHMENTS	19/05/2026	Delagated Authority	Unity Multipay Card		CATERING	Morrisons	Z	168.69		168.69
43 Bank Charges	19/05/2026		Unity Multipay Card		BANK CHARGES	Unity Bank	E	6.00		6.00
44 PITFIELD TOILETS	19/05/2026		Unity Trust Bank		SIGNAGE	SIRS ENGRAVING LTD	S	255.00	51.00	306.00
30 Staff Salaries Tax & NIC	20/05/2026		Unity Trust Bank		Salary		X	676.95		676.95
31 Staff Salaries Tax & NIC	20/05/2026		Unity Trust Bank		Salary		X	2,317.89		2,317.89
32 Staff Salaries Tax & NIC	20/05/2026		Unity Trust Bank		Salary		X	1,386.35		1,386.35
33 Staff Pensions	20/05/2026		Unity Trust Bank		Salary	Kent Pension Fund	Z	1,211.51		1,211.51
45 PITFIELD TOILETS	26/05/2026		Unity Trust Bank		PITFIELD TOILETS	SWIFTCURE LIMITED	S	499.00	99.80	598.80
46 PITFIELD TOILETS	26/05/2026	CONTRACT	Unity Trust Bank		Electricity Supply	E-ON NEXT	L	44.37	2.22	46.59
47 Other Office expenses: 90	26/05/2026	Delagated Authority	Unity Trust Bank		SIGNAGE	JOHN POPE	X	200.00		200.00
48 Insurance	28/05/2026	FC11	Unity Trust Bank		Insurance Renewal	Zurich	E	3,483.58		3,483.58
49 Bank Charges	31/05/2026		Unity Trust Bank		BANK CHARGES	Unity Bank	E	9.70		9.70
Total								12,765.41	513.57	13,278.98

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Item 19.1

MEOPHAM PARISH COUNCIL

Claim for Expenses : Staff

Period covered :01.09.25 – 27.03.26.....

Mileage allowance	Date	No of miles	Claim @ £0.65 per mile
Notice boards	03.09.25	7	4.55
Notice boards	18.09.25	7	4.55
Notice boards	26.09.25	7	4.55
Notice boards	02.10.25	7	4.55
Notice boards	21.10.25	7	4.55
Notice boards	06.11.25	7	4.55
Notice boards	20.11.25	7	4.55
Notice boards	27.11.25	7	4.55
Notice boards	15.01.26	7	4.55
Notice boards	22.01.26	7	4.55
Notice boards	03.02.26	7	4.55
Notice boards	26.02.26	7	4.55
Notice boards	16.03.26	7	4.55
Notice boards	27.03.26	7	4.55
Attending meetings (out of Parish)			
Clerks Meeting – Shorne	27.11.25	13	8.45
Other (please give details)			
Site Visit – Edmund Green	01.09.25	2.4	1.56
Allotments meet Contractor (Driveway) followed by Site Visit – Edmund Green (basal)	09.09.25	4.6	2.99
Windmill Opening Celebration followed by Pitfield Toilets - electricity	12.09.25	1.6	1.04
Site Visit – Edmund Green – reports of twigs and leaves –	19.09.25	2.4	1.56

<i>removed by Clerk</i>			
<i>First Aid Training Course Milestone Track Centre, New Ash Green</i>	22.09.25	10.8	7.02
<i>Pitfield Toilets</i>	29.09.25	1.6	1.04
<i>Pitfield Toilets – meet UKPN</i>	06.10.25	1.6	1.04
<i>Site Visit – Meopham Green - reports of large hole</i>	14.10.25	1.6	1.04
<i>Allotments – Site Visit followed by visit to Camer Parade notice board, and Edmeades Court, Evenden Road – report of vandalised streetlight</i>	20.10.25	5.2	3.38
<i>Pitfield Toilets</i>	30.10.25	1.6	1.04
<i>Pitfield Toilets</i>	31.10.25	1.6	1.04
<i>Morrisons – food/refreshment collection for training event</i>	19.11.25	7.6	4.94
<i>Pitfield Toilets</i>	15.12.25	1.6	1.04
<i>Waitrose – food/refreshment collection for Carols on the Green</i>	16.12.25	7.2	4.68
<i>Site Visit – Meopham Green to carry out risk assessment for Carols on the Green</i>	16.12.25	1.6	1.04
<i>Pitfield Toilets</i>	13.01.26	1.6	1.04
<i>Allotments – Meet MDAA with Councillors</i>	05.02.26	4	2.60
<i>Site Visit – Meopham Green (tree felling) and Edmund Green (complaint re storage of equipment)</i>	26.02.26	4	2.60
<i>Site Visit – Harvel Pond meet contractors (whilst on annual leave)</i>	02.03.26	walked	0.00
<i>Allotments – notices displayed</i>	10.03.26	4	2.60
<i>Site Visit – Edmund Green (branches/twigs reported) and Defib @ Station</i>	26.03.26	2.8	1.82
Grand total			£117.26

