

Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - Tel: 01474 813779

Email: enquiries@meopham-pc.gov.uk

Website: www.meopham-pc.gov.uk



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 27th October 2026 at 7:00pm** to be held at the **Cricket Pavilion, Meopham Green, DA13 0PZ**. Papers have been circulated for items marked with (*)

Yours faithfully

Lisa Winter

Lisa Winter

Clerk and Responsible Financial Officer

Date of Issue: Thursday 21 October 2026

AGENDA

1. **To elect the Chairman of Meopham Parish Council for the remainder of 2026/2027 Council Year and to receive the Declaration of Acceptance of Office from the Chairman**
2. **Motion proposed by Cllr Bramer:** Should the post of Vice-Chairman be vacant: To elect the Vice-Chairman of Meopham Parish Council for the remainder of the 2026/2027 Council Year and to receive the Declaration of Acceptance of Office from the Vice-Chairman.
3. **Apologies for Absence:** To receive and accept apologies
4. **Declarations of Members' Interests:** To receive declarations of pecuniary and non-pecuniary interests for this meeting
5. **Minutes of Previous Meeting:** To approve the minutes of the meeting held on 06 October 2026. *This item is to confirm the accuracy of the minutes and not to raise matters arising (*)* (pg1-5)
6. **Public Session & External Reports**
 - 6.1 **Public Session**
 - 6.2 **Borough Councillors and County Councillor**
 - 6.3 **Police**
7. **Membership**
 - 7.1 **Planning:** To elect members to Planning as per the agreed terms of reference
 - 7.2 **Personnel Committee:** To elect members to the Personnel Committee as per the agreed terms of reference

8. **Liaison Councillor Roles:** To agree the Councillors and roles (*) (pg 6-7)
9. **Motion proposed by Cllr Bramer:** To facilitate a meeting involving the Chair and Vice Chair of other Gravesham parishes with GBC representatives to discuss GBC's intentions regarding the potential transfer of non-statutory responsibilities to parish councils so that appropriate consultations with parishioners and budgetary planning can take place.
10. **Flagpole:** To consider the quotes for the flagpole inspection and approve the contractor (*) (pg 8-10)
11. **Financial Matters**
 - 11.1 **Payments:** To receive the payments list made since the last meeting up to 01.10.2026 (*) (pg 11-12)
 - 11.2 **Receipts & Payments Report:** To note the receipts and payments report up to 01.10.2026 (*) (pg 13-14)
 - 11.3 **Bank Statements:** To note the Unity Trust Bank, Cambridge Building Society, Redwood Bank and Hampshire Trust Statements and the supporting Bank Reconciliation for signature as of 01.10.2026 (*) (pg15-23)
 - 11.4 **Council Reserves:** To note the reserves balance as of 01.10.2026 (*) (pg24)
 - 11.5 **Bank Signatories:** To review and approve the list of bank account signatories for 2026/2027 (*) (pg25)
12. **Planning Applications:** To consider and make recommendations on the following planning applications (*Comments requested from Councillors*)
 - 12.1 **20260985 – 29 Cheyne Walk, Meopham, Gravesend, Kent DA13 0PF**
Erection of a single storey front extension with pitch roofs. Erection of two storey rear extension with alterations to fenestration and garage roof
 - 12.2 **20260932 – Little Cottage, Ridge Lane, Meopham, Gravesend Kent DA13 0DP**
Demolition of existing dwelling and erection of a detached three bedroom bungalow
13. **Council Budget for 2027-2028:** To review the draft budget for the 2027-2028 financial year (*) (pg26-28)
14. **Liaison Councillor Reports**
15. **Co-option:** To receive the advice from GBC Electoral Services and approve the next steps (*) (pg29)
16. **Standing Agenda Item:** To consider any need for professional advice or reports on planning or related issues
17. **Officer's report:** To receive a report of items for information from the Clerk and Assistant Clerk (*) (pg30)

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. Service Contract:** Memorial Benches to consider and approve recommendations within the report. (*) (pg31-64)
- 19. Complaints:** To note we have received two complaints
- 20. Standing Agenda Item:** To receive an update on Southdown Shaw Allotments

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A Civility & Respect
Pledge Council

Minutes of the Full Council Meeting held on Tuesday 06 October 2026 at 7:00pm at Harvel Village Hall, Harvel, Meopham, DA13 0DS

Members Present: Cllr D Bramer
Cllr S Buchanan
Cllr R Collings – left 20.53pm
Cllr J McNamara - Chairman

In Attendance: L Winter – Clerk – left 20.40pm
A Brown – Assistant Clerk
2 members of the public

Meeting commenced 19:06

Item 1: Apologies for Absence: To receive and accept apologies

F.C. 133 Apologies were received and accepted from Cllr Wade (illness) and Cllr Watson (prior commitment).

Item 2: Declarations of Members' Interests: To receive declarations of pecuniary and non-pecuniary interests for this meeting

F.C. 134 None declared.

Item 3: To approve minutes of the of the meeting held on 02.09.2026 and 08.09.26

F.C. 135 Cllr R Collings PROPOSED and Cllr J McNamara SECONDED that the minutes of the meeting of 02.09.2026 be approved. All in favour.

Cllr D Bramer PROPOSED and Cllr S Buchanan SECONDED that the minutes of 08.09.2026 be approved. All in favour.

Item 4: Public Session & External Reports

4.1 Public Session.

Disclaimer: The statements made during the Public Session reflect the opinion of the speaker(s) and are not necessarily accurate or factual information.

