

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 March 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 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 minutes of the previous meeting:** 21.02.23 (*)
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. **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 14.03.23 (*)
 - 6.3 **Receipts and Payments Report:** To note the report up to 14.03.23 (*)
 - 6.4 **Bank Statements:** To receive the bank statements as of 14.03.23 (*)
 - 6.5 **Scribe:** To consider the report from the Clerk on options to utilise Scribe's full functionality (*) (to follow)
 - 6.6 **New Parish Office – Telephone System:** To retrospectively approve the adoption of a Zen VOIP telephone system, at a cost of £31.98 per month (cost for current office with BT is £45.71 per month)
7. **Policy Review Timetable:** To agree the proposed timetable for policy reviews (*)
8. **Environment & Amenities**
 - 8.1 **Tree Works – Meopham Green:** To approve the revised quotes for the removal of the tree at Meopham Green (*)
 - 8.2 **Tree Works – Edmund Green:** To consider the quotes received for works to Edmund Green (*)

- 8.3 King's Coronation Trees:** To consider the quotes received for the purchase of two trees for Meopham Green to commemorate the Coronation (*)
- 8.4 Judsons – Perimeter Cut:** To consider the quotes received for this work, this work was previously quoted for and approved by E&A in Jan 2021 but the contractor has not done the work requested (*)
- 8.5 Streetlights:** To consider writing to GBC to inform them the Parish Council no longer wishes to take responsibility for the streetlights given the lack of structural/electrical testing documentation
- 9. Youth & Community**
- 9.1 Men's Shed:** In light of similar groups operating within the parish and the lack of interest from the mobile shed team, to consider terminating all work on the Men's Shed project
- 9.2 May Day Parade:** To consider approving Meopham Community Academy's PTA; May Day Parade becoming a joint event with the Parish Council, and to consider how we can assist in the event (*)
- 9.3 Picnic on the Green:** To consider authorising the Clerk to arrange a Picnic on the Green event, and if so, to agree a date, venue and delegated budget
- 9.4 Request – Judsons Recreation Ground:** To consider approving the request from KCC to hold a Foster Carers Picnic at the Recreation Ground on Monday 31 July and Sunday 13th August 2023. All risk assessments and insurance documents have been provided.
- 9.5 Family Fun Day – Admission Charge:** To consider the request from Cllr D Bramer to implement an admission charge for the Easter Family Fun Day
- 10. Affordable Housing - Call for Sites:** To consider the four sites received from the call for sites for affordable housing and to consider the response on these sites provided by English Rural Housing Association (*)
- 11. Highways & Transport**
- 11.1 Highways Improvement Plan:** To consider updating the HIP document to incorporate the concerns raised about pavement parking and the suggestion to extend double yellow lines to Norwood Lane/Nursery Road (*)
- 11.2 Hogarth Tyres:** To consider making further representations to GBC about the issue of bus stop parking
- 11.3 KCC Highways – Motion from Cllr Green:** To instruct the Clerk to send a letter to KCC's Cabinet Member for Highways & Transport (*)
- 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 (*)

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. Code of Conduct Complaint:** To note the outcome of the complaint made, as determined by the Standards Committee at Gravesham Borough Council (*)