

Meopham Parish Council

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



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 22nd March 2022** at **7:30pm** to be held at the **Cricket Pavilion, Meopham Green, DA13 0DQ**.

Yours faithfully

Shaun Fishenden

Shaun Fishenden
Clerk and Responsible Financial Officer
Date of Issue: 15th February 2022

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. **Casual Vacancy in Culverstone and Harvel Ward:**
 - 3.1 **Co-option:** To co-opt the candidate recommended by the Interview Panel
 - 3.2 **Administration and Resources Committee:** To consider appointing the co-opted councillor to the A&R Committee – *One vacant space currently*
4. **To approve the minutes of the previous meeting:** 22.02.22 (*)
5. **To consider any matters arising from the above Minutes**
6. **To receive reports from:**
 - 6.1 **County Councillor**
 - 6.2 **Borough Councillors**
 - 6.3 **Community Warden**
7. **Public Session:** Questions from the public
8. **Financial Matters**
 - 8.1 To receive Meopham Parish Council's income and expenditure report up to 15.03.22 (*)
 - 8.2 To receive the schedule of payments in accordance with Financial Regulation 5.2 (*)
 - 8.3 To receive the bank statements balance as at 15.03.22 (*)
 - 8.4 To approve the expenses claim form submitted by the Clerk and Assistant Clerk (*)
 - 8.5 To determine the financial contribution the Parish Council wishes to make to Meopham Cricket Club for the Platinum Jubilee celebrations they are hosting

9. **Committee Minutes and Recommendations:** To note the minutes and consider any recommendations
- 9.1 **Administration and Resources Committee:** 02.02.22 (*) (to follow)
- 9.2 **Environment and Amenities Committee:** 25.01.22 (*) (to follow)
- 9.3 **Planning and Projects Committee:** 01.03.22 (*)
10. **Council Governance and Policies**
- 10.1 **Terms of Reference for Planning Applications Working Group:** To approve the amended terms of reference in recognition of the change from Committee status to an advisory Working Group (*)
- 10.2 **Agenda Items:** To consider the request from the Clerk to remove the 'Correspondence List' from all meeting agendas
11. **Parish Online**
To consider the report from the Clerk on purchasing an annual subscription of the Parish Online digital mapping software (*)
- 12 **Parish Council Land and Assets**
- 12.1 **Noticeboards:** To consider the report from the Clerk and agree any actions arising (*)
- 12.2 **Village Green posts:** To consider agreeing that future replacement post works for village greens utilise Plaswood bollards instead of wood
- 12.3 **Streetlights:** To receive an update on the Clerk on the process of transferring streetlights back to MPC and seeking electricity suppliers
- 13 **Memorial Request**
To consider the request for a memorial for former Parish Clerk; Melda White
- 14 **Parish Office**
- 14.1 **Office Fridge:** To authorise the sale of the fridge in the office
- 14.2 **Office Cleaning:** To consider terminating the office cleaning contract
- 14.3 **Hot-Desking:** To consider the report from the Clerk (*)
- 15 **Plan Tree Consultation**
To consider drafting a response to KCC's Plan Tree consultation (*)
- 16 **Community Engagement**
To consider having a presence at the Meopham Community May Fair on 2 May 2022.
- 17 **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 item, the public and press will be asked to leave the meeting

- 18 **Personnel**
- 18.1 **Clerk Appraisal:** To note the successful completion of the appraisal for the Clerk by the Chairman and Vice-Chairman of the Council.
- 18.2 **Annual Leave:** To approve the request for the Clerk to be paid in lieu for the remaining 2021-22 annual leave entitlement.
- 18.3 **NALC Pay Scales:** To note the pay scales for 2021-2022 have been agreed and the difference in pay for the Clerk and Assistant Clerk will be back-dated. This will also apply to the former Clerk, Assistant Clerk and Clerical Assistant for the hours worked between April-November 2021.

DISTRIBUTION:

Council Members: Cllrs. D Bramer, M Bramer, S Buchanan, (Chairman), C Dalby, G Green, S Gofton, J McTavish, J Ogden (Vice Chairman), A Rose, D Sims and B Wade