Name LISA WINTER Date 27.03.26

Signed 

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Voucher Code 25

TAX INVOICE

Meopham Parish Council

Invoice Date
30 Apr 2026

Invoice Number
INV-140069

Reference
April 2026

VAT Number
783101056

Element UK Limited
Unit 53
Mackley Industrial Estate
Henfield Road
Small Dole
Henfield
West Sussex
BN5 9XR
T: 0208 694 8844
E:
accounts@cleaningmanag
ement.co.uk
VAT Number: 783101056

Description	Quantity	Unit Price	VAT	Amount GBP
Cleaning Of Meopham Bus Shelters on 3 April 2026	1.00	221.54	20%	221.54
			Subtotal	221.54
			TOTAL VAT 20%	44.31
			TOTAL GBP	265.85

Due Date: 30 May 2026

BACS payment details:
Lloyds Bank
Sort Code: 30-91-54
Account No.: 02066347

To assist with identification please state on your payment advice both our name and the invoices you are paying.

Terms: Strictly within 28 days from invoice date

BACS payments should be sent to Sort Code 30-91-54, Account Number 02066347 and the remittances sent by email to accounts@cleaningmanagement.co.uk

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Voucher Code 26



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

Bill To:		Date	Invoice
Meopham Parish Council Attn: Tracey Hanlon St Johns Centre Wrotham Road Meopham, DA13 0AA United Kingdom		30/04/2026	30638
Terms	Due Date	PO Number	Reference
Net 15 days	15/05/2026		
Services	Work Type	Hours	Rate
<u>Billable Services</u>			Amount
Technician	Support - Remote	2.50	93.50 £233.76 GBP
		Total Services: £233.76 GBP	
Payment can be made by BACS or Direct Debit. If you would like information on how to setup a Direct Debit, please contact sales@heliocentrix.co.uk. For payment by BACS use Heliocentrix Limited, Sort Code: 60-83-71 & Account Number: 56471596. Please ensure that you use either your company name or invoice number as a reference. A breakdown of the time entries can be found on page 2.		Invoice Subtotal:	£233.76 GBP
		UK-VAT @ 20%:	£46.75 GBP
		Invoice Total:	£280.51 GBP
		Payments:	£0.00 GBP
		Credits:	£0.00 GBP
		Balance Due:	£280.51 GBP

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

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Invoice Time Detail

Invoice Number: 30638
Company: Meopham Parish Council

Location: Main Charge To: Meopham Parish Council / Clerk's laptop set up

Notes	Bill	Hours	Rate	Ext Amt
Service Ticket: 276838 Summary: Clerk's laptop set up Contact: Winter, Lisa	Y	0.50	93.50	£46.75

Subtotal: £46.75**Location: Main Charge To: Meopham Parish Council / New Starter**

Notes	Bill	Hours	Rate	Ext Amt
Service Ticket: 276323 Summary: New Starter Contact: Winter, Lisa	Y	0.50	93.50	£46.75
Service Ticket: 276323 Summary: New Starter Contact: Winter, Lisa	Y	0.25	93.50	£23.38
Service Ticket: 276323 Summary: New Starter Contact: Winter, Lisa	Y	1.00	93.50	£93.50

Subtotal: £163.63**Location: Main Charge To: Meopham Parish Council / Peter Haslam - email**

Notes	Bill	Hours	Rate	Ext Amt
Service Ticket: 277058 Summary: Peter Haslam - email Contact: Winter, Lisa	Y	0.25	93.50	£23.38

Subtotal: £23.38**Invoice Time Total:****Billable Hours:****2.50**

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Voucher code 27



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
01/05/2026	30436

Terms	Due Date	PO Number	Reference
Net 15 days	16/05/2026		Monthly Billing for May

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

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Voucher Code 28

JH.



Hooper & Sons Limited

Paving, Foundations, Drainage & Groundwork Specialists

Hooper's Yard, Nurstead Church Lane, Meopham, Kent DA13 9AD

Tel: 01474 815554 / 815595 Mobile: 07917 792733/792735

www.hooperandsons.co.uk

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

Tax Date	Invoice Number
06/05/2026	HS8778

P.O. Number	Draw Number

Terms	Waste Carriers Licence
net 14	CBDU47769

Item	Description	£
1	All works to repair hinges on allotment gate as per email and email of acceptance 27/03/2026 11:48	350.00

	Subtotal	350.00
	Vat	70.00
	Total Due	420.00

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

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

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

Any queries please advise within 7 days.