F.C. 136 Members of the public expressed concern about holding meetings in Harvel as it was inconvenient and that they felt we shouldn't have the meetings there. They proposed that meetings be held at Judsons Pavilion. A Councillor also mentioned the Baptist Church as a possible venue.

4.2 Borough Councillor and County Councillor

F.C. 137 There were no Borough Councillor or County Councillor present.

6.3 Police

F.C. 138 There were no Police present.

Item 5: Southdown Shaw Allotment Update: To consider existing Ponds on vacant plots and receive and update.

F.C. 139 Councillors discussed the options for safely filling in existing ponds, subject to the removal of any wildlife. Other councillors expressed a preference for retaining the ponds, noting that where ponds were not already compliant with health and safety requirements, the Council would be responsible for ensuring compliance.

Cllr R Collings requested that it be recorded that he had not wished to become involved in allotment matters. He expressed his opposition to the removal of wildlife and stated that this was the sole reason for his agreement to retaining the ponds.

RESOLVED that, where vacant allotment plots contain ponds, the Council shall ensure that they comply with relevant health and safety requirements, where necessary. When a vacant plot is let, the incoming tenant must be informed of the presence of any pond. Should the tenant wish to retain the pond, they will be responsible for ensuring that it continues to comply with all relevant health and safety requirements.

Proposed by Cllr J McNamara and seconded by Cllr S Buchanan. Three councillors voted in favour, with one abstention.

Item 6: Planning Applications

6.1 20260937 – Cobb Tree Court, Wrotham Road, Meopham, Gravesend, Kent, DA13 0AU

F.C. 140 Cllr S Buchanan PROPOSED and Cllr D Bramer SECONDED that we raise no objection to the application. All in Favour.

6.2 20260938 – Three Oaks, Harvel Road, Meopham, Gravesend, Kent, DA13 0RN

F.C. 141 Cllr D Bramer PROPOSED and Cllr R Collings SECONDED that we raise no objection to the application. All in Favour.

Item 7: Personnel Committee:

7.1 Co-option: To approve the following recommendation: Due to the circumstances and the situation in which the Council currently finds itself, members agreed that it would not be appropriate to co-opt the candidates at this stage, as this may

not provide a fair process. It was therefore agreed to seek advice from Electoral Services at Gravesham Borough Council on the appropriate way forward.

F.C. 142 Cllr S Buchanan PROPOSED and Cllr D Bramer SECONDED that the recommendation be approved. All in Favour.

7.2 Code of Conduct and Operational Framework: To consider recommendation for approval

F.C. 143 Cllr J McNamara PROPOSED and Cllr R Collings SECONDED that the recommendation be approved. All in Favour.

7.3 Councillor Conduct Referrals and Employee Safeguarding Policy: To consider recommendation for approval

F.C.144 Cllr J McNamara PROPOSED and Cllr D Bramer SECONDED that the recommendation be approved. All in Favour

Item 8: Financial Matters

8.1 External Audit: To note the External Auditors report and Certificate for the year ended 2025-2026, Section 3 of the Annual Governance & Accountability Return for the Parish Council has been received. The notice of conclusion of audit will remain on display for 14 days in compliance with the Accounts and Audit Regulations 2015

F.C. 145 Noted.

8.2 Expenses Claim Form: To consider authorising the expenses claimed by the Finance and Grants Officer

F.C. 146 Cllr D Bramer PROPOSED and Cllr R Collings SECONDED that the expense form be authorised. All in Favour

Item 9: Robin Hill and Badgers Wood, Valley Lane, Culverstone: Request for Presentation: To consider a request from representatives of the Robin Hill and Badgers Wood restoration project to give a presentation to the Council regarding their emerging proposals and to determine whether a presentation should be accommodated at a future meeting

F.C. 147 RESOLVED that we allow a small presentation of 10 minutes at a Full Council meeting in the Public session and that we allow questions from Councillors and other members of the Public. Cllr R Collings PROPOSED and Cllr J McNamara SECONDED. All in favour.

Item 10: Training: Consider the request from a Councillor to attend the Public Conveniences: Cost, Pressure and Practical Solutions offered by NALC

- F.C. 148** RESOLVED that Cllr J McNamara attends this training. Cllr D Bramer PROPOSED and S Buchanan SECONDED. All in favour.
- Item 11:** **Green Surveys:** To review the survey reports for Parish Council greens and agree the proposed works for which quotations should be obtained and reported to a future meeting for consideration
- F.C. 149** RESOLVED that quotes be obtained for the required works. Cllr S Buchanan PROPOSED and Cllr J McNamara SECONDED. All in favour.
- Item 12:** **Playground Inspection Report:** To consider the annual inspection report, including the recommended remedial works and associated quotations, and determine what action should be taken
- F.C. 150** DEFFERED for further investigation by Cllr R Collings.
- Item 13:** **Liaison Councillor Reports:** To receive verbal reports and updates
- F.C. 151** Cllr S Buchanan updated that Meopham Village Hall were very pleased with their Grant.
- Item 14:** **Standing Agenda Item:** To consider any need for professional advice or reports on planning or related issues. Further budget approval may be required.
- F.C. 152** Cllr Collings reported that the Planning Inspectorate Inquiry into the Norwood Lane appeal is due to commence on Tuesday 13 October and is currently scheduled for six days, although he considers it may conclude sooner. He has registered to speak and, if permitted by the Inspector, will represent Meopham Parish Council.
- A video call with the Council's planning consultants is arranged for the day before the Inquiry to review the latest documentation and any notes he has prepared.
- Cllr Collings expressed particular concern for residents of Tradescant Drive and Norwood Lane who would be most directly affected by the development, and acknowledged the anxiety and uncertainty the appeal may be causing them. Whilst recognising that emotion must be removed from the Parish Council's formal representations at the Inquiry, he stated that he will do his best to represent the Parish Council and the residents of Meopham.
- 20:26** **The meeting entered closed session** – all public and press were asked to leave the meeting.
- F.C. 153** PROPOSED Cllr D Bramer SECONDED Cllr J McNamara. All in favour

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

Item 15: Pitfield Green: To consider and agree the amount of any goodwill contribution

F.C. 154 RESOLVED that we offer to pay half of the cost as a goodwill gesture. Cllr J McNamara PROPOSED and Cllr D Bramer SECONDED. All in favour.

