



**MINUTES OF UPCHURCH FULL PARISH COUNCIL HELD ON  
THURSDAY 1 SEPTEMBER 2022 AT 19:30PM IN UPCHURCH  
VILLAGE HALL**

**Present:** Cllr T Ripley (Chairman), Cllr E Berntsen, Cllr H Boakes, Cllr A Horton, Cllr G Lewin, Cllr G Rosewell, Cllr N Sheppard

**Officer:** Clerk, Nina Henley

**Apologies:** Cllr P Denny (V Chair), Cllr J Bodycomb,

**External Apologies:** Cllr M Baldock (KCC), Cllr R Palmer (SBC)

**50. To receive apologies for absence**

Cllr Denny (holiday), Cllr Bodycomb (holiday)

External:

Cllr Baldock – KCC, (meetings), Cllr Palmer – SBC, (meetings)

Agreed unanimously

**51. To receive declarations of interests and lobbying**

There were none

**52. Minutes from FC Meeting held on 7 July 2022**

No 47.i spelling mistake of 'roof'

No 47 iv spelling mistake of PCSO Holmes

No 48 Cllr Lewin had suggested the village logo for street signs

Agreed unanimously and signed

**53. Public Participation**

Members of a local church offered help and support for community outreach, Cllr Boakes suggested they speak to Upchurch Support Network Facebook group.

A resident from Poot Lane requested support for his planning application from UPC to SBC. Cllr Horton stated that he would offer his help in his roles with UPC and SBC.

A community worker requested more dog waste bags, Cllr Ripley stated he already had them and would deliver to him. The community worker also stated there was a problem with brown bins and compost bin not being emptied. Clerk to follow up with SBC.

A resident welcomed the new clerk and also suggested a working party to tidy Upchurch as some areas were in need of attention. Chair said not enough support for working party but clerk to look into road sweeping from SBC/KCC.

A group of residents came to speak and ask for update on the Lower Rainham Rd planning application.

**54. Correspondence**

- I. 8/8/22 Request from resident on Oak Lane to register a new vehicle for the recreation ground parking.

Agreed, if the applicant fits the criteria, clerk to follow up.

- II. 15/8/22 Request from BTF Land and Property to inspect the Glebe.

It was decided that UPC needed more information. Clerk to follow up and liaise with Cllr Denny to attend.



- III. 12/8/22 Request from PKF External Auditor for additional information surrounding capital expenditure regarding street lighting. Clerk has replied with requested information, PKF have not requested anything further.  
Noted
- IV. 18/8/22 National Association of Local Council Dementia survey. Request from NALC and KALC to fill out the national dementia survey deadline 30 September 2022.  
It was agreed for Cllr Ripley to fill out the survey with assistance from the clerk. Cllr Lewin and Cllr Horton did not feel a dementia policy was necessary and that UPC already comply with disability and protected characteristics laws.  
Agreed unanimously

#### 55. Planning

To receive update on planning matters

Outline Planning Application for 200 dwellings, Lower Rainham Rd, Rainham.

Residents are concerned with this application due to the proximity to Upchurch.

Residents and UPC are also concerned with the proposed access from the new development through to the Upchurch play areas. The increased usage of equipment maintained by UPC and associated costs will be a liability for the parish to consider. Cllr Rosewell to prepare an objection for the clerk to submit. It was noted people power was working and residents should encourage friends and family in Medway area to object too. Note a communication from Tetlow Kings Planning to Cllr Horton Marked appendix 0 in this document.

Two additional planning applications with closing dates of 16 and 19 of September, clerk to request extensions on the closing dates to be discussed at GPC and Planning Committee meeting 21 September.

#### 56. External Reports

Report received from Cllr Palmer attached as appendix 1

#### 57. Upchurch Parish Council Reporting

- I. General Purpose Committee – to receive and approve minutes and any update  
Nothing to report
- II. Paddock and recreation ground – to receive update  
Incident of excrement on the saucer roundabout that has been cleaned and sanitised  
Incident of unknown items found in a bin that has been cordoned off awaiting checking & disposal by authorities  
Noted
- III. Burial Ground & Churchyard – to receive update  
Cllr Boakes highlighted the new burial ground areas require planning for use. Cllrs Boakes, Denny and clerk to organise.  
Noted  
One item required an amendment to be made to move into confidential at the end of meeting  
Agreed unanimously.  
Cllr Horton stated that the church tower clock has been serviced.  
Noted
- IV. Highways and street lighting – to receive update  
Cllr Berntsen stated no additional issues with lighting have been reported. Cllr Berntsen to update clerk on EDF situation. Clerk to change EDF contact details  
Cllr Horton, requested an amendment to agenda to speak about item 10 Forge Lane and had some updates on the highways improvement plan.  
Bollards have been installed in Chaffes Lane; notifications have been made on carriageway.  
UPC have had the hedges trimmed in the Chaffes Lane area and would like to increase the maintenance schedule. UPC would like to thank local residents for their assistance with the trimming. Cllr requests that UPC white lines the carriage edge of Chaffes Lane around the bend and will require a contract issued for the road. Cllr Horton proposes that UPC carried out the road cushions markings in Forge Lane at the same time as the Chaffes Lane line painting as it is for the safety of village residents.  
Noted and agreed  
Cllr Horton requested a speed survey to be arranged in Horsham Lane, The Street and Forge Lane. The surveys are to be funded by borough council contributions and organised by the clerk and KCC.  
Cllr Shepherd requested the UPC logo for new street signs, clerk to follow up.