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

Voucher Code 29



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-0001

Date issued

 16th Apr 2026

Invoice

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

23rd Feb 2026 - 31st Mar 2026

Your charges

	Net charges	CCL	VAT	Total
Electricity	£40.60	£0.00	£2.03	£42.63
Total charges for this invoice				£42.63

On 16th Apr 2026 your new balance was £42.63 DR

Payment of £42.63 will be taken by Direct Debit on or around 1 May 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

23rd Feb 2026	0.0 Data collector reading	
27th Mar 2026	22.3 Data collector reading	
1st Apr 2026	30.6 Smart meter reading	
Energy Used	30.6 kWh @ 65.00p/kWh	£19.88
Standing Charge	37 days @ 56.00p/day	£20.72
Government Climate Change Levy @ 0.000 £/kWh on 30.6 kWh		£0.00
Subtotal of charges before VAT		£40.60
VAT @ 5% on £40.60		£2.03
Total Electricity Charges		£42.63

Total charges before VAT	£40.60
Total VAT	£2.03
Total charges for bill	£42.63

About your tariff

Electricity

Tariff Name	1 Year Fixed Business
Payment Method	Direct Debit Monthly
Agreement End Date	27th Jan 2027
Estimated Annual Usage	204,794 kWh

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Voucher Code 55

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 May 2026
Date: 14-May-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 -31st May 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

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Voucher Code 34



GW Shelter Solutions Ltd

28 Woodstock Avenue
Waterlooville, Hampshire, PO8 9TG
United Kingdom

Telephone: 02392 210052
Email glen@gwsheltersolutions.co.uk

Invoice To:

Meopham Parish Council
The Windmill
Meopham Green
Wrotham Road
Meopham
DA13 0QA

Deliver To:

Meopham Parish Council
Junction of Wrotham Road/
Meadfield Road
Meopham
Kent

SALES INVOICE

Invoice Date
13/05/2026

Due Date
12/06/2026

Reference
Email dated 26/03/2026

Invoice Number
SI-2251

Description

Supply and install parts to make repairs to existing 3 bay enclosed shelter in accordance with our sales order GWSO2025 and quotation GWQ2821

Qty/Hrs	Price/Rate	VAT %	Net
1.00	330.00	20.00	330.00

VAT Rate

Standard 20.00% (20.00%)

Net

£330.00

VAT

£66.00

Total Net

330.00

Total VAT

66.00

TOTAL

£396.00

Notes:

GROSS PAYMENT STATUS - PLEASE REMIT IN FULL

Payment Details

Bank: NatWest
Address: Online
Sort Code: 55-70-34
Account number: 84958081

Terms and Conditions:

Terms: Payment due within 30 days of invoice date.
Please remit to the registered office.
Goods supplied according to our terms and conditions
All goods remain the property of GW Shelter Solutions Ltd until paid in full

Registered in England and Wales No. 11996824 , VAT Registration Number GB 323273036
Registered Address 28 Woodstock Avenue, Waterlooville, Hampshire, PO8 9TG, United Kingdom

www.gwsheltersolutions.co.uk
sales@gwsheltersolutions.co.uk
Office: 02392 210052

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%%eyeball1

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

Page 1

Cardholder details

Statement date	05-05-2026
Account number	4484-4511-5717-5805
Credit Limit	£5,000.00

Your account at a glance

Previous balance	£107.23	Transaction refunds	£0.00
Payments received	£107.23	Account charges	£0.00
Purchases	£766.57	Annual Card Fees	£6.00
Cash advances	£0.00	Current balance	£772.57

Transaction date	Reference	Description	Amount
16-04-2026		DIRECT DEBIT PAYMENT - THANK YOU	£107.23 CR
	XXXX-XXXX-XXXX-2457 HANLON, TRACEY MARIA		£515.88
14-04-2026	74463656104541056701198	SLCC ENTERPRISES LTD TAUNTON GB	£168.00 ³⁷
14-04-2026	74463656104541056701180	SLCC ENTERPRISES LTD TAUNTON GB	£215.00 ³⁸
15-04-2026	74985406105400937309713	AMZNMktplace*NW2UC2VW4 amazon.co.uk GB	£76.49 ³⁹
17-04-2026	74985406107402507794645	AMZNMktplace*NW59N6SC4 amazon.co.uk GB	£53.39 ⁴⁰
05-05-2026		MONTHLY FEE	£3.00 ⁴³ *
	XXXX-XXXX-XXXX-9788 WINTER, LISA		£256.69
15-04-2026	74163616106827036776748	WM MORRISONS STORE GRAVESEND GB	£168.69 ⁴¹
01-05-2026	74208476121100049466930	THE NAS NORTHANTS GB	£85.00 ⁴²
05-05-2026		MONTHLY FEE	£3.00 ⁴³ *

%%eyeball2

Payment is due by 19 May 2026

Balance

£772.57

Payment will be collected by direct debit on 19 May 2026.