Item 16: Complaints Committee: To note that the complaint received was upheld in part.

F.C. 155 Noted.

Item 17: Complaint: To note we have received a complaint that requires a Complaints Committee.

F.C. 156 Noted.

Item 18: Standing Agenda Item: To receive an update on Southdown Shaw Allotments

F.C. 157 Update given.

Item 19: Southdown Shaw Allotments: To consider and agree communication with Plot Holders

F.C. 158 Councillors discussed the most appropriate way forward regarding communication with allotment plot holders.

20:40 Clerk left the room

20:45 Clerk left the meeting

Cllr J McNamara PROPOSED and Cllr D Bramer SECONDED, that Officers prepare a friendly and positive letter to plot holders for whom contact details are available.

The letter would only be issued if the Clerk considered it appropriate and had authorised its circulation. The final wording of the letter would also be subject to the Clerk's review and approval before being sent.

It was further agreed that Councillors should receive a copy of the proposed letter before it was issued to plot holders.

20:53 Councillor Collings left the meeting

Following Councillor Collings' departure, the meeting was no longer quorate. Consequently, any vote taken by the remaining councillors on this item was invalid.

The meeting closed at 20:55

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Liaison Councillor Roles

Area	Councillors	Areas of Interest
Culverstone & Harvel (x 2 Cllrs)	Cllr Bramer and Vacancy	• Harvel Green Survey • Priestwood Green Survey • Fowlers Stone Green Survey • Culverstone Green Survey • Harvel Pond • Community events/meet ups • Village Sign
Camer & Meopham Green (x2 Cllrs)	Cllr Buchanan and Cllr Wade	• Meopham Green Survey • Pitfield Green Survey • Pitfield Green Toilets • War Memorial • Drinking Fountain • Community events/meet ups
Nurstead & Hook Green (x 2 Cllrs)	Cllr Gofton and Cllr Watson <i>Cllr Gofton not in attendance - ask if accepts this role</i>	• Hook Green Survey • Melliker Green Survey • Edmund Green Survey • Judsons Recreational Grounds • Judsons Playground Inspection • Village Sign • Community events/meet ups • The Colts

Schools	See individual school	• Culverstone Primary School – Cllr S Johnson • Meopham Secondary School – Vacancy and Cllr Fisher • Meopham Community School – Vacancy • Helen Allison School – Cllr Collings and Cllr Watson
Southdown Shaw Allotments (x 2 Cllrs with Officers) <i>Management with the Officers</i>	Cllr Bramer and Cllr Wade with Officers	• Health & Safety • Breaches • Maintenance • Events

RE: Service Quote

From [REDACTED]
Date Tue 2026-07-28 3:22 PM
To Finance & Grants Officer - Meopham Parish Council <financeofficer@meopham-pc.gov.uk>

Good afternoon

and thank you for your enquiry to attend site and carryout a visual inspection of existing flagpole along with pictures and report £319 plus VAT

kindest regards

[REDACTED]
Managing Director
Email: sales@theflagpolespecialists.co.uk
Telephone: [REDACTED]
Direct Dial: [REDACTED]



From: Finance & Grants Officer - Meopham Parish Council <financeofficer@meopham-pc.gov.uk>
Sent: 28 July 2026 10:39
To [REDACTED]
Subject: Service Quote

Good morning

We have a flag pole (that you have worked on before) that is due its annual service so I wondered if you could give us a quote please.

[REDACTED]
Can you please confirm your cost and earliest availability to carry out the inspection.

RE: Message from Contact

From Info Flag Consultancy <info@flagconsultancy.co.uk>

Date Tue 2026-10-13 12:53 PM

To Finance & Grants Officer - Meopham Parish Council <financeofficer@meopham-pc.gov.uk>; Info Flag Consultancy <info@flagconsultancy.co.uk>

Hello Tacey,

A quote has been sent across via Xero - FC9245.

Due to the flagpole having stay wires, we would not be able to lower to inspect the top of the flagpole with out access equipment. To save additional costs of traffic management and closing part of the highway off, we have opted for a 17m tracked spider to access the top of the flagpole, which would need to be positioned on the grass. This is more cost effective than apply to KCC for the traffic management and road closures.

I look forward to your reply and if you have any questions pleaser let us know.

Regards

Rachel Brown
Sales and Admin

The Flag Consultancy Ltd

Phone: [REDACTED]
Email: [REDACTED]
Web: www.flagconsultancy.co.uk



Acclaim
Accreditation





QUOTE

Tracy Hanlon
Attention: Meopham Parish Council
St. Johns Centre
Meopham Court
Wrotham Road
Meopham
Gravesend
Kent
DA13 0AA
GBR

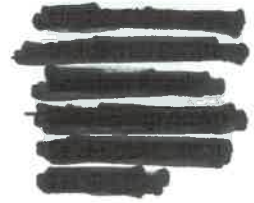
Date
13 Oct 2026

Expiry
12 Nov 2026

Quote Number
FC9245

VAT Number
GB722959314

The Flag Consultancy Ltd



Windmill Meopham

Full PUWER Inspection using 17m Tracked Spider access equipment.

