

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 18th April 2023** at **7:00pm** 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 & Responsible Financial Officer
Date of Issue: Tuesday 11th April 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
3. **To approve minutes of the previous meeting:** 21.03.23 (*)
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. **Clerk's Report:** To note the report of items for information from the Clerk (*)
6. **2022-23 End-of-Year Financial Matters**
 - 6.1 **To review the effectiveness of the system of Internal Control (*):**
Councillors are asked to consider the attached Statement of Internal Control in support of the Annual Governance Statement. The Chairman of the Council and the Clerk to sign
 - 6.2 **Annual Governance Statement (*):** To approve the Annual Governance Statement for 2022-23, Section 1 of the AGAR for the year ending 31 March 2023
 - 6.3 **Accounting Statements, Bank Reconciliation and Variances (*):** To approve the Accounting Statements for 2022-23, Section 2 of the AGAR for the year ending 31 March 2023 and the supporting Bank Reconciliation as at 31 March 2023 and the explanation of the significant variations from last year (2021-22) to this year (2022-23)
 - 6.4 **Exercise of Public Rights:** To agree the proposed dates (Monday 5 June 2023 to Friday 14 July 2023) for the Exercise of Public Rights as selected by the Council's Responsible Finance Officer
7. **Financial Matters for 2023-24**
 - 7.1 **Expenses Claims:** To consider approving expenses claimed by the Clerk and Assistant Clerk (*) (to follow)
 - 7.2 **Council Reserves:** To note the council reserves as of 11.04.23 (*)

8. **Planning Applications:** To consider and make comments on the following planning applications (*) (to follow)

20230297 – Fairoak, Willow Walk, Meopham, Gravesend, Kent, DA13 0QS

Raising and replacement of the roof with new rear dormer, demolition of rear conservatory and replacement with single-storey rear extension with flat roof, new front entrance door location, extension of external terrace and internal remodelling

20230312 – Nutfield Farm, Priestwood Road, Meopham, Gravesend, Kent, DA13 0DA

Demolition of the existing detached 4-bedroom dwelling, together with its associated garages and outbuildings and its replacement by a detached 3-bedroom bungalow with associated detached double garage and mower store

9. **Policy Review – Appointments to External Bodies:** To consider adopting the draft policy (*) (to follow)
10. **Harvel Noticeboard:** To consider replacing the noticeboard located at Harvel Village Hall (*)
11. **Councillor Vacancies:** To authorise the Clerk to advertise the four councillor spaces available for co-option, requesting applicants provide a CV and supporting statement and setting a deadline for applications of Friday 12 May 2023 (*)
12. **Liaison Councillor Reports:** To receive reports from Liaison Councillors
13. **Parish Representatives on External Bodies:** To receive any reports from representatives
14. **Chairman's Announcements:** To receive announcements from the Chairman

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 Personnel Committee:** To note the minutes of the meetings held on 27.03.23 and 11.04.23 (*)
- 15.2 **Recommendations – Social Media & Communications Officer:** To consider the recommendation from the Committee on the Social Media and Communications role
- 15.3 **Recommendations – Assistant Clerk:** To consider the recommendation from Personnel to rename the Assistant Clerk role to Deputy Clerk, effective from the Annual Council Meeting in May 2023
- 15.4 **Recommendations – Meopham Windmill Trust:** To consider approving the candidates recommended by the Personnel Committee to be appointed as MPC-nominated trustees for Meopham Windmill Trust for a four-year term
- 15.5 **Removal of temporary Windmill Trustees:** *If vote 15.4 is positive, to agree to terminate the appointment of the temporary Windmill Trustees*