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SIRS ENGRAVING LTD

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

Pro-Forma Ref: 24836

Page: 1

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

Attn: Lisa Winter

Account Ref:	COMMER
Date:	28/04/2026
Order Ref:	EMAIL: Tuesday, May 19

Qty	Code	Description	Unit Price	Net Price
6	PLATE-SUPPLY	TO SUPPLY AND LASER MARK 6 OFF 148 (w) x 210 (h) x 1.5MM BRUSHED SILVER TROLASE METALLIC SIGNS AS PER OUR SUPPLIED ARTWORK	42.50	255.00

Delivery to:

EX. WORKS

Total Net:	255.00
Total VAT:	51.00
Order Total:	306.00

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Registered in England. Reg.No. 6829938

VAT #: GB947764568

Barclays Bank PLC - Account No: 60781827

Sort Code: 20-25-42

SWIFT Code: BARCGB22

IBAN: GB77 BARC 2025 4260 7818 27

Voucher Code 45

SWIFTCURE[®]

LTD.

SPECIALISTS IN DAMP PROOFING, TIMBER PRESERVATION
& BASEMENT WATERPROOFING



Invoice Address 25W10493

Attention: Meopham Parish Council
Wrotham Road
Meopham
Kent
DA13 0AU

The Cottage
Park Corner Road
Southfleet
Kent DA13 9LJ
Tel: 01322 441144
Email: info@swiftcure.com
www.swiftcure.com
VAT Reg. No. 324 1183 93



Account No.	Surveyor's Reference	Please Quote Report No.	Invoice Date	Invoice No.	Transaction	
25W10493	MS/AS	25W10493	22 May 2026	INV-3639	INVOICE	
	Description of Service				Net Value	VAT Code
RE: PITFIELD GREEN PUBLIC TOILETS WROTHAM ROAD MEOPHAM KENT DA13 0AU						
D.O.C. 22 MAY 2026						
CHEMICAL TIMBER TREATMENT AGAINST WOODWORM					499.00	20%

TERMS: Please note payment due by: 29 May 2026

Online Payment:
Sort Code: 30-90-76
Account No: 02796958
Account Name: Swiftcure Limited.

Debit and Credit Card Payments: Tel: 01322 441144
Please include your Report No. on all correspondence.

Subtotal	£	499.00
Total VAT 20%	£	99.80
Invoice Total GBP	£	598.80
Minus Previous Payments GBP	£	0.00
Amount Due GBP	£	598.80

74



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

Get in touch with us

eonnext.com/contact

hellobusiness@eonnext.com

0808 501 5699

Account number

A-8A110E4C

Tax Invoice number

KI-8A110E4C-0002

Date issued

6th May 2026

Invoice

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

1st April 2026 - 30th April 2026

Your charges

	Net charges	CCL	VAT	Total
Electricity	£44.37	£0.00	£2.22	£46.59
Total charges for this invoice				£46.59

On 6th May 2026 your new balance was £89.22 DR

Payment of £46.59 will be taken by Direct Debit on or around 21 May 2026.

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

75

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

1st Apr 2026	30.6 Smart meter reading	
27th Apr 2026	76.4 Data collector reading	
Energy Used	45.9 kWh @ 65.00p/kWh	£29.81
Standing Charge	26 days @ 56.00p/day	£14.56
Government Climate Change Levy @ 0.000 £/kWh on 45.9 kWh		£0.00
Subtotal of charges before VAT		£44.37
VAT @ 5% on £44.37		£2.22
Total Electricity Charges		£46.59

Total charges before VAT	£44.37
Total VAT	£2.22
Total charges for bill	£46.59

About your tariff

Electricity

Tariff Name	1 Year Fixed Business
Payment Method	Direct Debit Monthly
Agreement End Date	27th Jan 2027
Estimated Annual Usage	390.316 kWh

76

Voucher Code 47

JOHN POPE

traditional
signwriter

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

Tracey Hanlon
Finance & Grants Officer
Meopham PC

26th May 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 REQUIRED: £200

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

77



Mrs Lisa Winter
 Meopham Parish Council
 Meopham Parish Council
 St. Johns Centre
 Meopham Court
 Wrotham Road, Meopham
 Gravesend
 DA13 0AA

Client Ref: 3647174

Document Date: 28th May 2026

Statement of Account

Invoice Date	Invoice Ref	Transaction Description	Invoice Amount (£)	Outstanding Balance (£)
06/04/26	554848556	Meopham Parish Council TAP - Zurich TAP Renewal Effective Date: 01/06/26 Policy Number: YLL-122019-3773	3,845.45	3,845.45
28/05/26	556632381	Meopham Parish Council TAP - Zurich TAP MTA Effective Date: 01/06/26 Policy Number: YLL-122019-3773	-361.87	-361.87
TOTAL				3,483.58

We note from our records that the amount shown above remains outstanding so your early remittance would be appreciated.