Description	Quantity	Unit Price	VAT	Amount GBP
To supply a 17m tracked spider to access the top of the flagpole. Access equipment will need to be positioned on the grassed area next to the flagpole.	1.00	2,695.00	20%	2,695.00
To supply TFCL engineers qualified to work at height to carry out a full PUWER Inspection to 1 x 8m (estimated) flagpole with stay wires. Wash down flagpole surface and check for any defects or cracking. Inspect all associated fixings and tighten where necessary. Inspect stay wires and tighten if required. Inspect for rust or any defects and report back. Replace halyard rope where necessary and any defective parts.				
Leave flagpole in full working order and leave site clean and tidy.				
Issue PUWER Inspection Certificate on satisfactory PASS, valid for 12 months.				
Subtotal				2,695.00
TOTAL VAT 20%				539.00
TOTAL GBP				3,234.00

Terms

Meopham Parish Council

PAYMENTS LIST

05 October 2026 (2026-2027)

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
117 Communications & IT	01/09/2026	CONTRACT	Unity Trust Bank		PHONE SYSTEM / MICROSOFT	HELIOCENTRIX/MICROSOFT	S	170.28	34.06	204.34
118 Service Contract & Litter Collec	01/09/2026	CONTRACT	Unity Trust Bank		Service Contract	HGS LANDSCAPING - DH	X	521.00		521.00
119 Service Contract & Litter Collec	01/09/2026	CONTRACT	Unity Trust Bank		Service Contract	HGS LANDSCAPING - MD	X	521.00		521.00
121 Bus Shelter Cleaning	01/09/2026	CONTRACT	Unity Trust Bank		Bus Shelter Cleaning	Element UK	S	221.54	44.31	265.85
122 Professional Services	07/09/2026		Unity Trust Bank		Professional Services	SQUIRES PLANNING LTD	S	4,950.00	990.00	5,940.00
123 JUDSONS PLAY AREA	07/09/2026		Unity Trust Bank		JUDSONS PLAYGROUND REPAI	SAFEPLAY PLAYGROUND S	S	2,564.93	512.99	3,077.92
124 Professional Services	08/09/2026	FC23	Unity Trust Bank		Professional Services	Wellers Law Group	S	3,180.00	636.00	3,816.00
125 Community Grants Scheme	15/09/2026		Unity Trust Bank		MPC - Grant	Meopham Parish Council	X	500.00		500.00
126 Community Grants Scheme	15/09/2026		Unity Trust Bank		MPC - Grant	Meopham Parish Council	X	500.00		500.00
127 Community Grants Scheme	15/09/2026		Unity Trust Bank		MPC - Grant	Meopham Parish Council	X	500.00		500.00
128 Community Grants Scheme	15/09/2026		Unity Trust Bank		MPC - Grant	Meopham Parish Council	X	500.00		500.00
129 Community Grants Scheme	15/09/2026		Unity Trust Bank		MPC - Grant	Meopham Parish Council	X	500.00		500.00
130 Community Grants Scheme	15/09/2026		Unity Trust Bank		MPC - Grant	Meopham Parish Council	X	250.00		250.00
131 Community Grants Scheme	15/09/2026		Unity Trust Bank		MPC - Grant	Meopham Parish Council	X	250.00		250.00
138 Community Toilet Scheme	21/09/2026		Unity Trust Bank		Electricity Supply	E-ON NEXT	L	62.28	3.11	65.39
134 Staff Salaries Tax & NIC	21/09/2026		Unity Trust Bank		Salary	Meopham Parish Council	X	2,317.89		2,317.89
135 Staff Salaries Tax & NIC	21/09/2026		Unity Trust Bank		Salary	Meopham Parish Council	X	1,386.35		1,386.35
136 Staff Salaries Tax & NIC	21/09/2026		Unity Trust Bank		Salary	Meopham Parish Council	X	676.95		676.95
137 Staff Pensions	21/09/2026		Unity Trust Bank		Pension Contributions	KCC	X	1,211.51		1,211.51
141 Training	21/09/2026		Unity Multipay Card		Training	SLCC	S	58.50	11.70	70.20
132 Communications & IT	21/09/2026		Unity Trust Bank		IT SUPPORT	HELIOCENTRIX/MICROSOFT	S	46.77	9.35	56.12
133 Office Rent	21/09/2026		Unity Trust Bank		Office Rent	St Johns Centre	X	407.82		407.82
142 Office Supplies	21/09/2026		Unity Multipay Card		OFFICE SUPPLIES	Amazon	S	31.65	6.33	37.98
143 Office Supplies	21/09/2026		Unity Multipay Card		OFFICE SUPPLIES	Amazon	S	26.55	5.31	31.86
140 Bank Charges	21/09/2026		Unity Multipay Card		BANK CHARGES	Unity Bank	X	6.00		6.00
139 Other Office expenses: 90	21/09/2026	Delegated Authority	Unity Multipay Card		OFFICE MOBILE PHONE	GIFF GAFF	S	165.83	33.17	199.00
144 Photocopier Contract	22/09/2026	CONTRACT	Unity Trust Bank		Photocopier Lease & Printing C	Smart Office Solutions	S	247.02	49.40	296.42
146 PITFIELD TOILETS	28/09/2026	CONTRACT	Unity Trust Bank		PITFIELD TOILETS	GREY-WATER FM LTD	S	1,365.00	273.00	1,638.00
145 ALLOTMENT WATER SUPPLY	28/09/2026	CONTRACT	Unity Trust Bank		ALLOTMENTS - WATER	EVERFLOW	Z	366.13		366.13
147 Bank Charges	30/09/2026		Unity Trust Bank		BANK CHARGES	Unity Bank	X	9.70		9.70
148 Service Contract & Litter Collec	30/09/2026	Contract	Unity Trust Bank		Service Contract	HGS LANDSCAPING - DH	X	521.00		521.00
149 Service Contract & Litter Collec	30/09/2026	CONTRACT	Unity Trust Bank		Service Contract	HGS LANDSCAPING - MD	X	521.00		521.00

