



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE  
**FULL PARISH COUNCIL ON THURSDAY 4 APRIL 2024 AT**  
19:30PM IN UPCHURCH VILLAGE HALL

**Members of the Public and Press are welcome to attend**

Signed: Nina Henley  
Clerk and Proper Officer  
2 Alfriston Grove, West Malling,  
ME194SR

Date of Issue: 27 Mar 2024

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](mailto: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**

- 176.FCA/04/24 **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
- 177.FCA/04/24 **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.
- 178.FCA/04/24 **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 7 March 2024.
- 179.FCA/04/24 **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.
- 180.FCA/04/24 **External Reports and Updates**  
To receive any external reports from County and Borough and Police Liaison.
- 181.FCA/04/24 **Correspondence for noting.**

- I. Email correspondence Swale Borough Council prices for new bin.
- II. Email correspondence PRow team regarding handrail.
- III. Email correspondence Citizens Advice Swale funding request.
- IV. Email correspondence KCC Highways Hedge and road markings Oak Lane.
- V. Email confirmation from Food Vendor DDay 80 Event.
- VI. Email correspondence resident regarding gas repair works on Lower Rainham Road.
- VII. Email correspondence Cllr Palmer rubbish clearance Breach Lane / Oak Lane.

182.FCA/04/24

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

**Relevant Legislation: Town and Planning Act 1990**

To receive updates on planning matters

- I. 24/500857/FULL Gore Farm Chaffes Lane Approval of reserved matters (Appearance, Landscaping, and Scale sought) for the erection of 2no. dwellings pursuant to 19/505938/OUT (approved at appeal under APP/V2255/W/21/3268392), and submission of details pursuant to conditions 5 (construction phase management), 7 (energy efficiency), 8 (ecological enhancements), 9 (means of access and turning area) and 11 (parking).
- II. 24/501108/FULL Poot House, Wetham Green, Upchurch. Demolition of existing conservatory and erection of a single storey rear extension.
- III. Any reports from Cllr Rosewell.

183.FCA/04/24

**Upchurch Parish Council Reporting – Agree any actions**

- I. General Purpose & Planning Committee – to receive update
  - (a) To agree next meeting April 2024
- II. Paddock and Recreational Ground – to receive update.
  - (a) Reports of broken glass in Paddock.
- III. Burial Ground & Churchyard – to receive update.
  - (a) Update on Bank works.
  - (b) Flower memorials – policy updated.
  - (c) To consider request from resident interment fee.
- IV. Highways & Street Lighting – to receive update..
  - (a) Update on road narrowing Oak Lane
  - (b) Copper Beech Hedge reported to KCC.
- V. Footpaths – to receive update.
  - (a) Update on handrail for footpath The Poles to Poot Lane. Email from PRow.
- VI. Environment – to receive update.
  - (a) To consider costs for new bin. Email from Swale Borough Council
  - (b) Update on bus stop Wallbridge Lane – reported to KCC.
- VII. Allotments – to receive update.
  - (a) Tenancy agreement 2024 and invoices sent.
- VIII. Village Defibrillators – any updates.

184.FCA/04/24

**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.
- III. Cheques for approval: Litter picker
- IV. Payments for approval.

185.FCA/04/24

**Citizens Advice Swale**

To consider funding request received.

186.FCA/04/24

**D-Day Anniversary**

Any updates. Food Vendor confirmed licence obtained from Swale Borough Council.

187.FCA/04/24

**Items to be considered for inclusion on the next Full Council agenda**

To receive any additions, for noting only, no discussion at this meeting.

188.FCA/04/24

**Date of next meeting**

Parish Meeting Thursday 11 April 2024

Annual Meeting Thursday 9 May 2024

189.FCA/04/24

**Close of Meeting**

If you would like any further information on any item on the agenda, please contact the clerk [clerk@upchurchparishcouncil.gov.uk](mailto:clerk@upchurchparishcouncil.gov.uk)