Meopham Parish Council

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LOCAL COUNCIL AWARD SCHEME FOUNDATION

A Civility & Respect Pledge Council

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 24th November 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 19 October 2026

AGENDA

1. **Chairman to Sign the Acceptance of Office**
2. **Apologies for Absence:** To receive and accept apologies
3. **Declarations of Members' Interests:** To receive declarations of pecuniary and non-pecuniary interests for this meeting
4. **Minutes of Previous Meeting:** To approve the minutes of the meeting held on 27 October 2026. *This item is to confirm the accuracy of the minutes and not to raise matters arising* (*) (pg1-7)
5. **Public Session & External Reports**
   - **5.1 Public Session**
   - **5.2 Borough Councillors and County Councillor**
   - **5.3 Police**
6. **Community Christmas Grotto – The Bee Kind Project:** To consider request for funding towards Christmas Grotto at Nurstead Court (*) (pg8-9)
7. **Pride in Place Wayfinding Grant:** To consider a project to request a grant for. (*) (pg10-13)
8. **Landscaping and Grounds Maintenance Service Contract:** To approve service contract for Tender (*) (pg14-26)
9. **General Maintenance Service Contract**: To approve Service Contract for Tender (*) (pg27-40)
10. **Bus stop lighting:** To consider email received from a member of public (*) (pg41)
11. **Southdown Shaw Allotments**:
    - **11.1 Padlock:** To Consider and Approve (*) (pg42)
    - **11.2 Roadway:** To Consider and Approve (*) (pg43)
    - **11.3 Scribe Management Package:** To Consider and Approve (*) (pg44)
12. **Co-option:**
    - **12.1 Electoral Commission Advice:** Receive an update

12.2 Notice of Vacancies: No requests for an election were received. Members to Consider co-option to fill the vacancies.

12. Financial Matters

12.1 Payments: To receive the payments list made since the last meeting up to 01.11.2026 (*) (pg45-46)

12.2 Receipts & Payments Report: To note the receipts and payments report up to 01.11.2026 (*) (pg47-49)

12.3 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 01.11.2026 (*) (pg50-58)

12.4 Council Reserves: To note the reserves balance as of 01.11.2026 (*) (pg59)

12.5 Transfer: To Approve a transfer of £50,000 from the Cambridge Bank account to Unity Bank account.

12.6 Expenses Claim Form: To Approve the expenses claimed by Councillor B Wade for the Act of Remembrance Event. (*) (pg60-63)

13. Planning Applications: To consider and make recommendations on the following planning applications *(Comments requested from Councillors)*

13.1 20261084 – Three Trees Newlands Lane, Culverstone, Gravesend Kent DA13 0RD

Demolition of the existing bungalow and erection of a replacement dwelling with associated parking and landscaping.

13.2 20261080 – Land Known As The Den Rhododendron Avenue Meopham Gravesend Kent

Part retrospective application for the erection of 1no residential dwelling.

13.3 20261073 - Woodlands 28 Beechwood Drive Meopham Gravesend Kent DA13 0TX

Erection of a single storey front extension; Replacement of hipped roof with hipped roof with flat section at apex; Loft conversion with roof lights; and alterations to fenestration.

13.4 20261078 - Land Formerly Known As Betsys, Heron Hill Lane, Meopham, Gravesend Kent

Material change of use of land to single pitch Gypsy Traveller site with associated operational development (access, regrading slope, levelling surface with imported stone, gravel board retaining fencing, utility block)-part retrospective

14. Planning Appeal: To note the following appeal have been received

Please note comments do not need to be submitted on these, our existing comments are passed to the Planning Inspectorate.

2026/049/ENF- Highview Longfield Road Meopham Inspectorate ref: 6017973

15. Motion proposed by Cllr Collings: That Meopham Parish Council considers awarding a one-off emergency grant of £200 to Cobham Community Stores CIC, in recognition of the organisation's current financial difficulties and the valuable service it provides to the wider rural community.

16. Motion proposed by Cllr Collings: Harvel & Nurstead Rural Grant Scheme - That Meopham Parish Council establishes a Harvel & Nurstead Rural Grant Scheme from the

2027/28 financial year, with an annual budget of £900, subject to future annual budget approval.

The scheme shall provide grants of up to £150 to charities, voluntary groups, community organisations, non-profit organisations and small local businesses based in or regularly operating within Harvel or Nurstead, to support their activities, equipment, facilities or other needs.

Applications shall be made through a simplified one-page form between 1 and 21 June each year, with awards determined at the July Full Council meeting, subject to the Council's statutory powers and Financial Regulations.

17. **Council Budget for 2027-2028:** To review the draft budget for the 2027-2028 financial year and Approve recommendation (*) (pg64-66)
18. **Standing Agenda Item:** To consider any need for professional advice or reports on planning or related issues
19. **Liaison Councillor Reports**
20. **Officer's report:** To receive a report of items for information from the Clerk and Assistant Clerk (*) (pg67-68)
21. **KALC Community Awards 2027:** Choose your nominee
22. **Member Training:** Members to consider and approve funding for one Councillor to undertake ILCA and CILCA training.

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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23. **Personnel Recommendation:** To Agree the appointment of three independent members to sit on the Complaints Panel to hear the two outstanding complaints.
24. **Pitfield Green Trees:** To consider the email from a member of public regarding trees overhanging property (*) (pg69-73)
25. **Complaints Committee:** To note that a complaint received was upheld in part.
26. **Standing Agenda Item:** To receive an update on Southdown Shaw Allotments