Credit card

Bank a/c

Meopham Parish Council
PAYMENTS LIST

05 October 2026 (2026-2027)

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
Total							Total	24,556.70	2,608.73	27,165.43

Meopham Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

05 October 2026 (2026-2027)

Council Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Staff Salaries Tax & NIC				95,475.00	33,048.66	62,426.34	62,426.34 (65%)
25	Staff Pensions				16,189.00	7,121.57	9,067.43	9,067.43 (56%)
26	Cllr & Staff Expenses				400.00	117.26	282.74	282.74 (70%)
28	Professional Memberships				4,500.00	3,655.00	845.00	845.00 (18%)
29	Chairman's Allowance							(N/A)
30	Training				4,680.00	676.40	4,003.60	4,003.60 (85%)
33	Photocopier Contract				1,300.00	605.47	694.53	694.53 (53%)
34	Communications & IT				2,465.00	1,127.61	1,337.39	1,337.39 (54%)
87	Insurance				3,600.00	3,483.58	116.42	116.42 (3%)
88	Office Rent				6,828.00	3,126.57	3,701.43	3,701.43 (54%)
89	Venue Hire for Meetings				550.00	183.50	366.50	366.50 (66%)
90	Office Supplies		21.64	21.64	600.00	726.57	-126.57	-104.93 (-17%)
91	Software Licences				1,800.00	270.00	1,530.00	1,530.00 (85%)
92	Internal & External Audit Fees				1,200.00		1,200.00	1,200.00 (100%)
93	Payroll Services				360.00	84.00	276.00	276.00 (76%)
104	Bank Charges				230.00	96.45	133.55	133.55 (58%)
105	Professional Services				25,000.00	16,872.15	8,127.85	8,127.85 (32%)
111	Reserve Transfer 24							(N/A)
112	Other Office expenses: 90					578.06	-578.06	-578.06 (N/A)
113	Multipay Card Payment							(N/A)
114	ANNUAL SUBSCRIPTION				50.00	135.00	-85.00	-85.00 (-170%)
116	SURVEYS AND REPORTS							(N/A)
118	Village Poll 117							(N/A)
122	KALC CONFERENCE FEE							(N/A)
123	RESERVES							(N/A)
129	EAP-EMPLOYMENT ASSISTAN				780.00		780.00	780.00 (100%)
132	ELECTIONS				10,000.00		10,000.00	10,000.00 (100%)
136	LITIGATION SETTLEMENT				50,000.00		50,000.00	50,000.00 (100%)
140	REFRESHMENTS				500.00	168.69	331.31	331.31 (66%)
SUB TOTAL			21.64	21.64	226,507.00	72,076.54	154,430.46	154,452.10 (68%)

Council Projects & Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2	Community Events				1,000.00		1,000.00	1,000.00 (100%)
82	Health & Wellbeing							(N/A)
100	Village Greens - Post Replacem				7,500.00		7,500.00	7,500.00 (100%)
102	New Website Project					225.00	-225.00	-225.00 (N/A)
103	Camer Parade - Highways Sche							(N/A)
109	Harvel Bench							(N/A)
124	MEOPHAM WINDMILL							(N/A)
126	LIBRARY SERVICES							(N/A)
SUB TOTAL					8,500.00	225.00	8,275.00	8,275.00 (97%)

