



Dear Sir/Madam,

29th March 2016

SUMMONS AND AGENDA FOR FULL COUNCIL – 5TH April 2016

There will be a meeting of **MEOPHAM PARISH COUNCIL** on Tuesday 5th April 2016 at **7:30 pm** at **MEOPHAM VILLAGE HALL, WROTHAM ROAD, MEOPHAM**. All items shown by (*) have been circulated.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'S. Eggesden'.

Clerk

AGENDA

- 1 To receive apologies for absence
- 2 To receive any Declarations of Members' Interests

The meeting will be adjourned to receive any reports from County or Borough Councillors and to answer any questions from members of the public

- 3 To approve minutes of the previous meetings (15.12.15, 9.02.16, 01.03.16 and 08.03.16) (*)
- 4 To consider any matters arising from the above Minutes
- 5 To consider and make recommendations on Planning Applications *(to follow)
- 6 To receive and note minutes of and/or to determine recommendations made by Standing Committees:
 - 6.1 *Planning & Projects Committee Meetings: 19.01.16 (*)*
 - 6.2 *Environment & Amenities Committee Meeting: 09.02.16 (*)*
 - 6.2.1 Grant Policy – to consider and approve the revised grant policy for small grants within the community (*)
 - 6.3 *Administration and Resources Committee Meeting: 08.03.16 (*)*
 - 6.3.1 To consider and approve on a recommendation from the A&R Committee the amendments to Meopham Parish Council's Financial Regulations, as advised by NALC (*)
 - 6.4 *Personnel Committee Meeting: 01.03.16 (*)*
 - 6.4.1 To consider and approve on a recommendation from the Personnel Committee to look into the Kent Scheme of the Local Government Pension Scheme (LGPS) and the approval of £200 for an actuary report to be carried by the LGPS to look at the cost to the council for both of the current council employees
- 7 To receive reports from Parish Council representatives on external bodies
- 8 Allotments and Southdown Shaw Rent review

- 8.1 To consider and approve the rent for the next 2 years, as agreed in the current lease (*)
- 8.2 To note the agreement to site a portable WC on the site from 1.4.16 to 7.9.16 (*)
- 9 Harvel Village Green
- 9.1 To note the use of Harvel Green, as agreed by the Clerk under delegated powers for:
- Girlguiding – use for a marshal point and picnic for their annual sponsored walk on 14.5.16
 - Harvel Hash House Harrier – for the finish of their 17th annual race on 4.6.16
 - Harvel Annual Fete on 2.7.16
- 10 Culverstone Community Centre
- 10.1 To consider and approve a request from Culverstone Community Centre to sign a new Land Trustee document which is being drawn up for a new trustee sign (*)
- 11 Cricket Club Lease
- 11.1 To note the final agreement for the Cricket Club Lease (*)
- 12 Judson's Recreation Ground and Pavilion 0
- 12.1 To note action on the Judson's Pavilion Project
- 12.2 On a motion proposed by Cllr Gofton, to consider and approve, if appropriate a donation to the Meopham Scouts to cover the use of their water to pressure wash the wetpour at Judson's recreation ground
- 13 Staffing Matters
- 13.1 To note appraisals/3 monthly review has been carried out for staff
- 13.2 To consider and agree an overtime budget of £500 for the Clerical Assistant to cover extra hours during the Clerks absence (annual leave/sickness)
- 13.3 To approve a request for the Clerk and the Clerical Assistant to both attend the KALC Clerks Information and training day on 14.6.16
- 14 Financial Matters:
- 14.1 To note Meopham Parish Council Income and expenditure up to 23 March 2016 (*)
- 14.2 To approve the schedule of payments in accordance with Financial Standing Order 5.2 (*) (to follow)
- 14.3 To review and approve recommendations on Earmarked Reserves (*)
- 14.4 To approve from the training budget money to be allocated for attendance at KALC Planning Course for Cllrs D Bramer and J McTavish
- 14.5 To consider and approve opening a further Parish Council savings bank account (*)
- 15 To note correspondence received (*)
- 15.1 To note the letter from Meopham Village Hall and to consider their request for funding (*)