

Meopham Parish Council

The Windmill, Meopham Green, Meopham, Kent, DA13 0QA - Tel: 01474 813779
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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 21st February 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

Clare Collings

Shaun Fishenden

Clare Collings
Assistant Clerk

Shaun Fishenden BA (Hons)
Clerk & Responsible Financial Officer

Date of Issue: Tuesday 14th February 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 the minutes of previous meetings:**
 - 3.1 **Minutes of Full Council – 17.01.23:** To approve the minutes of the meeting held on 17.01.23 (*)
 - 3.2 **Minutes of Extra-ordinary Full Council – 17.02.23:** To approve the minutes of the meeting held on 17.02.23 (*) (to follow)
4. **Public Session & External Reports**
 - 4.1 **Public Session**
 - 4.2 **Borough Councillors and County Councillor**
 - 4.3 **PCSO, Community Warden**
 - 4.4 **Co-op Member Pioneer**
5. **Clerk's Report:** To note the report of items for information from the Clerk (*)
6. **Finance & Governance**
 - 6.1 **Expenses Claims:** To consider approving expenses claimed by the Clerk and Assistant Clerk (*)
 - 6.2 **Schedule of Payments:** To approve the schedule of payments awaiting authorisation up to 13.02.23 (*) (to follow)
 - 6.3 **Receipts and Payments Report:** To note the report up to 13.02.23 (*) (to follow)
 - 6.4 **Bank Statements:** To receive the bank statements as of 13.02.23 (*) (to follow)
 - 6.5 **SLCC Membership:** To authorise the renewal of the Clerk's and Assistant Clerk's memberships to the SLCC at a cost of £291.00 and £187.00, to be drawn from the Subscriptions budget
 - 6.6 **Scribe Subscription:** To authorise the renewal of the Scribe accounting software for 2023-24 at a cost of £648.00+VAT, to be drawn from the Accounting Software budget

7. Policy Reviews

- 7.1 **Whistleblowing Policy:** To consider adopting the draft whistleblowing policy (*)
- 7.2 **Compassionate Leave Policy:** To review the compassionate leave policy (*)
- 7.3 **Public Participation Policy:** To review the public participation policy (*)
- 7.4 **Data Protection and Retention Policy:** To review the Data Protection and Retention Policy (*)

8. Environment & Amenities

- 8.1 **Tree Works – Southdown Shaw:** To consider quotes received for tree works at Southdown Shaw (*)
- 8.2 **Tree Works – Edmund Close:** To consider quotes received for tree works at Edmund Close (*) (to follow)
- 8.3 **Tree Work – Meopham Green:** To consider quotes received for removal of dead tree at Meopham Green (*)
- 8.4 **Allotments – Rent Review:** As per the allotment agreement, to agree to increase the Allotment Association rent by the CPI rate of 10.5%, thereby increasing the rent from £396.00 to £437.58, effective from 1st April 2023
- 8.5 **Judsons – Issues raised by Colts:** To consider the issues raised by Meopham Colts (*)

9. Youth & Community

- 9.1 **Southfield Shaw Defibrillator:** To agree to delegate to the Clerk, in consultation with Cllr McTavish, to pursue the project if sufficient grant funding can be achieved. If funding is not secured by 31 July 2023, it will be referred back to Full Council for a further decision on whether to continue
- 9.2 **Kings Coronation – Tea Party:** To consider delegating a budget of £350 from the Festivities budget to the Clerk, to arrange a Coronation Tea Party for the Over 80s. £120 of this would be issued to the Women's Institute to provide catering. The remaining funds would be used for venue hire and other costs incurred.
- 9.3 **Kings Coronation – Other Celebrations:** To consider other celebrations that can be arranged
- 9.4 **Harvel Green – Event Requests:** To consider approving the requests from Harvel 5 and Harvel Village Hall Committee to be allowed to use Harvel Green for their events. All necessary paperwork (insurance and risk assessments) has been supplied.
- 9.5 **Meopham Green – Request by Meopham Medical Centre:** To consider authorising use of Meopham Green for a 'Keep Fit' group on a weekday to be confirmed, up to twice a month from 12 noon until 1pm, to be run by Meopham Medical Centre Champions Group
- 9.6 **Easter Family Fun Day:** To consider increasing the previously delegated budget for a family fun day from £500 (*Minute Ref: F.C. 256*) to £1000

10. Highways & Transport

- 10.1 **308/306 Bus Route:** To consider making representations to KCC about the 308/306 bus service
- 10.2 **Culverstone Valley - Road Repairs:** To consider the request for a donation to the Culverstone Valley Road Repairs group

11. KCC Community Services Consultation:

To consider the Council's response to the Community Services Consultation (*)

12. Liaison Councillor Reports:

To receive reports from Liaison Councillors (*) (to follow)

13. Parish Representatives on External Bodies:

To note the reports received (*) (to follow)

14. 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

15. Social Media & Communications Officer Role: To consider the proposal to create a social media and communications officer role and if appropriate, set the terms of employment (*)