Meopham Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

05 October 2026 (2026-2027)

Council Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Defibrillator Maintenance							(N/A)
8	Service Contract & Litter Collecti				12,500.00	6,252.00	6,248.00	6,248.00 (49%)
13	Trees				5,000.00	450.00	4,550.00	4,550.00 (91%)
16	Community Grants Scheme				3,000.00	3,000.00		(0%)
17	Families and Young People				6,000.00	2,000.00	4,000.00	4,000.00 (66%)
19	Community Toilet Scheme					62.28	-62.28	-62.28 (N/A)
22	Bus Shelter Cleaning				1,950.00	664.62	1,285.38	1,285.38 (65%)
68	Streetlights				10,000.00	1,056.18	8,943.82	8,943.82 (89%)
83	Community Engagement							(N/A)
85	Village Sign & Flagpole				2,000.00		2,000.00	2,000.00 (100%)
106	Harvel Pond				2,000.00		2,000.00	2,000.00 (100%)
107	Former Toilet Block							(N/A)
108	Drinking Fountain				110.00	20.57	89.43	89.43 (81%)
110	Water Supply					1,886.69	-1,886.69	-1,886.69 (N/A)
115	YOUTH PROVISION.17							(N/A)
125	JUDSONS PLAY AREA				2,000.00	2,564.93	-564.93	-564.93 (-28%)
128	ARBORICULTURAL SURVEY - I				750.00		750.00	750.00 (100%)
130	SPEEDWATCH							(N/A)
131	BASAL CUTTING							(N/A)
134	JUDSONS MAINTENANCE				1,500.00		1,500.00	1,500.00 (100%)
135	PITFIELD TOILETS				15,000.00	7,250.90	7,749.10	7,749.10 (51%)
138	VILLAGE GREEN MAINTENAN				1,000.00		1,000.00	1,000.00 (100%)
139	ALLOTMENT MAINTENANCE				5,000.00	350.00	4,650.00	4,650.00 (93%)
141	ALLOTMENT WATER SUPPLY					2,539.84	-2,539.84	-2,539.84 (N/A)
142	BUS SHELTER MAINTENANCE					330.00	-330.00	-330.00 (N/A)
SUB TOTAL					67,810.00	28,428.01	39,381.99	39,381.99 (58%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
45	Bank Interest Received	4,200.00	1,840.50	-2,359.50				-2,359.50 (-56%)
46	Precept	231,664.00	231,664.00					(0%)
49	Wayleaves	170.00		-170.00				-170.00 (-100%)
50	Rental Income	711.00	201.00	-510.00				-510.00 (-71%)
94	VAT Reclaim		5,297.98	5,297.98				5,297.98 (N/A)
95	Other Income		25.00	25.00				25.00 (N/A)
120	EVENTS INCOME							(N/A)
121	Insurance Excess Refund							(N/A)
SUB TOTAL		236,745.00	239,028.48	2,283.48				2,283.48 (0%)

Item 11.3

05 October 2026 (2026-2027)

Meopham Parish Council
RECONCILIATION - Unity Trust Bank 30-09-2026

From Accounts	£71,025.63
---------------------	------------

Payments not cashed	Add
Receipts not entered	Subtract

Statement should be	£71,025.63
---------------------------	------------

Meopham Parish Council

Current T2

60-83 -01 • 20405821

Balance Available balance
£ 71,025.63 £ 71,025.63

Show:

Transactions

Balances are correct as of 10:09 on 05 Oct 2026.

↓ Date	Description	Paid in	Paid out	Balance
30/09/26	Service Charge		-9.70	71,025.63

Item 11.3

05 October 2026 (2026-2027)

Meopham Parish Council
RECONCILIATION - CAMBRIDGE BUILDING SOCIETY 30-09-2026

From Accounts	£96,063.25
---------------------	------------

Payments not cashed	Add
Receipts not entered	Subtract

Statement should be	£96,063.25
---------------------------	------------

Account Details

Manage your account

Your Account

Instant Access

CB01477687 Council Saver

Meopham Parish Council

Balance: £96,063.25

Available: £96,063.25

Accrued interest (not paid): £1,144.73

Interest rate: 1.55%

[Transactions](#)

[Future Payment](#)

Transactions

Period from

to

Item 11.3

05 October 2026 (2026-2027)

Meopham Parish Council
RECONCILIATION - REDWOOD BANK 30-09-2026

From Accounts	£110,624.09
---------------------	-------------

Payments not cashed	Add
Receipts not entered	Subtract

Statement should be	£110,624.09
----------------------------------	--------------------

Account Details

Manage your account

35 Day Notice Account (Issue 13)-Monthly Interest

80202762 35 Day Notice Account (Issue 13)-Monthly Interest

Meopham Parish Council

Tax status: Gross

Nominated account: 608301 20405821

[Edit account details](#)

Balance: **£110,624.09**

Available: £110,624.09

Accrued interest (not paid): £38.83

Interest rate: 3.20%

[Make a payment](#)

[Transfer money](#)

[Transactions](#)

[Future Payments](#)

Transactions

Period from

to

[Filter](#)

05 October 2026 (2026-2027)

Meopham Parish Council
RECONCILIATION - HAMPSHIRE TRUST 30-09-2026

From Accounts	£90,000.00
-------------------------	------------

Payments not cashed Add	
Receipts not entered Subtract	

Statement should be	£90,000.00
--------------------------------------	-------------------



Account Details

Manage your account

Notice Account

20583932 SME Notice 95 Days

Meopham Parish Council

Tax status: Gross

Nominated account: 608301 20405821

[Edit account details](#)

[Close Account? Send us a secure message](#)

Balance: £90,000.00

Available: £90,000.00

Accrued interest (not paid): £1,193.26

Interest rate: 3.25%

[Make a payment](#)

[Transfer money](#)

[Transactions](#)

[Future Payments](#)

Transactions

Period from

to

Meopham Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 30/09/2026		
	Cash in Hand 01/04/2026		236,556.67
	ADD Receipts 01/04/2026 - 30/09/2026		239,094.45
	SUBTRACT Payments 01/04/2026 - 30/09/2026		475,651.12
			107,938.15
	Cash in Hand 30/09/2026 (per Cash Book)		367,712.97
B	Cash in hand per Bank Statements		
	Petty Cash	30/09/2026	0.00
	Unity Trust Bank	30/09/2026	71,025.63
	Unity Multipay Card	30/09/2026	0.00
	CAMBRIDGE BUILDING SOCIETY	30/09/2026	96,063.25
	REDWOOD BANK	30/09/2026	110,624.09
	HAMPSHIRE TRUST	30/09/2026	90,000.00
			367,712.97
	Less unrepresented payments		
			367,712.97
	Plus unrepresented receipts		
	Adjusted Bank Balance		367,712.97
	A = B Checks out OK		