- V. Footpaths – to receive update  
Cllr Rosewell noted that the recent hedge cutting in Otterham Quay Lane (by The Three Sisters pub) was stopped short by 50 meters – this section is overgrown and forcing walkers into the road. Clerk to investigate this with SBC to finish to the end of the parish boundary.
- VI. Environment – to receive update  
Bin for play areas deferred to GPC  
Noted
- VII. Village Hall – to receive update  
Nothing to report
- VIII. Police Liaison – to receive update  
Police attended the Paddock on 24 August to inspect a bin  
PCSO report attached as appendix 2
- IX. KALC – to receive update  
Nothing to report
- X. Village Defibrillators – to receive update  
Two new packs of pads to be ordered, clerk to arrange through expenses

#### **58. Finance Reporting**

- I. Access to banking for clerk is in progress no reporting was possible  
Cllr Lewin requested budget spread sheet to be available for October for preparation for the precept committee sitting in November/December.  
Noted
- II. Cheques received – J. Weir undertakers £1200  
Noted
- III. Cheques for approval – Clerk Salary, Clerks expenses, Clerks Conference £60, Cllr Denny expenses £44.48, Litter Picking Invoice £114.00  
All approved unanimously  
Cllr Horton requested a separate cheques list available to make cheque signing easier  
Noted
- IV. Overdue invoice –  
Commercial Services Trading Ltd quarterly grounds maintenance £3954.10  
Agreed unanimously for payment

#### **59. Forge Lane Speed Bumps and other road issues**

Markings on speed bumps are no longer visible. In addition, boundary hedges in Forge Lane are overgrown. School sign appears to have been hit and spun around.  
Discussed and noted for action in highways item 57 iv

#### **60. Clerk Updates**

- I. Policies and Procedures Documents  
Standing Orders and Financial Regulations documents require a full review and readopting. Clerk to update documents and any other policies and procedures that require attention and present to councillors for approval at October Full Council meeting.  
Noted and agreed unanimously
- II. Website  
Clerk to prepare a proposal to upgrade the PC website, this is to improve user experience and ease of use by residents. Suggest this is looked at during the next 6 months.  
Noted and agreed unanimously
- III. Draft Minutes  
Clerk to propose meeting draft minutes are uploaded to the website after the meetings. The draft copy will be replaced by the validated (and amended if appropriate) version following approval.  
Noted and agreed unanimously to upload draft minutes the same day as the following meetings agenda
- IV. General Purpose and Planning Committees  
Clerk to propose the merging / combining of the General Purpose and Planning Committees. In practice the committees act as one already. This process will just tidy up the committees and agendas to make community engagement clear and concise. Supporting Document to show how new unified committee agenda could appear available at meeting.



- Noted and agreed unanimously
- V. Upchurch Parish Council email Addresses  
Clerk to propose the UPC email addresses are rationalised to remove the old non-government email addresses. Clerk to propose the councillor addresses are also set up correctly detailing a unified UPC signature and confidentiality statement. The clerk and IT support to assist the councillors with this process.  
Cllr Horton advised that there is a UPC policy in place that dictates all councillors and staff should be using the .gov official UPC email addresses. Some councillors were experiencing problems with the use of the addresses and outlook. Councillors stated that they never send emails to addresses outside the corporate body so felt a signature and confidentiality statement unnecessary. If this situation changes should be relooked at. Support is available from the clerk to ensure email addresses get used.  
Noted.
- VI. Clerk IT Virus protection  
The clerk computer virus protection is out of date and requires updating, cost circa £34.99 for 2 year term.  
Agreed unanimously
- VII. Clerk IT Backup Facility  
Clerk IT system currently does not have an adequate back up facility.  
IT support to be investigated further. The clerk has made attempt to contact the current provider without any response. Clerk to follow up and look into the one drive and other options.  
Noted

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

Financial reporting  
Poppy appeal  
Poppy's on lamp posts  
Christmas tree and arrangements for children  
Noted

**62. Staff Matters**

Clerk to be permitted additional hours to get UPC, policies and procedures & systems up to date.  
Agreed unanimously

**63. Date of next meeting**

6 October 2022  
Agreed unanimously

Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings Act) 1960, because of the confidential nature of business to be transacted, the public and press we asked to leave the meeting during item deferred from 57 iii under Burials section.

