

Meopham Parish Council

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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 19th March 2024 at 7:00pm** to be held at **Judsons Pavilion, DA13 0HX**. Papers have been circulated for items marked with (*)

Yours faithfully

Shaun Fishenden

Shaun Fishenden PSLCC
Clerk and Responsible Financial Officer
Date of Issue: Tuesday 12th March 2024

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 meeting held on 05.03.24 (*) *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 and Community Warden**
5. **Officer's Report:** To receive a report of items for information from the Clerk and Deputy Clerk
6. **Financial Matters**
 - 6.1 **Approval of Payments:** To approve the payments made since the last meeting up to 12.03.24 (*)
 - 6.2 **Receipts & Payments Report:** To note the receipts and payments report up to 12.03.24 (*)
 - 6.3 **Bank Statements:** To note the bank statements as of 12.03.24 (*)
 - 6.4 **Council Reserves:** To note the reserves balance as of 12.03.24 (*)
 - 6.5 **Pitfield Green Toilets - Earmarked Reserve:** To agree to closing the earmarked reserve of £9,000 following the toilets closure, and transferring this into the council's general reserves (*)
8. **Council Administration**
 - 8.1 **Declaration of Other Role:** To note the correspondence received from the Assistant Clerk on secondary employment held (*)
 - 8.2 **Strategic Plan 2024-27:** To consider agreeing expenditure to hold a further all-council day facilitated by Council HR & Governance Support to discuss the draft strategic plan

9. **Village Fete and Festival 2024:** To consider and agree arrangements for the Village Fete and Festival, both event ideas have been agreed in principle under resolutions **F.C. 71 (20.06.23)** and **F.C. 151 (17.10.23)**
10. **Highways Improvement Plan:** To consider adopting the revised Highways Improvement Plan following KCC's responses as part of the annual review process (*)
11. **Motions from Councillors**
- 11.1 **Diamond Jubilee Trees – Replacement Tree (Motion from Cllr Wade):** To consider replacing the dead tree sponsored by Cllr Buchanan, using unspent funds in the Judson's Play Area maintenance budget of which there is £1024.83 remaining
- 11.2 **Meopham Village Sign – Cleaning (Motion from Cllr Wade):** To consider authorising a one-off clean to the village sign to remove pollution debris, to be funded from the Village Sign & Flagpole budget of which there is £500.00 remaining
- 11.3 **Meopham Green – Post Replacements (Motion from Cllr Wade):** To consider authorising a budget to fund the replacement of village green posts around Meopham Green, using unspent funds in the Village Greens & Recreation Ground budget of which there is £1116.04 remaining
- 11.4 **Council Culture (Motion from Cllr Smith):** To receive and discuss any updates on improvements to council culture, handling of confidential information and duty of care towards employees
12. **Planning Applications:** To agree the proposed responses to planning applications received en bloc (*) (to follow)
13. **Liaison Councillor Reports:** To receive liaison councillor reports for information only
14. **Decisions Tracker:** To note the progress tracker of council decisions (*)

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

15. **Personnel Committee**
- 15.1 **Minutes of Previous Meetings:** To note the minutes of the meetings held on 14.02.24 and 28.02.24 (*)
- 15.2 **Recommendations:** To consider adopting recommendations from the Personnel Committee (*)
16. **Outstanding Invoices owed to Council:** To agree how the Council wishes to resolve two outstanding invoices owed to the council