

Meopham Parish Council

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



To all Members of Meopham Parish Council

You are hereby summoned to attend a meeting of the **Full Council of Meopham Parish Council** on **Tuesday 21st November 2023 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 BA (Hons)
Clerk and Responsible Financial Officer
Date of Issue: Tuesday 14th November 2023

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. **To approve minutes of the previous Full Council meeting:** 30.10.23 (*)
4. **Councillor Vacancies:** To consider applications received and co-opt any candidate deemed suitable. The Council currently has two vacancies in Nurstead and Hook Green ward (*)
5. **Public Session & External Reports**
 - 5.1 **Public Session**
 - 5.2 **Borough Councillors and County Councillor**
 - 5.3 **Police and Community Warden**
6. **Officer's Report:** To receive a report of items for information from the Clerk, Assistant Clerk and Administrative Officer
7. **Financial Matters**
 - 7.1 **Approval of Payments:** To approve the payments made since the last meeting up to 14.11.23 (*) (to follow)
 - 7.2 **Receipts & Payments Report:** To note the receipts and payments report up to 14.11.23 (*) (to follow)
 - 7.3 **Bank Statements:** To note the bank statements as of 14.11.23 (*) (to follow)
 - 7.4 **Council Reserves:** To note the reserves balance as of 14.11.23 (*) (to follow)
8. **Council Services**
 - 8.1 **Edmund Green – Complaint:** To receive the recommendations from the Complaints Committee and authorise any expenditure for tree works (*)
 - 8.2 **Judsons Recreation Ground – Deed of Gift:** To consider the recommendations of the report from the Clerk on the deed of gift for the Recreation Ground (*)

- 8.3 **Streetlights – LED Conversion:** To consider the quote received for converting the remainder of the streetlights to LED (*)
- 8.4 **Village Green Surveys:** To note survey responses received and consider any works that need to be planned and budgeted for (*)
- 8.5 **Pitfield Green Toilets – Future:** To consider options for the future of the public toilet block (*)
- 9. **Strategic Plan Development:** To consider the quote received from 'Council HR and Governance Support' for producing a Strategic Plan (*)
- 10. **Carols on the Green:** To consider arrangements for the Carols on the Green event in December 2023 (*)
- 11. **Community Governance Course - Request:** To consider the request from the Clerk to enrol on the Community Governance Level 4 course at a cost of £3250 per annum for a two-year period (*)
- 12. **Items for Information:** To receive verbal reports from all councillors for information only
- 13. **Progress 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

- 14. **Staffing Review:** To consider the recommendations of the independent staffing review carried out by LGRC (*)
- 15. **KALC Community Award 2024:** To consider a nominee for the KALC Community Award 2024
- 16. **Investigation:** To receive a verbal report from the Chairman of the Personnel Committee on the progress of the investigation by WorkNest