



**MINUTES OF UPCHURCH FULL PARISH COUNCIL HELD ON  
THURSDAY 6 OCTOBER 2022 AT 19:30PM IN UPCHURCH  
VILLAGE HALL**

**Present:** Cllr T Ripley (Chairman), Cllr P Denny (V Chair), Cllr J Bodycomb,  
Cllr A Horton, Cllr G Lewin, Cllr G Rosewell, Cllr N Sheppard

**Officer:** Clerk, Nina Henley

**Apologies:** Cllr E Berntsen Cllr H Boakes

**External Apologies:** Cllr R Palmer (SBC)

**66. To receive apologies for absence**

Cllr Boakes (work commitments), Cllr Berntsen (ill)  
External Cllr Palmer (meeting) PCSO Holmes (family commitments)

**67. Minutes Silence**

A minutes silence was observed to commemorate the passing of Her Late Majesty Queen Elizabeth II  
The Upchurch proclamation read out on Monday 12 September 2022 is added to these minutes as  
appendix 1  
Noted

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

Cllr Lewin (6 II) is a trustee of Queenborough Fisheries Cllr Lewin (6 VI) is a member of the Upchurch  
Choral Society Cllr Lewin (7 planning 22/504523) has a family member living next door.  
Noted.

**69. Minutes**

Approval and signing of the minutes of the meeting held on 1 Sept 2022  
It was resolved to approve and sign the minutes. Proposed by Cllr Horton Seconded by Cllr Lewin  
Agreed unanimously.

**70. Public Participation**

Village Caretaker stated that residents have been using the public bins for household waste.  
Village Caretaker said gullies in road need clearing – Clerk to inform KCC DK to take photos and send  
to Clerk.  
Brown bins were discussed Clerk to confirm again from SBC as to which days they empty these and  
report back to DK and Councillors  
Double bins – Clerk to investigate how often they are emptied (Chaffes Lane and the Rec) also to  
confirm dates so they can be emptied with the gate open.  
Tikspac bags need reordering x 4 – Clerk to arrange delivery to Cllr Ripley.

**71. Correspondence**

- I. 15/9/22 Request from forestry commission to find out who is responsible for the oak trees on  
green adjacent to Oak Lane and Bishops Lane, this is due to presence of oak processionary  
moths. Letter has been forwarded to SBC. Case 15177710. Swale have scheduled a detailed  
inspection.  
SBC has made inspection and is dealing with the Forestry Commission direct and checking  
risk assessments and discussing nest removal 2023.  
Noted.
- II. 26/9/22 Grant application correspondence from Queenborough Fisheries regarding  
successful progression for play area project. £3300.  
Discussed at agenda item 16 (minute 81).

*R*



- III. 22/9/22 Correspondence from PKF External Auditor with the successful conclusion of the audit. This has been published and completed.  
Noted.
- IV. 28/9/22 email from member of public regarding deteriorated road markings Junction Horsham Lane and Oak Lane. Issue reported to KCC for action. REF: 657148  
Cllr Horton reported this has been highlighted on the KCC highways improvement plan. UPC to wait for reply from KCC.  
Noted.
- V. 28/9/22 Request from allotment holder, reimbursement for lock and chain on pedestrian gate. £39. This is following theft of produce.  
UPC thank resident for quick resolution agreed to reimburse resident.  
Clerk to email resident.  
Cllr Horton proposed Cllr Denny seconded  
Unanimously agreed.
- VI. 20/9/22 Request for funding from Upchurch choral society for November concert.  
Application form sent and returned.  
Discussed agenda item 12 (minute no 77)

## 72. Planning

To receive update on planning matters  
Outline Planning Application for 200 dwellings, Lower Rainham Rd, Rainham.  
<https://publicaccess1.medway.gov.uk/online-applications/applicationDetails.do?activeTab=relatedCases&keyVal=RDF6M6KNLNL00>

No update from Medway Council. Correspondence on Medway planning portal from developer's agent saying withdrawn. Awaiting confirmation.  
Noted.

22/504539/DEMREQ | Prior Notification for proposed demolition of utility room. | Pear Tree House Otterham Quay Lane Upchurch Kent ME8 8QW  
<https://pa.midkent.gov.uk/online-applications/applicationDetails.do?keyVal=RIAXLATYHIL00&activeTab=summary>  
No comments.  
Noted.

22/504523/LAWPRO | Lawful Development Certificate for proposed part garage conversion. | 20 Oak Lane Upchurch Kent ME9 7AT  
<https://pa.midkent.gov.uk/online-applications/applicationDetails.do?keyVal=RI98JCTYHEE00&activeTab=summary>  
No comments.  
Noted.

High Hopes Application for Bed and Breakfast waiting SBC planning meeting. Cllr Horton believes this is likely to be approved.  
Noted.

## 73. External Reports

Cllr Palmer report read out - attached as Appendix 2  
Cllr Horton confirmed many Parish families struggling according to the Citizens Advice Bureau.  
PCSO Holmes report read out – see appendix 3  
Cllr Ripley noted thanks to resident (Snaffles) for assistance with cleaning excrement in the paddock.

