

# Meopham Parish Council

The Windmill, Meopham Green, Meopham, Kent, DA13 0QA - Tel: 01474 813779  
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## To all Members of Meopham Parish Council

You are hereby summoned to attend a virtual meeting via zoom of the **Full Council Working Group** of the **Full Council** of **MEOPHAM PARISH COUNCIL** on **7<sup>th</sup> December 2021** at **7.30pm**. All decisions made will be actioned under temporary delegated authority of the Clerk. Papers have been circulated for items shown by (\*)

Yours faithfully

*Shaun Fishenden*

**Clerk and Responsible Financial Officer**

**Date of Issue: 1 December 2021**

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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/89678823874?pwd=WEIReWtyS0JyckVjSGhoL1hmSURNdz09>

Meeting ID: 896 7882 3874

Passcode: 094128

## A G E N D A

1. **Apologies for Absence:** - To receive and accept apologies
2. **Declarations of Members' Interests:** - To receive declarations of pecuniary and non-pecuniary interests
3. **To receive minutes of previous meetings:** - 19.10.21, 26.10.21, 29.10.21, 10.11.21
4. **To consider any matters arising from the above Minutes**
5. **To receive reports from:** -
  - 6.1 **County Councillor**
  - 6.2 **Borough Councillors**
  - 6.3 **Community Warden**
6. **Public Session:** - Questions from the public
7. **Standing Committees and Committees:** - To note the minutes and consider any recommendations
  - 7.1 Environment and Amenities Committee Meeting – 2.11.21 (\*)
  - 7.2 Administration and Resources Committee Meeting – 16.11.21 (\*)
    - 7.2.1 **Budget for 2022-2023**  
On the recommendation of the A&R committee, to consider and approve the budget and precept for Meopham Parish Council 2022-2023 for issue to Gravesham Borough Council – *this will be ratified at a face-to-face meeting* (\*)

### **7.2.2 Introduction of Corporate Emails**

On to the recommendation of the A&R committee, to consider and approve the introduction of corporate emails

### **7.2.3 Corporate Emails Provider**

To consider whether to use Webmail, Google Workspaces or some other service for corporate emails (\*)

### **7.2.4 Parish Office Emergency Arrangements**

To agree emergency arrangements for during the Christmas period when the parish office is shut

**7.3** Planning Applications Committee Meeting – 26.10.21, 23.11.21 (\*)

**7.4** Meeting between MPC, GBC and GCHA about former Police Station site – 25.11.21 (\*) (to follow)

## **8. Financial Matters**

**8.1** To note Meopham Parish Council's Income and expenditure up to the 1.12.21 (\*) (to follow)

**8.2** To receive and approve the schedule of payments in accordance with Financial Standing Order 5.2 (\*) (to follow)

**8.3** To receive the bank statements balance as at 1.12.21 (\*) (to follow)

**8.4** To approve the payment of £580 to Andy Day for additional post work, which is £80 above the £500 delegated to the clerk by E&A on 2.11.21

## **9. Contain Outbreak Management Fund**

**9.1** To delegate the completion of the application form for the Contain Outbreak Management Fund to the Clerk, working in conjunction with the Chairman of Planning and Projects Committee

## **10. Judsons Recreation Ground**

**10.1** To approve the quote received from Highview Tree Services for the installation of new surfacing to the entrance of the play area, MUGA entrances and entrance from car park to recreation ground at a cost of £332, to be funded with a virement from the allocated noticeboard budget.

## **11. Meopham Windmill Trust**

**11.1** To note the constitution of the Windmill Trust states that the Parish Council can nominate two people to serve as trustees

**11.2** To approve Cllr M Bramer and Cllr Green as the representatives for the Parish Council whom will serve as the trustees

## **12. Parish Office and Meeting Arrangements**

**12.1** To note that the recruitment for an Assistant Clerk was unsuccessful and the role is being re-advertised with interviews planned for 27<sup>th</sup> January 2022

**12.2** To note that to comply with the Local Government Act 1972, a face-to-face meeting will be scheduled for mid-December to officially set the precept and budget.

**12.3** To review the photocopier contract and review the quote received from Citi Business Systems (\*)

## **13. Parish Events**

**13.1** To consider arrangements for the 'Carols on the Green' event, in the absence of the vicar presiding over the event as has occurred in the past.

**13.2** To consider any arrangements for the Queens Platinum Jubilee in June 2022

**14. Parish Council representatives on external bodies:** - To receive and note reports (\*) (to follow)

**15. Correspondence:** to note the correspondence list (\*) (to follow)

**16. Chairman's Announcements**

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## 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

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### 16. MPC Grants Policy

- 16.1 On the recommendation of E&A (2.11.21), to consider the legality of a grant application received from South Street Baptist Church (\*)
- 16.2 *If the Council's decision is positive to item 16.1*, to approve the request for the grant (\*)

### 17. Judsons Pavilion

- 17.1 To note the complaint received and the actions taken by the Clerk
  - 17.2 To approve the deployment of a temporary camera by Gravesham Borough Council's Community Safety Unit for the purposes of detecting and preventing anti-social behaviour
  - 17.3 To consider and agree the future of the garage following the cessation of the community bus service on 31 December 2021
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### 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 and B Wade

**County Councillor:** Cllr. B Sweetland

### Borough Councillors:

Cllr F Wardle  
Cllr. D Tiran

Cllr. G Harding  
Cllr.E Aslam

### AGENDA ONLY: -

**Member of Parliament:** A Holloway

**Community Warden:** M Cason

**PCSO:** K Lowe

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Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Bodies Regulations 2014. A copy of the Council's procedure for the recording of meetings is available by request.

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