

The **Minutes** of the **Meeting** of **Upchurch Parish Council** held
remotely on **Thursday 14th January 2021** at 7.30pm.

Present: Cllr Tyrone Ripley (Chairman), Cllr John Arnold (Vice Chairman), Cllr Pam Denny, Cllr Alan Horton, Cllr Gerry Lewin, Cllr Gary Rosewell and Cllr Neil Sheppard; and Mrs Wendy Licence (Clerk).

Also present were County Councillor Mike Whiting and Ward Member Richard Palmer.

133. Apologies for absence

Apologies had been received from Cllr Janet Marshall and Cllr Peter Masson; apologies accepted.

134. Declarations of interest

None were declared.

135. Minutes of the Parish Council Meeting held on 3rd December 2020

Cllr Ripley **PROPOSED** to accept the minutes of the meeting held on 3rd December 2020 as a true record; **SECONDED** by Cllr Horton: **AGREED UNANIMOUSLY**. Cllr Ripley will sign the minutes as a true record of the meeting at the next physical Council meeting.

Public Time

The meeting was adjourned for the Public Time

KCCllr Whiting said that he was aware of flooding in some areas and that KCC Highways is trying to get people out as soon as possible. Issues must be reported. KCC Highways has been busy dealing with flooding across the county.

There is no limit to how many times people can visit the KCC Household Waste Recycling Centres but there is still a booking system in place. This will be reviewed periodically.

The Key Street junction and Grovehurst junction consultations run until 26 January. Kent County Council has secured £38,000,000 from the government to improve the roundabouts. The Key Street scheme is much needed and the recent small improvements have already made a difference, the air quality in Keycol Hill has improved already and traffic is moving more quickly.

There are good testing facilities available. The vaccines are a matter for the NHS and there is some concern that some areas have not received vaccines yet. Invitations will be sent out to residents, there is a priority list in place. Everyone must do their bit to stay safe. Local infection rates are still quite high including up to the Rainham border.

Cllr Arnold said Crosier Court and the stables have flooded again.

KCCllr Whiting said that he has not had an update and will chase the matter.

Cllr Ripley thanked KCCllr Whiting for attending and for his report.

SBCllr Palmer said there have been reported of flytipping in Canterbury Lane, Swale Borough Council has found evidence in it. He has discussed the matter with Medway Council and Kent County Council regarding measures that can be taken. There could be a positive outcome.

Dog waste in Oak Lane, near Chaffes Lane, has been reported over the weekend. Information has been given regarding the owner of the dog responsible.

It had been busy just before Christmas regarding Spade Lane and the drive-in cinema, however, because of the weather this is no longer there.

Cllr Ripley thanked SBCllr Palmer for attending and for his report.

SBCllr Horton said Southbush Lane has taken up a lot of time. The complication with the cinema is that while it is the same person who organised the bootfairs on the right-hand side of the road, which is in Medway, the land for the cinema is on the left-hand side and accessed through Spade Lane. The matter is subject to an appeal. Enforcement visits have not been going ahead because of COVID-19.

KCCllr Whiting said that he is still receiving complaints regarding Otterham Quay Lane and the car transporter and that he is waiting to hear back from Swale Borough Council.

SBCllr Horton said Planning Enforcement had felt that it was not a sufficient change of use to need planning permission. The site appears to be a legitimate business regarding scrappage and storage but it is not deemed sufficient for a change of use.

Cllr Rosewell said that not only are they old cars but also crash cars and this is an environmental issue regarding pollutants going into the ground as the crash cars are leaking.

ACTION: Clerk to send the response from Swale Borough Council to KCCllr Whiting.

SBCllr Horton said the matter could be reported to the Environment Agency regarding the pollution from the cars.

ACTION: Clerk to report.

Cllr Ripley thanked SBCllr Horton for his report.

7.51pm KCCllr Whiting left the meeting

The meeting reconvened

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136. Correspondence

Councillors **AGREED UNANIMOUSLY** to the request from Upchurch Horticultural Society to use the Paddock for its annual plant sale on 10 April.

Cllr Ripley said a resident has raised concern regarding foot path in Chaffes Lane.

Cllr Sheppard said the surface needs repairing and this can be reported on the KCC Highways portal although a separate report may be required to have the whole stretch of the footpath.

Cllr Horton said it is only twenty metres away from where it is hoped to install bollards to prevent vehicles parking on the pavement.

