

## Meopham Parish Council

All correspondence to:  
The Windmill, Meopham Green, Meopham, Kent DA13 0QA  
Telephone: 01474 813779

Clerk: Mrs S Egglesden  
www.meopham.org

E-mail: [clerk@meopham.org](mailto:clerk@meopham.org)



16 May 2018

Dear Sir/Madam,

### **SUMMONS AND AGENDA FOR THE ANNUAL MEETING OF MEOPHAM PARISH COUNCIL**

There will be a meeting of **MEOPHAM PARISH COUNCIL** on Tuesday 22<sup>nd</sup> May 2018 at 7.30 pm at the **Cricket Pavilion, Meopham Green, Wrotham Road, Meopham**. Please find attachments to items marked (\*)

Yours faithfully

*Sarah Egglesden*

Clerk

### **AGENDA**

1. To elect the Chairman of Meopham Parish Council for the 2018/2019 Council Year and to receive the declaration of acceptance of office from the Chairman. (\*)
2. To elect the Vice-Chairman of Meopham Parish Council for the 2018/2019 Council Year and to receive the declaration of acceptance of office from the Vice-Chairman (\*)
3. To receive apologies for absence
4. To receive declarations of Members' Interests
5. To approve the minutes of the previous Full Council meetings (17.04.18 and 24.04.18) (\*)
6. To consider any matters arising from the above Minutes
7. To receive any updates from:-
  - 7.1 County Councillor
  - 7.2 Borough Councillors
  - 7.3 Community Warden / PCSO
8. Public session – questions from the public
9. To determine the ordinary meetings of the Full Council and Standing Committees for 2018/2019 up to and including the next Annual Meeting of Council
  - 9.1 To agree all ordinary meetings of the Standing Committees to start at 7:30pm
  - 9.2 To agree to rotate the venues for the ordinary meetings of the Council within the Parish and delegate to the clerk to organise
10. To review and approve the terms of reference and responsibilities delegated to the Standing Committees and Committees (\*)
  - 10.1 Administration and Resources
  - 10.2 Environment and Amenities
  - 10.3 Planning and Projects
  - 10.4 Planning
    - 10.4.1 On a motion from Cllr McTavish to consider changing the name of the Planning Committee to Planning Applications Committee
  - 10.5 Judson's Pavilion
  - 10.6 Personnel
11. To appoint members to the Standing Committees and Committees (\*)
  - 11.1 Administration and Resources
  - 11.2 Environment and Amenities
  - 11.3 Planning and Projects
  - 11.4 Judson's Pavilion
12. To elect the Chairman and the Vice Chairman of the Standing Committees and Committees
  - 12.1 Administration and Resources
  - 12.2 Environment and Amenities

- 12.3 Planning and Projects
- 12.4 Planning - To consider electing a Chairman on a rota basis and to delegate to the Clerk to organise
- 12.5 Judson's Pavilion
- 12.6 Personnel
- 13. To review and approve the council's
  - 13.1 Standing Orders – to note that new model Standing Orders are now available from NALC and these will be reviewed at the next Full Council meeting.
  - 13.2 Financial Regulations (\*)
- 14. Council's representation on external bodies
  - 14.1 To approve appointing parish council representative(s) to Gravesham Joint Transportation Board, Lower Thames Crossing and Meopham Windmill Trust
  - 14.2 To then approve the proposed list of the council's representatives on other external bodies (\*)
- 15. To review and approve the inventory of land and assets including buildings and office equipment (\*)
- 16. To confirm and approve the key holders for the Parish Office, Container Site, Judson's Pavilion, Southdown Shaw Allotments, Harvel Green and Pitfield Green Toilets (\*)
- 17. To review and approve the Council's and/or employees' subscriptions to other bodies (\*)
- 18. To review and approve the council's complaints procedure:-
  - 18.1 Disciplinary and Grievance policy
  - 18.2 Appeal policy
  - 18.3 Complaints policy
- 19. Freedom of Information Act 2000 and the Data Protection Act 1998 – to be reviewed at a future meeting in relation to GDPR
- 20. 20.1 To agree to progress with the professional fees required (listed below) for the refurbishment of the Judson's Pavilion Project, to be funded from the earmarked £70K, in order to be able to commence work with a contractor (to be approved at a later date) as soon as the council hears if the Football Foundation Grant has been successful. (Fees to be refunded if the grant is successful). (\*)
  - A) Architectural and Structural Design
  - B) Party Wall Surveyor Fees
  - C) CCTV Survey
  - D) Ground Penetrating Radar for Services Identification
  - E) Building Control
  - F) Principal Designer
 20.2. To agree to delegate to the Clerk to obtain quotations for the above professional fees and to appoint a contractor in consultation with the Chairman of the Judson's Committee and the appointed Project Manager
- 21. Annual Return 2017-2018
  - 21.1 To review and approve the council's statement of internal control (\*)
  - 21.2 To approve the accounts for the year ended 31 March 2018. The Chairman of the meeting and the Responsible Financial Officer to sign (\*)
  - 21.3 To approve the Annual Governance Statement for 2017-18, Section 1 of the Annual Return for the year ending 31 March 2018. The Chairman of the meeting and the Clerk to sign. (\*)
  - 21.4 To approve the Accounting Statements for 2017-18, Section 2 of the Annual Return for the year ending 31 March 2018 and the supporting Bank Reconciliation as at 31 March 2018 plus the explanation of the significant variations from last year (2016-17) to this year (2017-18) and the explanation of any difference between Box 7 and Box 8 on Section 2 to be sent to the External Auditor. The Chairman of the meeting to sign. (\*)
- 22. To approve the schedule of payments in accordance with Financial Standing Order 5.2 (\*) (to follow)
- 23. Planning
  - 23.1 Gravesham Local Plan Review:- To agree on the council's response on the local plan review – deadline 20/6/18 (\*)
  - 23.2 Planning Applications: To consider and make recommendations on Planning Applications: (\*) (to follow)

20180470 – The Cut above, Wrotham Road, Meopham  
 Construction of dormer extensions in the side roof slope with alterations to the roof and conversion of the roof space into office use

20180414 – 3 Conifer Drive, Meopham, DA13 0TL  
Erection of part single storey rear extension and first floor side extension

20180496 – Braeside, Whitehill Road, Meopham  
Erection of single storey rear and side extensions, alterations and construction of a new pitched roof and conversion of the roof space into habitable rooms, construction of three dormer windows in the front roof slope and three dormer windows in the rear roof slope.

24. Data Protection Officer – to note the proposed government amendment to exempt Parish Councils from the requirement of appointing a DPO under GDPR and to note the advice from KALC regarding appointing a DPO may be considered 'best practice'. (\*)
25. To note correspondence received (\*)
26. Chairman's Announcements

### **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 items the public and press will be asked to leave the meeting**

28. To review insurance quotations and approve the arrangements for insurance cover in respect of all insured risks (\*) (to follow)
29. To approve the appointment of the temporary Clerical Assistant as recommended by the Personnel Committee Interview Panel

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014.

### **Distribution (all attachments):**

**Council Members:** Cllrs. D Bramer, M Bramer, S Buchanan, S Gofton, P Hasler, P Howard, R. Knott, P. Luxford, J McTavish, J Ogden, D Powell and B Wade

### **Agenda only**

**Member of Parliament:**

Mr A Holloway

**County Councillor:**

Cllr. B Sweetland

**Borough Councillors:**

Cllr. Mrs L Boycott

Cllr. Mrs J Burgoyne

Cllr. G Harding

Cllr. D Shelbrooke

**Community Warden:** M Cason

**PCSO:** J Hartley

**Press:**

Kent Messenger