Please advise us immediately if cover is **not** required to avoid further reminders.

If payment has been made within the last few days or you have contacted us for an amended invoice reflecting changes in cover, please accept our apologies.

Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

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

**Zurich Town, Parish and
Community Council Team**
PO Box 726
Chichester
PO19 9PS

Invoice

Invoice Date: 28th May 2026

Invoice No: 556632381

Client ref: 3647174

Policy	Policy Term	(£) Premium
YLL-122019-3773	01/06/2026-31/05/2027	-323.09
Inspection Contract (If Applicable)		0.00
Sub total		-323.09
Inspection Contract VAT @ prevailing rate		0.00
Insurance Premium Tax (IPT) @ prevailing rate		-38.78
TOTAL		£-361.87

Payment is due before your cover starts, or immediately if your cover is already in place.

Please make cheques payable to **Zurich Municipal** and send to **Zurich Town, Parish and Community Council Team, PO Box 726, Chichester, PO19 9PS**

If paying by BACS, please note our new bank details and amend your records accordingly.

Acc Name: Zurich Town & Parish, Insurer Trust Account Acc Number: 23110249
Sort Code: 20 – 65 - 82 Bank: Barclays Bank PLC
Please quote your Client Reference on all BACS transactions

Invoice Queries

Phone: 0800 917 9531

Email: renewals.team@uk.zurich.com

Our VAT registration number is: 107 8316 77

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Kent
DA13 0AA

Zurich Town, Parish and
Community Council Team
PO Box 726
Chichester
PO19 9PS

Remittance Advice

Invoice Date: 28th May 2026

Invoice No: 556632381

Client ref: 3647174

Policy	Policy Term	(£) Premium
YLL-122019-3773	01/06/2026-31/05/2027	-323.09
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DA13 0AA

Zurich Town, Parish and
Community Council Team
PO Box 726
Chichester
PO19 9PS

Invoice

Invoice Date: 6th April 2026

Invoice No: 554848556

Client ref: 3647174

Policy	Policy Term	(£) Premium
YLL-122019-3773	01/06/2026-31/05/2027	3,433.44
Inspection Contract (If Applicable)		0.00
Sub total		3,433.44
Inspection Contract VAT @ prevailing rate		0.00
Insurance Premium Tax (IPT) @ prevailing rate		412.01
TOTAL		£3,845.45

Payment is due before your cover starts, or immediately if your cover is already in place.

Please make cheques payable to **Zurich Municipal** and send to **Zurich Town, Parish and Community Council Team, PO Box 726, Chichester, PO19 9PS**

If paying by BACS, please note our new bank details and amend your records accordingly.

Acc Name: Zurich Town & Parish, Insurer Trust Account Acc Number: 23110249
Sort Code: 20 – 65 – 82 Bank: Barclays Bank PLC

Please quote your Client Reference on all BACS transactions

Invoice Queries

Phone: 0800 917 9531

Email: renewals.team@uk.zurich.com

Our VAT registration number is: 107 8316 77

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

**Zurich Town, Parish and
Community Council Team**
PO Box 726
Chichester
PO19 9PS

Remittance Advice

Invoice Date: 6th April 2026

Invoice No: 554848556

Client ref: 3647174

Policy	Policy Term	(£) Premium
YLL-122019-3773	01/06/2026-31/05/2027	3,433.44
Inspection Contract (If Applicable)		0.00
Sub total		3,433.44
Inspection Contract VAT @ prevailing rate		0.00
Insurance Premium Tax (IPT) @ prevailing rate		412.01
TOTAL		£3,845.45

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Sort Code: 20 – 65 - 82 Bank: Barclays Bank PLC

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Invoice Queries

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Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

Your pre-notification statement



For Businesses. For Communities. For Good.

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

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

Date: 30/04/2026

Page number 1 of 3

Account Name: Meopham Parish Council

Statement number: 112

Sort Code: 608301

Account Number: 20405821

Dear Mrs Tracey Hanlon,

This letter outlines charges relating to the transactions and debit interest on your account between 01/04/2026 and 30/04/2026.