Cllr Arnold said he had spoken to the Highway Steward who has advised that because of COVID-19, budgets have been curbed to help deal with the pandemic.

Councillors also considered the suggestion of an extra streetlight and agreed not to take this further as there is a light at the end of Bradshaw Close.

ACTION: Clerk to report pavement and inform the resident.

Cllr Arnold said the footpath near 36 Oak Lane is also in a poor state.

ACTION: Clerk to report.

Cllr Ripley said that he and Cllr Lewin have been contacted regarding books and bric-a-brac being left at the bus shelter which has the potential to spread the virus.

ACTION 1: Clerk to request through the website, Gabriel report and Upchurch Matters that items not be left at the bus shelter.

ACTION 2: Clerk to request the Village Caretaker to remove items left at the bus shelter.

Cllr Denny said the fence of 114 Chaffes Lane is down in three places and the vegetation is growing across the pavement.

ACTION: Cllr Arnold to report.

Councillors considered the request for ashes plot for two non-residents and noted the contribution to the village that had been made.

Cllr Horton **PROPOSED** that this be permitted; **SECONDED** by Cllr Ripley: **6- FOR, 1- ABSTENTION: MOTION CARRIED.**

137. Planning

Cllr Lewin **PROPOSED** to accept the minutes of the meeting held on 16th December 2020 as a true record; **SECONDED** by Cllr Lewin: **AGREED UNANIMOUSLY.** Cllr Rosewell will sign the minutes as a true record of the meeting at the next physical Council meeting.

138. General Purposes Committee

Cllr Rosewell **PROPOSED** to accept the minutes of the meeting held on 16th December 2020 as a true record; **SECONDED** by Cllr Denny: **AGREED UNANIMOUSLY.** Cllr Rosewell will sign the minutes as a true record of the meeting at the next physical Council meeting.

139. Allotments

i. To receive an update

Cllr Horton asked if the suggestion of push taps for the allotments will be put forward to Full Council.

Cllr Lewin said that because of the insignificant cost it will be implemented, it is just changing the taps.

Cllr Rosewell said that this will dissuade the use of hosepipes and water being left running.

Cllr Horton said it is also suggested that extra pipes and a tap be installed.

Cllr Rosewell said Cllr Masson and Cllr Ripley will progress the matter.

ii. To review the rent for tenants

Cllr Horton said the Council must cover the costs of the allotments and work towards parity of fees.

Cllr Horton **PROPOSED** an increase of £2 for those on the old rate and £1 for those on the higher rate; **SECONDED** by Cllr Ripley: **AGREED UNANIMOUSLY.**

Cllr Horton said the increase will help fund the provision of water and irrigation scheme.

140. Finance

i. To receive finance report and agree budget and Precept for 2021-22

Cllr Lewin reported that he and the Clerk have worked on the accounts since the Finance Working Group meeting. The forecast for the accounts on 31 December is that there will be reserves of approximately £20,000 carried forward. The lighting will be paid for by two additional precept payments of £17,959 and from reserves. Details of different budgets have been drawn up as to if the precept is kept the same as the requirement for the budget and also if the reserves are added to. The only item which could be an issue is the churchyard wall. The budget is for items estimated. Previously the Parish Council had agreed to recover the costs of the LED lighting project in four parts.

It was **AGREED UNANIMOUSLY** to adopt the budget of £42,455.

Cllr Horton said the Council needs to consider how it will precept the parish. It had previously been agreed to add £15 per Band D property to pay for the LED project, the project came in below budget and the Council made prudent use of its reserves.

It was **AGREED UNANIMOUSLY** to set a precept of £46,294 making the additional Council Tax for Band D properties £44.93.

Cllr Lewin thanked the Clerk for her work on the accounts and budget.

ii. External Auditor's report

Cllr Ripley said the Annual Governance & Accountability Return was agreed by Council on 2nd July and published on 3rd July so was within the extended time for publication. The bank reconciliation will be discussed with the Internal Auditor.

iii. Cheques for approval and signature

Chq no	Payee	Reason	Amount
3946	Swale Borough Council	Election recharge	£167.42
3947	Mr T Honeyman	Litter picking- December 2020	£98.52
3948	Fasthosts	Webhosting	132.00
3949	Mrs W Licence	Expenses, salary adjustment and black bags	£99.30
3950	HMRC	PAYE & NI	£142.61
3951	PKF Littlejohn LLP	External audit	£360
3952	Business Stream	Paddock water	£11.74
3953	Safeplay PS Ltd	Bi-annual inspection	£166.80
3954	Upchurch Village Hall	Hall hire 43.00 Replacement of cheque no 3931 48.00 Total	£91.00
3955	EDF	Street lighting - November and December	£996.34
3956	Tunstall Parish Council	Arnold Baker Local Government Administration (share)	£25.00

It was **AGREED UNANIMOUSLY** to the signing of the cheques.

