

Meopham Parish Council

The Windmill, Meopham Green, Meopham, Kent, DA13 0QA - Tel: 01474 813779
Email: enquiries@meopham-pc.gov.uk Website: www.meopham-pc.gov.uk



To all Members of Meopham Parish Council

You are hereby summoned to attend a meeting of the **Full Council** of **Meopham Parish Council** on **Tuesday 15th November 2022** at **7:30pm** to be held in **Small Hall, Meopham Village Hall, Wrotham Road, DA13 0AT**. Papers have been circulated for items marked with (*)

Yours faithfully

Shaun Fishenden

Shaun Fishenden BA (Hons)
Clerk and Responsible Financial Officer
Date of Issue: Tuesday 8th November 2022

AGENDA

1. **Apologies for Absence:** To receive and accept apologies
2. **Declarations of Members' Interests:** To receive declarations of pecuniary and non-pecuniary interests
3. **To approve the minutes of previous meetings**
 - 3.1 **Minutes of Full Council - 27.09.22:** To approve the specific minutes of F.C. 176 and F.C. 177 in the minutes of the meeting held on 27.09.22 (*)
 - 3.2 **Minutes of Full Council - 18.10.22:** To approve the minutes of the meeting held on 18.10.22 (*)
 - 3.3 **Minutes of Full Council Budget Meeting - 08.11.22:** To approve the minutes of the budget meeting held on 08.11.22 (*) (to follow)
4. **Public Session & External Reports**
 - 4.1 **Public Session**
 - 4.2 **Borough Councillors and County Councillor**
 - 4.3 **PCSO and Community Warden**
 - 4.4 **Co-op Member Pioneer**
5. **Finance & Governance**
 - 5.1 **Schedule of Payments:** To approve the schedule of payments awaiting authorisation up to 08.11.22 (*) (to follow)
 - 5.2 **Receipts and Payments Report:** To note the report up to 08.11.22 (*) (to follow)
 - 5.3 **Bank Statements:** To receive the bank statements as of 31.10.22 (*)
 - 5.4 **Liaison Councillors:** To approve the proposed allocations and mechanism for how Liaison Cllrs will report issues to Full Council (*)
 - 5.5 **Motion from Cllr Gofton:** To consider whether the Council wishes to purchase an annual membership for the London Green Belt Council at a cost of £25 per annum
 - 5.6 **Council Training:** To approve the cost of training as per the training agreed in principle in minute F.C. 187 of the 27.09.22 meeting (*) (to follow)
6. **Policy Review**
 - 6.1 **Noticeboard Policy:** To review the Council's Noticeboard Policy (*)
 - 6.2 **Councillor Expenses Policy:** To review the Councillor Expenses Policy (*)

- 6.3 Meeting Recordings:** To authorise the Clerk to make official audio recordings of all council meetings for the purpose of minute-taking with the recording destroyed as soon as minutes are approved
- 7. Environment & Amenities**
- 7.1 Memorial Bench Maintenance & Replacement:** To agree a rolling programme of maintenance and replacement for existing Memorial Benches within the parish
- 7.2 Pitfield Green Toilets:** To consider the recommendations of the report from the Clerk on a public toilet replacement project with proposed expenditure up to £15,000 (*)
- 7.3 Southdown Shaw Consultation:** To consider the recommendations of the report from the Clerk following the consultation held (*)
- 8. Youth & Community**
- 8.1 Youth Provision Consultation:** To consider the recommendations of the report from Cllr D Bramer following the consultation (*)
- 8.2 Council Communications:** To consider the recommendations of the report from the Clerk on council communications following the upcoming cessation of Meopham Review (*) (to follow)
- 8.3 Youth Club Equipment:** To consider arrangements for future storage or disposal of the former youth club equipment
- 8.4 Mens Shed:** To consider the recommendations of the report from Cllr McTavish (*)
- 8.5 Warm Spaces:** To consider the recommendations of the report from the Clerk and Cllr Price (*)
- 8.6 Hope/Covid Garden:** To consider arrangements for the cleared area on Meopham Green
- 8.7 Family Fun Day:** To consider authorising the Clerk, in conjunction with the Liaison Cllrs for Youth to organise a Christmas Family Fun Day with a delegated budget of £500 from the Youth Provision budget
- 9. Community Infrastructure Levy:** To consider the recommendations of the report from the Clerk (*)
- 10. Ruxton Mews:** To consider the responses received from GBC and GCHA regarding the procedures for ensuring local connection criteria is prioritised for future lettings at the Ruxton Mews site (*)
- 11. Carols on the Green:** To discuss and approve the arrangements for the Council-organised Carols on the Green on 15th December 2022
- 12. Parish Guide:** To consider arrangements for printing and distributing the updated Parish Guide
- 13. Motion from Cllr Price - Pop-up Parish Offices:** To consider making arrangements to hold pop-up parish offices in community venues around the parish (*) (to follow)
- 14. Meopham Windmill:**
- 14.1 Restoration Project:** To receive an update on the restoration works at the Windmill
- 14.2 Correspondence Received:** To consider any correspondence received from Meopham Windmill Trust
- 15. Parish Representatives on External Bodies:** To note the reports received (*) (to follow)
- 16. Clerk's Report:** To note the report of items for information from the Clerk (*)

17. Progress Tracker: To note the progress tracker of council decisions (*) (to follow)

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

18. Damage to Meopham Green: To consider the Council's response to the letter received from Kent Police regarding vehicular damage to Meopham Green (*)

19. Planning Enforcement: To receive the report regarding a property and consider its recommendations (*)

20. Work Experience: To authorise the unpaid placement for Mr K Everson to take place from 21.11.22 for up to 30 weeks, in line with the Council's Work Experience Policy