

Meopham Parish Council

The Windmill, Meopham Green, Meopham, Kent DA13 0QA - Tel: 01474 813779
Clerk: Mrs S Eggesden Email: clerk@meopham.org Website: www.meopham.org



To all Members of Meopham Parish Council

You are hereby summoned to attend the virtual **ANNUAL MEETING OF MEOPHAM PARISH COUNCIL** on **4th May 2021** at **7.30pm**. Papers have been circulated for items shown by (*)

Yours faithfully

Sarah Eggesden

Clerk

Date of Issue: 28th April 2021

Members of the Public and Press are welcome to join the Zoom Meeting.

To join the meeting please use the following link: -

<https://us02web.zoom.us/j/84627860044?pwd=aEZweVQ1OEt1VkRUdUx3MDRGWVdFdz09>

AGENDA

1. To elect the Chairman of Meopham Parish Council for the 2021/2022 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 2021/2022 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 (30.03.21 and 22.04.21) (*)
6. To consider any matters arising from the above Minutes
7. To approve the schedule of the ordinary meetings of the Full Council and Standing Committees for 2021/22 up to and including the next Annual Meeting of Council (*) and:-
 - 7.1 To agree all ordinary meetings of the Council and Standing Committees to start at 7:30pm, subject to any changes in accordance with council policy
 - 7.2 To agree to delegate to the Clerk the arrangements for the venues for meetings of the Council and its committees within the Parish
8. To review and approve the council's
 - 8.1 Standing Orders (*)
 - 8.2 Financial Regulations (*)
 - 8.3 Delegation Policy (*)
 - 8.3.1 In the event of virtual meeting regulations not being extended, to consider approving delegation of emergency powers to the Clerk due to coronavirus as follows; ' To extend the delegation of Council decisions to the Clerk in consultation with members of the Council or Committee. Wherever possible consultation with members will be undertaken during a virtual scheduled meeting. Such delegation is

to enable the council to fulfil its responsibilities to its residents.' (*)

9. To approve the closure of Judsons Pavilion Committee and to note that Judsons Pavilion will now come under the remit of the Environment and Amenities Committee
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 Applications
 - 10.5 Personnel
11. To approve the membership of the Standing Committees and Committees (*)
12. To appoint 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 Applications
 - 13.4.1 To consider electing a Chairman on a rota basis as in previous years and to delegate to the Clerk to organise
 - 12.5 Personnel
13. Working Groups: to agree that each committee will review any Working Group membership at its first Committee meeting
14. To approve the Council's representation on external bodies (*)
15. To review and approve the inventory of land and assets including buildings and office equipment (*) (to follow)
16. To confirm and approve the key holders for the Parish Office, Container Site, Judson's Pavilion, Southdown Shaw Allotments, Harvel Green gate and drop-down posts 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 Complaints policy (*)
19. To approve the Council's policies, procedures and practices for: -
 - 19.1 Data Protection and Information (*)
 - 19.2 Media Policy (*)
20. To review and approve the Council's employment policies and procedures
 - 20.1 Disciplinary and Grievance policy (*)
 - 20.2 Appeal policy (*)
 - 20.3 Homeworking policy (*)
 - 20.4 Compassionate leave policy (*)
 - 20.5 Concessional holiday for the period between Christmas and New Year for staff (*)
21. Insurance cover in respect of all insurable risks for 2021-22
 - 21.1 To note the LTA with Zurich ends on 1st June 2021 and to agree to delegate to the Clerk in consultation with the Chairman of A&R to appoint appropriate insurance cover up to the budget amount of £2000.
22. Councillor arrangements for receiving correspondence
 - 22.1 To confirm that all councillors will continue to receive summons, agendas and minutes plus other correspondence via email

23. Financial Matters
- 23.1 To approve the schedule of payments in accordance with Financial Standing Order 5.2 (*) (to follow)
- 23.2 To approve the end of year bank statements balance as at 31 March 2021 (*)
- 23.3 To review the current signatories on the bank accounts and to approve additional members of the council to be added to Unity Trust Bank and Lloyds Bank as signatories. (*)
24. Consultation: - to consider responding to the following
- 24.1 - **Local Authority Remote Meetings: Call for Evidence.** The Government has issued a Call for Evidence on the use of remote meetings:
<https://www.gov.uk/government/consultations/local-authority-remote-meetings-call-for-evidence> - deadline 17 June 2021 (*)
25. Traffic Survey Report for **Planning Application KCC/GR/0041/2021 - Meopham School, Wrotham Road, Meopham, Gravesend Kent DA13 0AH:** To review and approve the report for submission to KCC with the council's objection letter (*) (to follow)
26. To note correspondence received (*)
27. Chairman's Announcements

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. A Bourke, D Bramer, M Bramer, S Buchanan, C Dalby, S Gofton, G Green, P. Luxford, J McTavish, J Ogden, A Rose and B Wade

Agenda only

Member of Parliament:

Mr A Holloway

County Councillor:

Cllr. B Sweetland

Borough Councillors:

Cllr F Wardle

Cllr. D Tiran

Cllr. G Harding

Cllr.E Aslam

Community Warden: M Cason

PCSO: R Meader