Meopham Parish Council
Reserves Balance
2026-2027

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Judsons Play Area	14,000.00				14,000.00
Memorial Bench Donations	5,500.00				5,500.00
Elections					0.00
Arboricultural Survey	1,500.00				1,500.00
Judsons Legal Fees - Earmarked	1,200.00				1,200.00
Post Replacements - Earmarked					0.00
All Council Strategic Day - Earmarked	683.70				683.70
Harvel Green Bench - Earmarked					0.00
PITFILED TOILETS	7,403.00				7,403.00
PROFESSIONAL SERVICES -	22,350.00				22,350.00
Total Earmarked	52,636.70				52,636.70
TOTAL RESERVE	52,636.70				52,636.70
GENERAL FUND					326,582.08
TOTAL FUNDS					379,218.78

Bank Signatories for 2026/27

Unity Trust Bank – Current Account

Proposed Signatories: Cllr Buchanan, Cllr McNamara , Cllr Sims and Cllr Wade

Administrators: Lisa Winter and Tracey Hanlon

Corporate Multipay Card: Lisa Winter and Tracey Hanlon

Proposed Changes – Remove Cllr McNamara Add -

Lloyds Bank – Treasurers Account

Account Closed

Cambridge Building Society – Council Saver Instant Access

Proposed Signatories: Cllr Watson, Cllr Sims, T Hanlon, L Winter

Administrators: Lisa Winter and Tracey Hanlon

No changes required

Redwood – 35 day notice business savings

Proposed Signatories: Cllrs Buchanan, Cllr Sims, Cllr McNamara and Cllr Watson, T Hanlon, L Winter

Administrators: Lisa Winter and Tracey Hanlon

Proposed Changes – Remove Cllr McNamara Add -

Hampshire Trust – 95 day notice account

Proposed Signatures – Cllr Watson, Cllr Buchanan, T Hanlon, L Winter

No Changes Required

Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - Tel: 01474 813779

Email: enquiries@meopham-pc.gov.uk

Website: www.meopham-pc.gov.uk



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Agenda Item	Item 13
Meeting Date	27 th October 2026
Report Title	Draft Budget 2027-2028
Recommendation/s	To review the draft budget for the 2027-2028 financial year
Prepared By	Clerk – Lisa Winter
Detailed Information	
Please find attached a draft budget, based on year-to-date expenditure. Councillors are invited to comment on/suggest amendments at this meeting and a further draft budget will be brought to the 24th November 2026 Full Council. The Clerk will take the comments from both draft budget meetings away for consideration, in consultation with the Chairman and Vice-Chairman of Council. The revised/final budget will be submitted to the 15th December 2026 Full Council meeting for final agreement/sign off.	

MEOPHAM	PARISH	COUNCIL
	PROPOSED	
	BUDGET FOR	
	2027/28	

Council Projects & Events		Information
Act of Remembrance	£350	
Carols on the Green	£300	
Christmas Tree	£350	
Picnic on the Green		
May Fayre		
Farmers Market		
Meopham Fest		
Gym Equipment		Grants possibly to match the funding
Camer Park		Provision for devolved services as listed for things such as professional services such as solicitors, surveyors,
Culverstone CC & Rec		
Library		
Grass Cutting		
Streetlight Electricity Bill		
TOTAL - Council Projects	£1,000	
Council Services		Information
Grounds Maintenance Contract	£20,000	Provisional figure tender to be issued
General Maintenance Contract	£12,500	Provisional figure tender to be issued
Tree Maintenance	£5,335	Survey of the 'moderate' trees and any work required
Community Grants Scheme	£5,000	Increased due to higher demand
Families and Young People	£6,000	This figure remains the same as 26/27
Bus Shelter Cleaning	£2,100	Uplift
Streetlights Maintenance	£5,000	Maintenance Contract repair costs
Pitfield Green Toilets	£20,000	Service Contract and annual maintenance inspections, Water & Electricity Bills
Drinking Fountain	£110	
Judsons Maintenance	£500	
Arboricultural Survey - Rolling Provision	£750	Required every 2 years £1500 allocated per year = £3000. Next survey 2027
Judsons Play Area	£2,000	Rolling provision for replacement of play equipment
Village Green Maintenance	£1,000	General Maintenance Misc.
Village Posts	£8,000	Post replacement and general maintenance
Allotment Maintenance	£25,000	Rolling provision for fencing maintenance, boundary trees & shrubbery maintenance, plot maintenance
Allotment Water	£4,440	
Defib Maintenance	£150	Service contract Community Heartbeat
Village Sign & Flagpole	£5,000	Annual Service of Flagpole. Specialist painting/cleaning of Village Sign
Professional Services	£50,000	Planning Consultants, Barrister, all things planning
TOTAL - Council Services	£172,885	
Council Administration		Information
Staff Salaries, Tax & NIC	£98,625	No adjustments to be updated following Personnel Committee
Staff Pension	£16,723	No adjustments to be updated following Personnel Committee
Cllrs and Staff Expenses	£400	
Professional Memberships	£4,650	SLCC (4 officers) and NALC and HR Support
Training	£4,835	Councillors 12x£65x2 Officers CILCA, ILCA, misc training courses/webinars - data protection, H&S, First Aid, Finance. Conferences - planning, clerks, Chairmans
Photocopier Contract	£1,300	
Communications & IT	£2,465	
Insurance	£3,600	
Office Rent	£7,060	RPI increase per year
Venue Hire for Meetings	£550	Harvel Village Hall, Meopham Village Hall, St Johns Centre
Office Supplies	£600	
Software Licences	£1,800	Scribe Accounting, Website address, Microsoft, Email addresses, McAfee, Geosphere
Internal & External Audit Fees	£1,200	External Audit £600 Internal Audit x2 £600
Payroll Services	£360	Based on 4 staff
Bank Charges	£230	
Professional Services	£7,000	