You can find full details of our fees and charges within the Standard Service Tariff on our website <https://www.unity.co.uk/terms-and-conditions/>

The charges for this billing period are:

Total charges	£9.70
Total debit interest	£0.00
To be debited from your account on	31/05/2026

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**For Businesses.
For Communities.
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
Unity Trust Bank is entered in the Financial Services Register under number 204570.
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
Registered in England and Wales no. 1713124.
Calls may be monitored and recorded for training, quality and security purposes.
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INVESTORS IN PEOPLE
We invest in people Gold



Pre-notification of account charges		
Type	Count	Charge
Automated Payments	12	£1.80
Faster Payments	6	£0.90
Manual	—	£0.00
Account Fee	—	£7.00

Additional information			
The combined account charge includes the following transaction types:			
Automated Payments	Bacs Credit (in)	Direct Debit (out)	Faster Payment Credit (in)
Faster Payments	Standing Orders (out)	Bill Payments (out)	
Manual	Cheques	Credits	
Account Fee	This is the standard charge for maintaining your account regardless of any transactions.		
Total charge	These charges do not include cash or cheques paid in through the Post Office, Bank Counter or via our Freepost service.		

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**For Businesses.
For Communities.
For Good.**

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INVESTORS IN PEOPLE
We invest in people. Gold



Meopham Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

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	1,042.00	11,458.00	11,458.00 (91%)
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	1,061.00	13,939.00	13,939.00 (92%)
138	VILLAGE GREEN MAINTENANC				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					724.57	-724.57	-724.57 (N/A)
142	BUS SHELTER MAINTENANCE					330.00	-330.00	-330.00 (N/A)
SUB TOTAL					65,810.00	4,785.29	61,024.71	61,024.71 (92%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
45	Bank Interest Received	4,200.00	627.23	-3,572.77				-3,572.77 (-85%)
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	236,013.94	-731.06				-731.06 (-0%)

Summary

NET TOTAL	236,745.00	236,013.94	-731.06	302,817.00	28,570.24	274,246.76	273,515.70
V.A.T.		40.00			1,451.08		
GROSS TOTAL		236,053.94			30,021.32		

Meopham Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

01 June 2026 (2026-2027)

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	11,567.52	83,907.48	83,907.48 (87%)
25	Staff Pensions				16,189.00	2,275.53	13,913.47	13,913.47 (85%)
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	210.00	4,470.00	4,470.00 (95%)
33	Photocopier Contract				1,300.00		1,300.00	1,300.00 (100%)
34	Communications & IT				2,465.00	572.16	1,892.84	1,892.84 (76%)
87	Insurance				3,600.00	3,483.58	116.42	116.42 (3%)
88	Office Rent				6,828.00	1,087.50	5,740.50	5,740.50 (84%)
89	Venue Hire for Meetings				550.00	144.50	405.50	405.50 (73%)
90	Office Supplies				600.00	108.23	491.77	491.77 (81%)
91	Software Licences				1,800.00		1,800.00	1,800.00 (100%)
92	Internal & External Audit Fees				1,200.00		1,200.00	1,200.00 (100%)
93	Payroll Services				360.00		360.00	360.00 (100%)
104	Bank Charges				230.00	32.60	197.40	197.40 (85%)
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					217.23	-217.23	-217.23 (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	23,784.95	202,722.05	202,722.05 (89%)

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 Sche							(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%)

01 June 2026 (2026-2027)

Meopham Parish Council
RECONCILIATION - Unity Trust Bank 31-05-2026

From Accounts	£207,115.22
---------------------	-------------

Payments not cashed	Add
---------------------------	-----------

Receipts not entered	Subtract
----------------------------	----------------

Statement should be	£207,115.22
---------------------------	-------------

Current T2

60-83-01 • 20405821

Balance

Available balance

€ **206,073.22**€ **206,073.22****Show:**

Transactions



Balances are correct as of 09:53 on 01 Jun 2026.

↓ Date	Description	Paid in	Paid out	Balance
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 CI	• 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
30/04/26	Service Charge		-10.90	220,578.78
30/04/26	S/O to: DEAN HILL	• MEOPHAM PC	-521.00	220,589.68
30/04/26	S/O to: Matthew Dellafera	• MEOPHAM PC	-521.00	221,110.68
30/04/26	Direct Debit (EVERFLOW LIMITED)	• B369875A	-724.57	221,631.68
23/04/26	Direct Debit (HMRC SDDS)	• 0000340636	-3,218.94	222,356.25
22/04/26	B/P to: Streetlights	• MEOPHAM PC 16147	-1,267.42	225,575.19
20/04/26	B/P to: Meopham PCC	• MEPPC 15 APR 26	-144.50	226,842.61
20/04/26	B/P to: KCC Pension Fund	• MEOPHAM PC	-367.87	226,987.11
20/04/26	S/O to: Meopham PCC	• MEOPHAM PC	-543.75	227,354.98
20/04/26	S/O to: L Winter	• MEOPHAM PC	-2,317.89	227,898.73
20/04/26	S/O to: KCC Pension Fund	• MEOPHAM PC	-696.15	230,216.62
20/04/26	S/O to: AMY BROWN	• MEOPHAM PC	-972.55	230,912.77
20/04/26	S/O to: Tracey Hanlon	• SALARY MPC	-676.95	231,885.32
16/04/26	Direct Debit (LLOYDS BANK PLC)	• 80000029478III5805	-107.23	232,562.27

