

Meopham Parish Council

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A Civility & Respect
Pledge Council

Minutes of the Parish Council Meeting held on Tuesday 4th June 2024 at 7:00pm at Judsons Pavilion

Members Present:

Cllr M Adam
Cllr S Buchanan
Cllr D Bramer
Cllr P Crow – Vice-Chairman
Cllr A Evans
Cllr D Fisher
Cllr P Haslam
Cllr D Sims
Cllr B Wade
Cllr P Watson

In Attendance:

S Fishenden – Clerk and Responsible Financial Officer
G Duffort – Deputy Clerk
L Winter – Assistant Clerk
One member of the public

Item 1: Apologies for Absence: To receive and accept apologies

F.C. 17 Apologies were received and accepted Cllr Gary Smith (work commitment) and Cllr Cheyrl Price (prior commitment)

Item 2: Declarations of Members' Interests: To receive declarations of pecuniary and non-pecuniary interests for this meeting

F.C. 18 There were no declarations of interest.

Item 3: Minutes of Previous Meeting: To approve the minutes of the meeting held on 21.05.24

F.C. 19 The minutes of the meeting held on 21.05.24 were approved.

PROPOSED: Cllr Haslam. SECONDED: Cllr Watson. All in favour.

Item 4: Public Session & External Reports

4.1 Public Session

F.C. 20 There were no questions raised.

4.2 Borough Councillors and County Councillor

F.C. 21 There were no Borough Councillors or County Councillor.

4.3 Police and Community Warden

F.C. 22 There were no Police and Community Warden present.

Item 5: 2023-24 End-of-Year Financial Matters

- 5.1 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**

F.C. 23 The System of Internal Control document was reviewed and approved, it will be signed by the Clerk and Chairman of Council.

PROPOSED: Cllr Haslam. SECONDED: Cllr Adam. All in favour.

- 5.2 Annual Governance Statement: To approve the Annual Governance Statement for 2023-24, Section 1 of the AGAR for the year ending 31 March 2024**

F.C. 24 The Annual Governance Statement for 2023-2024 was approved.

PROPOSED: Cllr Evans. SECONDED: Cllr Wade. All in favour.

- 5.3 Accounting Statements, Bank Reconciliation and Variances: To approve the Accounting Statements for 2023-24, Section 2 of the AGAR for the year ending 31 March 2024 and the supporting Bank Reconciliation as at 31 March 2024 and the explanation of the significant variations from last year (2022-23) to this year (2023-24)**

F.C. 25 It was agreed that the Accounting Statements and the supporting bank reconciliation and the explanation of variances.

PROPOSED: Cllr Evans. SECONDED: Cllr Buchanan. All in favour.

- 5.4 Exercise of Public Rights: To note the proposed dates (Weds 5 June 2024 to Tuesday 16 July 2024) for the Exercise of Public Rights as selected by the Council's Responsible Finance Officer**

F.C. 26 The exercise of public rights was noted.

Item 6: Financial Regulations: To consider adopting the revised model financial regulations

F.C. 27 The updated financial regulations were adopted for the 2024-2025 municipal year.

PROPOSED: Cllr Bramer. SECONDED: Cllr Adam. All in favour.

Item 7: Council Services

- 7.1 Pitfield Green Toilets – Position Statement: To note the position statement of the Council for the Parish Poll on the toilet block**

F.C. 28 It was noted that a position statement would be produced, that contains the information about the decision-making process for the Pitfield Toilet closure.

7.2 Southdown Shaw Allotments – Container: To consider the proposal from the Allotment Association for an additional container next to the composting toilet

F.C. 29 It was agreed that permission would be granted subject to the necessary planning consent be given by Gravesham Borough Council.

PROPOSED: Cllr Bramer. SECONDED: Cllr Buchanan. All in favour.

7.3 Service Contract – Specification: To consider the draft specification for the re-tender of the service contract

F.C. 30 The service contract specification was approved with the following amendments:

- To remove 'line marking of three junior sized football pitches throughout football season'
- To amend 'daily clearance' to 'twice weekly clearance'
- To add clearance of bus shelter graffiti to the specification
- To add sweeping of the brick bus shelters to the specification.

Item 8: Work Programme for 2024/25: To note the Council's work programme and agenda management timetable

F.C. 31 The work programme for 2024/25 was noted.

Item 9: Officer's Report: To receive a report of items for information from the Clerk and Deputy Clerk

F.C. 32 The officer's report was noted. A copy will be attached as an appendix to the minutes.

Cllr Adam asked it to be noted that the Council did not condone the behaviour that was raised as a concern by officers.

The meeting closed at 8:22pm