141. Paddock and Recreation Ground

Cllr Denny reported that all is in order at the Paddock and Recreation Ground. The ring on the climbing frame has been tied up again and the Council is waiting for the company to make the repairs.

Cllr Ripley said there is a small section in the new fence to be completed, the contractor was short of two posts which have now arrived and the mesh has also arrived.

142. Burial Ground and Churchyard

i. To receive an update

Cllr Ripley said there is an issue with the compost area and bins.

Cllr Denny said she has kept Cllr Marshall updated on the situation. There is a lot of floristry waste post-burial and the lids on the compost bin have broken. Also, the rubbish bins behind the compost bins are inaccessible.

ACTION: Item for GPC agenda

Cllr Ripley thanked Cllr Denny and her husband for helping to clear the rubbish.

ii. To consider quotations for tree work in the churchyard

Cllr Ripley informed Members that he and Cllr Denny had met with contractors who each had different ideas of priorities for the work. Three quotations have been received.

Cllr Ripley **PROPOSED** that the quotation for £550 and also to accept the quote of £150 to remove elder growth and grind the stumps to avoid re-growth on the yew trees west:

SECONDED by Cllr Horton: **AGREED UNANIMOUSLY**.

Cllr said the Council needs to consider what action to take regarding the closed churchyard.
ACTION: Clerk to circulate the response from Swale Borough Council to Councillors.
Item for GPC

143. Defibrillator

Cllr Sheppard said there had been an issue with the defibrillator at Snaffles, it had four red flashing lights due to the temperature of the box and this has been reset. The issue did not affect the defibrillator working. The defibrillator box needs to be serviced every five years.

ACTION 1: Cllr Arnold to ascertain when the service is due.

ACTION 2: Clerk to ascertain details of servicing contractors.

Cllr Ripley thanked Cllr Sheppard for his report.

144. Highways and Street Lighting

i. To receive an update

Cllr Arnold said UKPN are yet to lift their restrictions on working during the pandemic for the LED lights to be reconnected.

Cllr Arnold asked for an update on the insurance claims.

The Clerk reported that they had been submitted.

ACTION: Clerk to contact insurance company for an update.

ii. Chaffes Lane bollards

Cllr Horton said the lake at Chaffes Lane after the torrential rain is where the bollards would be.

Cllr Arnold said that this had been reported.

Cllr Denny said the Oak Lane side of The Paddock also flooded, the drains need to be cleared. A resident has raised concern that the hedge of bungalow next to 116 Oak Lane is growing over the white lines.

Cllr Sheppard said that a resident had reported that conifers have been cut in Wallbridge Lane and the arising have been left in the road. The drains have been cleared and this will go into the drains and it is dangerous for cyclists and motorbikes.

ACTION: Cllr Arnold to report issues.

145. Footpaths

There was nothing to report.

146. Environment

There was nothing to report.

147. Reports from representatives

i) Village Hall Representative

Cllr Lewin said the Village Hall management Committee had met on 13th January and noted the change of restrictions nationally. The hall is fit for purpose but cannot be used.

Cllr Denny asked for an update on the Electric Vehicle Charging Point.

Cllr Lewin said that this had not been pursued as it would not have been an ideal place and not felt appropriate.

ii) KALC

There was nothing to report.

iii) Police Liaison Officer

There was nothing to report.

9pm SBCllr left the meeting.

148. Matters arising

Cllr Horton said the Council is taking part in the KALC Community Award scheme which is usually given to adults and asked if it were possible for KALC to have a Junior Award.

ACTION: Clerk to contact KALC to ascertain if possible.

Cllr Horton **PROPOSED** that there be two awards, one for an adult and one for a young person: **SECONDED** by Cllr Rosewell: **AGREED UNANIMOUSLY**.

149. Date of next meeting: 4th February 2021

There being no further business, the meeting closed at 9.10pm