



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE
FULL PARISH COUNCIL ON THURSDAY 6 JULY 2023 AT
19:30PM IN UPCHURCH VILLAGE HALL

Members of the Public and Press are welcome to attend

Signed: Nina Henley Date of Issue: 29 June 2023
Clerk and Proper Officer
2 Alfriston Grove, West Malling,
ME194SR

Members: Cllr T Ripley (Chair), Cllr P Denny (V Chair), Cllr E Berntsen, Cllr H Boakes,
Cllr J Bodycomb, Cllr A Horton, Cllr G Lewin, Cllr G Rosewell, Cllr N Sheppard

PUBLIC PARTICIPATION IN GENERAL

Members of the public may also be allowed to speak during the meeting, on agenda items only and with express permission from the Chair. Anyone wishing to attend and/or speak on the agenda item during Public Participation should book in prior to the meeting. Please contact clerk@upchurchparishcouncil.gov.uk

RECORDING (AUDIO AND /OR VIDEO OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

During the meeting the public are allowed to record the Committee and Officers from the front of the public seating area only, providing it does not disrupt the meeting. Any items in the exempt part of the agenda cannot be recorded and no recording device is to be left behind. If another member of the public objects to being recorded, the person(s) recording must stop doing so until the member of the public has finished speaking. The use of social media is permitted, but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

MOBILE PHONES

Members of the public are reminded that the use of mobile phones (other than silent) is prohibited at all Parish Council meetings.

Agenda

- 55.FCA/07/23 **To receive apologies for absence**
Relevant Legislation: Local Government Act 1972, s85
Members not in attendance must tender their apologies to the clerk and reason for absence to the clerk on the summons prior to the meeting
Agree any action
- 56.FCA/07/23 **To receive declarations of interests and lobbying**
Relevant Legislation: Localism Act 2011, s31
In accordance with the Localism Act 2011, members are to disclose pecuniary or any other interests in any item on the agenda. The members are individually responsible for declaring their position.
- 57.FCA/07/23 **Minutes**
Relevant Legislation: Local Government Act 1972, sch 12, p 41
To receive as correct and approve for signature the minutes of the Full Council Meeting held on 1 June 2023.
- 58.FCA/07/23 **Public Participation**
Relevant Legislation: Local Government Act, s100
In accordance with LGA 1972 S100, the meeting will be adjourned for this item to take place. Will then resume for the remainder of the meeting. The council is keen to encourage public attendance at meetings and will therefore provide an opportunity to parish registered electors, to participate in meetings. Residents are permitted 3 minutes to speak and the public session is restricted to 15 minutes, unless extended by the Chair.
- 59.FCA/07/23 **External Reports and Updates**
To receive any external reports from County and Borough and Police Liaison.

60.FCA/07/23

Correspondence

- I. Email correspondence from resident regarding burial ground areas missed
- II. Email correspondence from resident regarding cost of dog waste bags
- III. Email correspondence from Ward Cllr Palmer over grown hedges Breach Lane reported
- IV. Email correspondence from resident regarding councillors DPI up to date
- V. Email correspondence from PC Chittim
- VI. Email correspondence from resident regarding broken glass in play area.

61.FCA/07/23

Planning – <https://pa.midkent.gov.uk/>

Relevant Legislation: Town and Planning Act 1990

To receive urgent updates on planning matters

- I. 23/502549/FULL 2 The Poles – single storey rear extension
- II. 23/501726/FULL 130 Horsham Lane single storey rear extension
- III. 23/502412/FULL 6 Wallbridge Lane demolition 3 storey dwelling replace 2 storey.
- IV. 23/502727/PNEXT proposed single storey rear extension.
- V. 23/502469/FULL Erection of a chemical dosing kiosk Gore London Road
- VI. 23/502890/PNAA Colts Field, Poot Lane prior notification enlargement dwelling one storey
- VII. 23/502680/FULL Pear Tree House Otterham Quay Lane, Demolition of 4no former agricultural buildings and erection of 2no new dwellings.
- VIII. 23/502728/FULL 97 Chaffes Lane erection of conservatory
- IX. Update on 116 Oak Lane following residents' concerns

62.FCA/07/23

Upchurch Parish Council Reporting – Agree any actions

- I. General Purpose & Planning Committee – to receive update
 - (a) Next meeting Wed 19 July 2023
- II. Paddock and Recreational Ground – to receive update
 - (a) Bat-box installation – to receive update
 - (b) Update on the repairs to the car park / access road – to receive quotes
Email from Savills.
 - (c) Play Ground Inspection – update
 - (d) Email from FCC grant
- III. Burial Ground & Churchyard – to receive update
 - (a) Email from John Weir
 - (b) Update on cutting and slow worms following meeting with Landscape Services.
- IV. Highways & Street Lighting – to receive update
 - (a) Update on HIP
 - (b) Report from Cllr Horton on meeting with KCC
- V. Footpaths – to receive update
 - (a) Update on over grown vegetation pathway ZR12
- VI. Environment – to receive update
 - (a) Village clock maintenance
 - (b) Planters
- VII. Village Hall – to receive update
- VIII. KALC – to receive update
 - (a) Summer Conferences
- IX. Allotments – to receive update
 - (a) New plots
 - (b) Repairs to fence, updates to receive quotes
- X. Village Defibrillators – to receive update from Cllr Sheppard re new units
Cllr Boakes defib fund raising

63.FCA/07/23

Finance Reporting

Relevant Legislation: Acts and Audit Reg 2015, Lcl Audit and Ac'bility Act 2014

- I. Financial review bank statements and bank reconciliation -Councillor to view and sign.
- II. Cheques / Payments received allotments £219.00 burial £550.00 John Weir
- III. Cheques for approval: Litter picker
- IV. Payments for approval:

Payee	Date	Method	Reference	Reason	Amount
Safeplay	06/07/23	BACS	24020	Playground Inspection	£ 168.00
UVH	06/07/23	BACS	6678	Hall Hire	£ 60.00
Staff costs					

- 64.FCA/07/23 **D-Day Anniversary**
To discuss UPC involvement / Beacon lighting
- 65.FCA/07/23 **Annual Return**
Acknowledgement from Mazars (External Auditor) of all documents received
- 66.FCA/07/23 **Clerk Updates** – Agree any actions
I. Quarterly Budget figures
II. New Meeting schedule to be approved.

UPCHURCH PARISH COUNCIL MEETING SCHEDULE 2023/24

FULL COUNCIL	GPC & PLANNING COMMITTEE
Thursday 1 June 2023	June Cancelled
Thursday 6 July 2023	Wednesday 19 July 2023
Thursday 7 Sept 2023	Wednesday 20 Sept 2023
Thursday 5 Oct 2023	Wednesday 18 Oct 2023
Thursday 2 Nov 2023	Wednesday 15 Nov 2023
Thursday 7 Dec 2023	Wednesday 20 Dec 2023
Thursday 4 Jan 2024	Wednesday 17 Jan 2024
Thursday 1 Feb 2024	Wednesday 14 Feb 2024
Thursday 7 March 2024	Wednesday 20 March 2024
Thursday 4 April 2024	Wednesday 17 April 2024

- 67.FCA/07/23 **Items to be considered for inclusion on the next Full Council agenda**
To receive any additions, for noting only, no discussion at this meeting.
- 68.FCA/07/23 **Date of next meeting**
Thursday 7 September 2023
- 69.FCA/07/23 **Close of Meeting**

If you would like any further information on any item on the agenda, please contact the clerk
Nina Henley clerk@upchurchparishcouncil.gov.uk