**64. Burial grounds item deferred from 57 iii**

Held in private

**65. Close of meeting**

21.10hrs



## Appendix 0

Dear Cllr Horton

(I obtained your email address from Swale's website in order to be able to reply via email)


I note your recent submission of comments on this application. I am the planning agent representing Redrow Homes in this case. Whilst I note your comments about the principle of the development and matters of infrastructure those are matters more for the officers and elected members of Medway's planning committee to consider for themselves and therefore not something that we can realistically address given the history of the site.

However, I did want to come back to you on the matter of the potential footpath connection to the east between my clients site and the adjoining estate within the administrative area of Swale. I think it relevant to note that the potential pedestrian link was included at the behest of Medway council following a presentation to members ahead of the application being lodged. They considered the connectivity would be a positive place making tool despite it not having been shown on the outline application, or specifically required pursuant to a consent. The highways officers have also mentioned the benefits stating that "An connection is indicated to the east of the site and this is essential given that this would be the desire line for many residents who intend to walk to the new secondary school at Leigh Academy (it is approx an additional 800m via Station Road)"

The suggestion was not therefore something that was led by my clients but something that they sought to accommodate if possible. That said, it has become abundantly clear to us based on the level of comments from residents of the neighbouring estate that they are entirely opposed to such a connection into their open space and my clients are therefore seeking to take those comments on board and revise the layout to remove the possibility of any such connection now or in the future.

Whilst I accept that your comments went beyond just this footpath I hope that by clarifying that my clients have taken on board local residents comments about not wanting such a connection this will at least accommodate that part of your concern. I would be happy to discuss this further with you should you think there any benefits in doing so.

Kind regards

  
**Senior Director**  
TETLOW KING PLANNING





**Appendix 1**  
**Report from Councillor Richard Palmer**  
**Serving Hartlip, Newington, & Upchurch**

**Report for Upchurch Parish Council meeting 1<sup>st</sup> September 2022**

Good evening, All

I apologise for not being in attendance tonight, but I am attending the Western Area Committee.

**Medway Planning Application MC/22/1474**

I have had several concerned residents contact me regarding an application in Medway (Medway Planning Application MC/22/1474) Land South of Lower Rainham Road Rainham Gillingham Medway ME8 7UD.

I have asked Swale Borough Council to raise concerns with Medway Council. I have chased out head of planning this morning as no response is showing on the Medway Portal from Swale Council. I feel the proposals in the application will have detrimental effect one the Pears Tree Grove affect the local amenity of the area. I will also be making representation to Medway Council.

**Energy Crisis – Energy Rebate**

I have had contact from residents concerned that landlords who charge them gas & electric on their dwellings will not receive the Government support funding as this will only be paid via energy companies. The Government are aware of this problem and are trying to find a solution. This seems to be affecting people who are either renting and pay the landlord for gas & electric or are in residential park homes where the site management agency collects the gas & electric. etc.

**Oak Lane & Drugs**

I have had residents' complaint of what appears to be drug dealing in the area of Oak Lane. All such activity must be reported to Kent police either via 101 or online but in an emergency 999/112. Advice given to residents

**Waste Burning – Tyres**

I have also received reports of waste tyres being burnt – Swale Council Environment team are investigating along with Planning Enforcement. This is just in the Parish of Hartlip

Please feel free to publish my mobile no: 07702674721 and email:  
[richardpalmer@swale.gov.uk](mailto:richardpalmer@swale.gov.uk) on your PC Website and in other material you may send round to residents.

## Appendix 2

### Parish Council update



#### **Hartlip, Newington & Upchurch ward (Upchurch update)**

July/August  
2022

Information provided by: PCSO HOLMES Swale CSU

#### Crimes of note (05/07/22 – 31/08/22):

- No Burglary offences reported
- No Vehicle Crime offences reported
- No Criminal Damage offences reported
- No Fraud offences reported

#### Anti-social behaviour and other incidents of note:

- No issues, looking to conduct ongoing speed checks.

#### Other items of note:

- I will be looking to hold my drop-in surgery in the Post Office in September due to the uncertainty around the ownership of Snaffles. Date TBA but will be after the 25<sup>th</sup>.

#### Updates of previous reported issues:

- None



**Kent  
Police**

For more information about policing in your area, visit  
[www.kent.police.uk](http://www.kent.police.uk)

To report a non-urgent crime online, visit  
[www.kent.police.uk/contactus](http://www.kent.police.uk/contactus)

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