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10/04/26	HMRC VAT • 314795487	3,496.71	232,669.50
08/04/26	B/P to: SLCC • MEM258151-1	-158.00	229,172.79
08/04/26	B/P to: Kent Association o • MEOPHAM PC - 9983	-2,400.00	229,330.79
08/04/26	B/P to: CHRGS • MEOPHAM PCINV 0120	-1,440.00	231,730.79
08/04/26	B/P to: HELIOCENTRIX LTD • INV 30082	-203.04	233,170.79
01/04/26	GRAVESHAM BOROUGH COUNCIL • Gravesham Council	231,664.00	233,373.83
31/03/26	Service Charge	-8.95	1,709.83
31/03/26	B/P to: CPC • 6616259/DNH4971	-852.00	1,718.78
31/03/26	B/P to: BENJAMIN HEASLIP • MPC - 25-021	-255.66	2,570.78
31/03/26	B/P to: Community Heartbea • 27214	-162.00	2,826.44
31/03/26	B/P to: ELITE TREE CARE • 2260 MPC	-2,400.00	2,988.44
31/03/26	B/P to: GTM CONTRACTS • MPC - INV 2222	-600.00	5,388.44
30/03/26	S/O to: DEAN HILL • MEOPHAM PC	-521.00	5,988.44
30/03/26	S/O to: Matthew Dellafera • MEOPHAM PC	-521.00	6,509.44
25/03/26	B/P to: Meopham PCC • MEPPC 20 MAR 26	-101.00	7,030.44
25/03/26	B/P to: GW Shelter Solutio • SI - 2174	-396.00	7,131.44
25/03/26	B/P to: NTH KENT PLAN SERV • MPC - 036	-1,250.00	7,527.44
25/03/26	B/P to: NTH KENT PLAN SERV • MPC - 037	-400.00	8,777.44
25/03/26	B/P to: SMART OFFICE SOL • 657000	-206.42	9,177.44
20/03/26	S/O to: Meopham PCC • MEOPHAM PC	-543.75	9,383.86
20/03/26	S/O to: L Winter • MEOPHAM PC	-2,317.89	9,927.61
20/03/26	S/O to: KCC Pension Fund • MEOPHAM PC	-696.15	12,245.50
20/03/26	S/O to: Tracey Hanlon • SALARY MPC	-676.75	12,941.65
16/03/26	Direct Debit (LLOYDS BANK PLC) • 80000029478III5805	-6.00	13,618.40
10/03/26	B/P to: Harvel VH Cttee • MEOPHAM PC - 26-04	-36.00	13,624.40

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10/03/26	B/P to: DM Payroll • MPC-5065	-100.80	13,660.40
10/03/26	B/P to: Element UK Limited • 140021 MPC	-265.85	13,761.20
10/03/26	B/P to: ELITE TREE CARE • INV-2244 MPC	-5,100.00	14,027.05
09/03/26	B/P to: SLCC • MEM257801-1	-316.00	19,127.05
09/03/26	B/P to: HELIOCENTRIX • INV - 29729 - LTD MPC	-203.04	19,443.05
09/03/26	B/P to: DUNCAN • MPC - HOLLAND Z1773	-4,180.00	19,646.09
09/03/26	B/P to: HARVEY SMITH • MPC 20260219	-1,125.00	23,826.09

Meopham Parish Council
RECONCILIATION - CAMBRIDGE BUILDING SOCIETY 31-05-2026

From Accounts	£96,063.25
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Payments not cashed	Add
Receipts not entered	Subtract

Statement should be	£96,063.25
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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): £630.73

Interest rate: 1.55%

Transactions

Future Payment

Transactions

Period from

to

93

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

94

Meopham Parish Council
RECONCILIATION - REDWOOD BANK 31-05-2026

From Accounts	£109,410.82
-------------------------	-------------

Payments not cashed	Add
Receipts not entered	Subtract

Statement should be	£109,410.82
-------------------------------	-------------

Home

 MENU

Account Details

Manage your account

35 Day Notice Account (Issue 13)-Monthly Interest

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

Meopham Parish Council

Tax status: Gross

Nominated account: 608301 20405821

[Edit account details](#)

Balance: £109,410.82

Available: £109,410.82

Accrued interest (not paid): £0.00

Interest rate: 3.45%

[Make a payment](#)

[Transfer money](#)