Other Office Expenses	£500	Chairmans Board Update
Refreshments	£500	
EAP	£780	
Elections	£10,000	
Litigation	£30,000	External Auditors - need to budget for outstanding grievance and possible litigation from councillors and ex-councillors. Reduced but must have a budget
Total - Council Administration	£193,178	
TOTAL ALL	£367,063	
Income (See Below)	£10,571	
Receipts (Transfer from General Reserves)	£0	
PRECEPT (Total expenditure less income and receipts)	£356,492	
TAX BASE 2026-27	3.080	
Amount Payable per Band D Household for the previous year	£ 75.58	
Amount Payable per Band D Household for the year shown	£ 115.75	
Increase/(Decrease) per Household (£.p per annum)	£ 40.17	
Increase/(Decrease) per Household (% per annum)	53%	
Estimated Income		
Income source	Amount	
Allotment Association - Rent	£6,000	Rent from Plot Holders £40x150
Judsons Pavilion - Rent	£200	
Wayleave - EDF	£170	The wayleave figure is not adjustable
Cricket Club rent	£1	
Bank Interest	£4,200	
Total	£10,571	

Clerk - Meopham Parish Council

From: [REDACTED] <[REDACTED]@gravesham.gov.uk>
Sent: 15 October 2026 16:47
To: Clerk - Meopham Parish Council
Subject: Re: Advice Request

Hi Lisa,

Thank you for setting out these circumstances.

The matters you have raised unfortunately would not be appropriate for the Returning Officer or I to provide guidance on. Given the circumstance with the co-option process and the ongoing legal dispute, I do believe you need to seek independent legal advice on this subject.

Similarly, as the qualifications and disqualifications for candidates standing at an election remain regardless of how a councillor takes office, I am afraid my answer on that specific point will be largely the same.

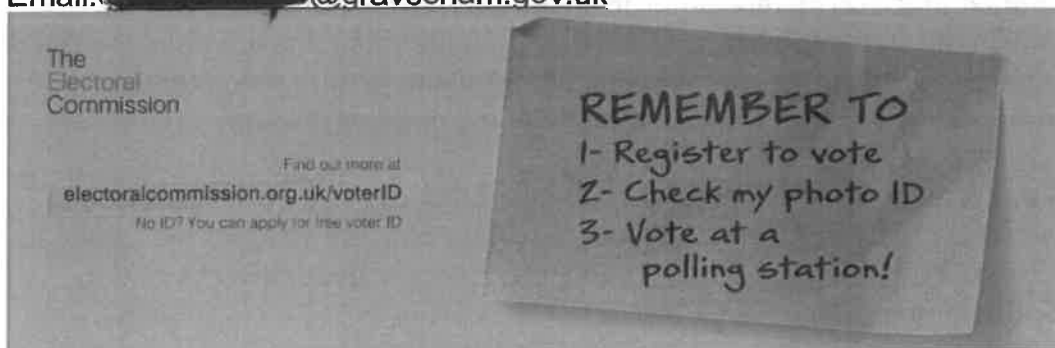
The Electoral Commission publishes guidance for candidates at parish council elections. This makes clear that is the candidates responsibility to ensure that they are qualified to stand and are not subject to any disqualifications.

Neither the Returning Officer nor the Electoral Commission can confirm this. If they are in doubt about their eligibility, they should seek legal advice.

That guidance can be accessed here - [Qualifications and disqualifications for standing for election | Electoral Commission](#)

Kind regards

[REDACTED] AEA (Cert).
Elections Manager
Gravesham Borough Council
Tel: 01474 337316
Email: [REDACTED]@gravesham.gov.uk



Gravesham Borough Council: *Together - Proud to be Gravesham*

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Agenda Item 17: – Tuesday 27 October 2026**Title: Officer's Report**

Prepared By: **Lisa Winter – Clerk and RFO**

Delegated Authority

Under delegated authority, the Clerk approved the purchase of the Harvel duck house. The expenditure was within the approved budget allocation. Delivery is anticipated within approximately three weeks, following which officers will make the necessary arrangements for the installation of the duck house on the pond.

Pitfield Green Toilets

The Council was informed by its cleansing operatives of incidents involving human faeces being found outside the toilet block at Pitfield Green. The information received suggests that this may have occurred on more than one occasion. Further details have been requested to enable officers to review the CCTV footage and investigate the matter further.

Data Breach

The Council was informed that a personal data breach had occurred on 14 October 2026. The breach was reported to the Information Commissioner's Office (ICO) within the required 72-hour timeframe.

On 21 October 2026, the Council received a response from the ICO, which included the following advice:

Data security requirements

"You must have appropriate technical and organisational measures in place to protect personal data. Personal data must be processed in a manner that ensures the appropriate level of security is applied depending on the type of data you process."

ICO decision

"We have considered the information provided and we have decided to close the case and provide you with advice. This decision is based on the information we have recorded about the breach."

In response to the ICO's advice, all officers will undertake data protection training to strengthen the Council's data protection practices and ensure that appropriate measures are in place to safeguard personal information.

Pending completion of the updated training, the financial documents that would normally accompany the payments list will be provided in a separate confidential pack.