## 74. Upchurch Parish Council Reporting

- I. General Purpose Committee  
Meeting cancelled no minutes to approve  
Noted.
- II. Paddock and recreation ground  
Inspection from BTF awaiting report.  
Noted  
Cllr Denny requested the permit parking register to be updated - Clerk to action.
- III. Burial Ground & Churchyard  
Cllr Denny, Cllr Boakes and Clerk to meet to plan new area.  
Correspondence from residents about Landscape Services regarding strimming leaving grass on the stones also damaging plastic pots. Landscape services aware and dealing with grass



- cuttings. UPC has policy on what can be left outside of the stones. Policy to be displayed in notice board for residents.
- IV. Highways and street lighting  
Cllr Berntsen request Copy of EDF bill to confirm tariff – Clerk to send  
Cllr Sheppard request photo of logo for street sign – Clerk to send again  
Speed surveys started, awaiting results.  
Horsham Lane closed can survey be extended. Clerk to ask KCC  
White road marking, Cllr Sheppard and Cllr Horton to carry out site visit to confirm works.
  - V. Footpaths  
Nothing to report.
  - VI. Environment  
Nothing to report.
  - VII. Village Hall  
Christmas market December 10<sup>th</sup> noted.
  - VIII. Police Liaison  
Report attached appendix 3
  - IX. KALC  
Area meeting moved to Faversham. Noted.
  - X. Village Defibrillators  
Clerk to arrange a village defibrillator location map to be displayed on website.  
Cllr Palmer has new pads Cllr Sheppard to collect.  
Allotments – Cllr Bodycomb noted allotment section to be added – noted by Clerk.  
Clerk to confirm all payments received. Cllr Bodycomb to send information to Clerk.

#### 75. Finance Reporting

- I. Access to banking.  
Issues on going, Clerk to update Cllrs when access approved.
- II. Budget Review  
Cllrs to put in budget bids for review.  
Clerk to carry on budget updates. Cllrs to email clerk with budget queries.  
Cllr Lewin noted that £7000 budgeted street sign not completed Cllr Sheppard to arrange signs to be completed as soon as possible. Clerk to re-send UPC logo.  
Cllr Horton questioned the budget breakdowns being excessive. Clerk to address where possible for next period.
- III. Precept Committee Meeting  
Date set for Precept Working Group Wed 26<sup>th</sup> October 7pm at Village Hall.  
Cllr Ripley, Cllr Lewin, Cllr Horton, Cllr Bodycomb and Clerk to attend  
Second meeting November date TBC.
- IV. Cheques received – Interment fee £325.00  
Noted.
- V. Cheques for approval:  
Clerk Salary / expenses  
Caretaker DK Invoice TBA  
EDF Energy £1038.51  
Village Hall Hire £22  
Clock Tower service £230  
Allotment holder reimbursement, chain and lock £39  
Payment to HMRC £50.90  
Payment to Choral Society grant £150.00  
All payments approved unanimously and signed / authorised by Cllr Denny & Cllr Horton.

#### 76. Clerk Updates

- I. Policies and Procedures Documents.  
Standing Orders  
Financial Regulations  
Publication Policy  
Financial Risk assessment  
Cllr Horton and Cllr Lewin raised a number of questions on the Financial Regulations  
Clerk to address queries and present any appropriate revisions at next meeting for adoption.  
Deferred to November full council meeting.
- II. Clerk IT Virus protection  
Actioned. Noted.
- III. Clerk IT Backup Facility

*RB*



Clerk updated issues with access to Microsoft account. Clerk to update in November FC meeting.

Noted.

IV. Unity Banking update

Clerk updated Cllrs that as yet no access to internet banking should be completed in the next week. As no internet payments can be made so cheques being written.

V. Unity Credit card application

Clerk requested UPC apply for Parish credit card. Proposed by Cllr Lewin seconded by Cllr Bodycomb.

Agreed unanimously

**77. Grant Application**

Councillors agreed the application from Upchurch Choral Society for £150 to support November concert. Cllr Lewin, excluded himself from the discussion and vote due to a personal interest.

Proposed by Cllr Rosewell seconded by Cllr Denny.

Agreed unanimously

**78. Forge Lane Speed Bumps and other road issues**

White road markings to be repainted. Cllr Horton and Cllr Sheppard to carry out a site survey and Cllr Sheppard to organise the contractor and related tender for the work. Clerk to be copied in on all communication.

Noted.

**79. Play Park Field Bins**

Bins ordered, awaiting delivery. Deferred to GPC to discuss.

Noted.

**80. Speed Survey**

Speed Surveys underway. Clerk to confirm with KCC if can extend due to road closure.

Noted.

**81. Play Area Refurbishment Project**

Queenborough Fisheries grant received is a 10% partnership grant to be part of a future FCC grant for play area equipment. Deferred to GPC for discussion on possible consultation to include brochures and quote review.

Noted.

**82. Poppy Appeal**

Wreaths ordered from RBL and delivered to Cllr Lewin. The council wish to thank Cllr Lewin for arranging.

Cllr Lewin suggested finding an army veteran to lay wreath. Cllr Sheppard has contact for a veteran. Date agreed for Poppy Working Party Sunday 30<sup>th</sup> October 9am for Cllr Ripley, Cllr Sheppard, Cllr Bodycomb and Cllr Rosewell to fix the lamp post poppies. Cllr Berntsen to confirm useable quantity.

Noted.

**83. Christmas Tree and Arrangements**

Cllr Ripley to ask resident regarding donation of Upchurch Christmas tree. Date agreed Sunday 4<sup>th</sup> December 9am for tree working party to assist with tree erection; Cllr Ripley, Cllr Bodycomb, Cllr Sheppard, Cllr Rosewell and Cllr Berntsen.

It was noted that Saturday 10<sup>th</sup> December is the date of the Christmas market. UPC to arrange for Santa to give out presents at 2pm for 2 hours on the stage. It was suggested that presents given out are books – one of the stall holders has agreed to provide these at £1 a book. Cllr Ripley to arrange.

Noted.

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

Nothing to add.

Noted.

**85. Staff Matters**

Clerk to present report on pensions at the next full council meeting November.

Clerk to re-advertise for village caretaker on website and Upchurch Matters.

Noted.

**86. Date of next meeting**

TJ

3 November 2022  
Agreed unanimously.

87. Meeting closed 21.09pm.

T. Ryle