Transactions

Future Payments

Transactions

Period from

to

[Filter](#)

96

Download transactions

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
In (£)	346.41
Out (£)	
Balance (£)	108,142.86
Date	31/12/2025
Description	Gross Interest

Meopham Parish Council
RECONCILIATION - HAMPSHIRE TRUST 31-05-2026

From Accounts	£30,000.00
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Payments not cashed	Add
Receipts not entered	Subtract

Statement should be	£30,000.00
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Account Details

Manage your account

Notice Account

20583932 SME Notice 95 Days

Meopham Parish Council

Tax status: Gross

Nominated account: 608301 20405821

[Edit account details](#)

[Close Account? Send us a secure message](#)

Balance: £30,000.00

Available: £30,000.00

Accrued interest (not paid): £467.51

Interest rate: 3.95%

[Make a payment](#)

[Transfer money](#)

Transactions

Future Payments

Transactions

Period from

to

99

Filter

Download Transactions

Date	08/01/2026
Description	Receipt by Bank Transfer
In (£)	30,000.00
Out (£)	
Balance (£)	30,000.00

Latest

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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 31/05/2026		
	Cash in Hand 01/04/2026		236,556.67
	ADD Receipts 01/04/2026 - 31/05/2026		236,053.94
			472,610.61
	SUBTRACT Payments 01/04/2026 - 31/05/2026		30,021.32
	Cash in Hand 31/05/2026 (per Cash Book)		442,589.29
B	Cash in hand per Bank Statements		
	Petty Cash 31/05/2026	0.00	
	Unity Trust Bank 31/05/2026	207,115.22	
	Unity Multipay Card 31/05/2026	0.00	
	CAMBRIDGE BUILDING SOCIETY 31/05/2026	96,063.25	
	REDWOOD BANK 31/05/2026	109,410.82	
	HAMPSHIRE TRUST 31/05/2026	30,000.00	
			442,589.29
	Less unrepresented payments		
			442,589.29
	Plus unrepresented receipts		
	Adjusted Bank Balance		442,589.29
	A = B Checks out OK		

Meopham Parish Council
Reserves Balance
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					389,952.59
TOTAL FUNDS					442,589.29

Agenda Item: 21 – Tuesday 30th June 2026

Title: Officer's Report

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

Community Grants

The 2026/27 Community Grant Scheme is now live.

The scheme has been advertised on the parish noticeboards, website and Facebook page.

Closing date for applications: 12 noon on Friday, 21 August 2026.

Co-option

The co-option advertisement has been prepared and, subject to the co-option paperwork being approved at tonight's meeting, will be published on Wednesday, 1 July 2026.

Closing date for applications: Friday, 31 July 2026.

A meeting of the Personnel Committee will be arranged, subject to members' availability, either in August or early September. The Committee's recommended candidate will then be presented to Full Council for ratification at its meeting on Tuesday, 8 September 2026.

Pitfield Green

The Parish Council has received several emails from a resident whose property backs onto Pitfield Green.

Following the report of a fallen tree, officers instructed the Council's contractor to undertake the necessary emergency works using delegated emergency powers to address the immediate safety concerns.

Following completion of the emergency works, the resident advised that the weight and encroachment of ivy and other vegetation had damaged their boundary fence.

The Council's contractor advised that it had deteriorated due to age and rot, irrespective of the ivy. The contractor further advised that the arris rails, which are located on the resident's side of the fence, had rotted. As these rails are shaved down to fit into the mortices, they are generally more susceptible to decay.

Officers attended the site with a councillor to assess the situation. Following the inspection, it is the Council's view that the fence is of some age and that the failure of the arris rails has occurred as a result of deterioration through rot. On this basis, the Parish Council has not accepted liability for the damage.

However, the inspection identified a tree growing into the fence line, together with a number of other trees and significant vegetation across the site that require further management.

As Pitfield Green lies within a Conservation Area, the Parish Council must obtain consent from Gravesham Borough Council before undertaking any further tree works, including the removal of the tree affecting the boundary fence.

The resident has been advised that, subject to the necessary consent being granted, the Parish Council is prepared to arrange and fund the removal of the tree impacting the fence line.

An application will now be submitted to Gravesham Borough Council. Once consent has been obtained, quotations for the wider programme of works will be sought and presented to Full Council for consideration.

Email

Councillors are kindly requested to set up an out-of-office automatic reply on their email accounts whenever they are unavailable (this can be configured for internal recipients only).

This will help officers determine whether a response to emails is likely during a councillor's absence. It will also assist when arranging meetings or seeking comments on planning applications, enabling officers to contact an alternative councillor where a timely response is required.

The Colts

Councillor Wade has advised that The Colts Annual General Meeting will take place on Tuesday, 14 July 2026.