

The **Minutes** of the **Parish Council Meeting** held in Upchurch Village Hall on **5 March 2020** at 7.30pm.

**Present:** Cllr John Arnold (Vice Chairman), Cllr Pam Denny, Cllr Alan Horton; Cllr Gerry Lewin, Cllr Janet Marshall and Cllr Neil Sheppard; and Mrs Wendy Licence (Clerk).

Also present were County Councillor Mike Whiting, Ward Member Richard Palmer, Mr Paul Whitehead and colleague (Prime One Maintenance), Mr David Steward (Upchurch Village Hall Committee Chairman) and one member of the public.

In the absence of the Chairman, Cllr Arnold took the Chair and welcomed everyone to the meeting.

**183. Apologies for absence**

Apologies had been received from Cllr Tyrone Ripley; Cllr Peter Masson (holiday) and Cllr Gary Rosewell (work): apologies accepted.

**184. Declarations of interest**

None were declared.

**185. Minutes of the meeting held on Thursday 6<sup>th</sup> February 2020**

Cllr Horton said that at the last meeting a resident raised concern regarding vehicles entering Oak Lane from the A2. KCC Highways response is that if an issue needs to be resolved it must be in the Parish Highways Improvement Plan. The junction had been part of the Parish Council's consultation but it was not raised as a priority.

Cllr Lewin **PROPOSED** to accept the minutes of the meeting held on 2<sup>nd</sup> January as a true record: **AGREED UNANIMOUSLY**. The minutes were duly signed by Cllr Arnold.

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**Public Time**

*The meeting was adjourned for the Public Time*

SBCllr Palmer reported that he had received calls relating to the roadworks on the A2. An issue had also been raised regarding the litter in Canterbury Lane and he and SBCllr Horton contacted Swale Borough Council.

Cllr Arnold said a resident had raised that the bins around the Coop get filled quickly now the shop is open again, there seems to be no structure for routine emptying of the bins.

SBCllr Palmer said that he will seek clarification from Swale Borough Council.

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

KCCllr Whiting reported the A2 roadworks were the main issue from residents. There has been a good meeting with Southern Gas Networks, KCC Highways and the parishes. Highways England has agreed that the M2 can be used as a diversion for the A2, HGVs have been banned from all rural lanes. KCCllr Whiting said that he has informed Matthew Scott, the Police and Crime Commissioner, of the problems regarding the A2 roadworks which have caused problems for residents trying to get to school, attend doctor's appointments and funerals. Mr Scott will ensure the local Chief Inspector attends the next meeting with Southern Gas Networks. The Police are the only people able to enforce the HGV ban.

KCC Highways does have CCTV cameras which the Police are able to use to evidence prosecutions. The road closures during the gas works are unavoidable and consideration is

being given to a solution, two weeks are during the exam period. Southern Gas Networks will use the road closure at Key Street to do the work, KCC Highways has postponed this to June. A lot of objections to the Junction 5 of the M2 proposal have been withdrawn. The Government has allocated £20,000,000 for the flyover and work is due to start in October.

Kent County Council is responsible for public health and is being advised by Public Health England regarding COVID-19.

Cllr Horton said the bulletins which have been issued are being circulated.

KCCllr Whiting said Kent County Council has contingencies for people working from home and also those going out into the community. More money is being made available for roads in the county.

Cllr Arnold asked for an update regarding the flooding in the fields adjacent to Crosier Court.

KCCllr Whiting reported that Officers are going to contact the resident.

Cllr Arnold thanked KCCllr Whiting for attending the meeting and for his report.

*A resident reported all the drains in Oak Lane are blocked with detritus, KCC Highways has been contacted but deny responsibility for keeping the gully clear.*

KCCllr Whiting asked the resident to contact him.

*The resident said the volume of traffic through the village is increasing and travelling faster and vehicles refuse to give way and mount the pavement near the surgery.*

Cllr Lewin said there are two factors regarding this issue; firstly when the M2 or places like Hartlip Hill are closed and people take other routes to get home, secondly delivery people have to make deliveries on a time schedule. Local people understand the village they live in and are responding. Vehicles are parked on both sides of the road near the surgery and this obscures visibility.

Cllr Denny said that when Speed Watch was carried out with the PCSO, there were very few vehicles speeding. Vehicles seem to travel fast because the lanes are narrow.

Cllr Marshall said HGVs have eroded the edges of the lanes and have caused a pot hole which resulted in a cyclist falling off their bike.

*The resident said the bus service is so bad it is not usable and people are unable to use their bus passes on the SGN buses.*

KCCllr Whiting reported that Kent County Council spends £90,000 per annum for the evening bus service and the limited Saturday service, these routes would not run otherwise. If more people use the buses there would be more buses.

*Mr Steward thanked Cllr Lewin for being the Parish Council's representative on the Village Hall Committee. The hall is currently trying to raise funds for the fabric of the hall and there needs to be evidence to apply for grants. A consultation has been set up using Survey Monkey and if there is a good response it will make a real difference when making funding applications.*

SBCllr Horton reported that he, SBCllr Palmer and Cllr Rosewell attended the Swale Planning Committee meeting and spoke on behalf of the applicants for Starborne, the proposal has been approved.

A leaflet has been circulated regarding the boot fair in South Bush Lane suggesting that there is permission for a one way system, Medway Council has formally told the individual that they have no permit to change the road.

Mr Whitehead, from Prime One Maintenance gave a presentation on a Lighting Management System for the new lights.

*The meeting was reconvened.*

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### **186. Correspondence**

No matters had been raised.

### **187. Planning**

It was **AGREED UNANIMOUSLY** to accept the minutes of the meeting held on 19<sup>th</sup> February 2020. Cllr Marshall duly signed the minutes of the meeting as a true record.

### **188. General Purposes Committee**

It was **AGREED UNANIMOUSLY** to accept the minutes of the meeting held on 19<sup>th</sup> February 2020. Cllr Arnold duly signed the minutes of the meeting as a true record.

### **189. Allotments**

Cllr Denny reported that the tree have been cut down on Sunday. Quotations need to be obtained for the damaged fence, it might be possible to claim on the insurance.

*ACTION: Clerk.*

Cllr Arnold said that Cllr Ripley has reported that the brush area has been cut back and addressed allowing easy access now to allotment plots.

### **190. Paddock and Recreation Ground**

#### i. To receive an update

Cllr Arnold reported that Swale Borough Council has the S106 money and the Clerk is waiting for confirmation of the amount.

Cllr Denny said that she is in communication with a contractor who has suggested adult equipment to be placed in The Paddock so the adults can use it while the children are playing.

Cllr Arnold thanked Cllr Denny for her work.

Cllr Sheppard asked if it would be possible to have a natter bench where people can sit if they want to talk to someone.

Cllr Arnold reported the family has chosen a memorial bench.

*ACTION; Clerk to get a quote for installation and request payment before the bench is ordered.*

#### ii. To consider the quotation for play area repairs

It was **AGREED UNANIMOUSLY** to ratify the recommendation from General Purposes Committee to accept the quote from Maylow Construction for £354

#### iii. To consider the quotation for dual purpose bin at the Recreation Ground

Cllr Denny said two bins need replacing.

The Clerk reported that only one quote has been received and that she is waiting for a quotation from Swale Borough Council.

It was **AGREED UNANIMOUSLY** to wait for the second quote, the decision to be agreed at General Purposes Committee.

#### iv. Recreation Ground fencing

Cllr Arnold reported that a temporary repair has been carried out after the storm damage.

Cllr Horton said the Council agreed to replace all the fencing if a grant was obtained but this was not forthcoming.

*ACTION: Clerk to apply to KC Cllr Whiting for a grant from the 20-21 grant funding.*

Cllr Denny said the fence by Chaffes Lane has needed replacing for some time.

### **191. Burial Ground and Churchyard**

Cllr Marshall reported that she had attended the KALC Burial Law and Management Workshop. The compliance letter has been checked, plot owners have to be contacted regarding inappropriate items and given time to comply with the regulations. The letter will be discussed at General Purposes Committee.

Cllr Arnold thanked Cllr Marshall for her report.

## **192. Environment**

### i. Village Spring Clean

Cllr Horton informed Members that the National Great British Spring Clean in from 20 March until 13 April, the Easter break should be avoided. The Parish Council's strategy has always been to engage with the community. The school will be asked to help with The Paddock and nearby roads on Friday 17 April; the Scouts and Guides will help with the Recreation Ground; there will be a general litter pick on Saturday 18 April.

*ACTION: Clerk to request equipment from Swale Borough Council and ask Gordon Henderson, MP, for assistance from the Litter Angels.*

Cllr Arnold said the tree in the church yard is shedding.

Cllr Horton said as this is not litter it is the responsibility of the contractor.

*ACTION: Clerk to contact contractor.*

### ii. Upchurch Best Kept Garden Competition

Cllr Marshall informed members that she will liaise with Cllr Ripley regarding a date to inspect the gardens.

## **193. VE Day 75<sup>th</sup> Anniversary 8<sup>th</sup> May 2020**

Cllr Ripley had asked that the celebrations for VE Day be considered regarding charges and priority period being given to residents. The WI has kindly offered to assist in the catering arrangements for VE Day and have formed a subcommittee of WI and Wives Group to push ahead with the catering plans. They wish to be kept informed of how ticket sales are going so they have an idea of numbers. The Guides will be asked if they would be interested and kindly waitress through the Cream Tea Celebrations. The Parish Council will cover the cost of the ingredients.

Cllr Horton said there will be a sit down cream tea with two forms of entertainment. There will be a vintage gramophone DJ and a Captain Mainwaring impersonator. The £5 charge will be given to the Village Hall Restoration Fund and the SSAFA, the Armed Forces charity. As the Parish Council is paying for the event from the precept, it will be for residents in the village as it is against the law to provide such an event for people outside the village.

Cllr Lewin said the £5 charge is for the seat reservation.

Cllr Horton said the event will run from 3-5pm. The Parish Council will pay for the ingredients the WI needs and also for sundries. The Scouts should also be asked if they would like to waiter the event. The hall is licensed for two hundred people but this will be less as there will be tables and chairs although it might be possible to borrow tables from the school if necessary. If the back hall is used the capacity will be approximately one hundred and thirty people. It is anticipated that this will be an event predominantly for older people and the Council is working on an event for children at Christmas.

Cllr Sheppard said the reservation of the tickets needs to be paid for in advance.

Cllr Horton said residents will contact the Clerk for tickets.

## **194. Highways and Street Lighting**

### i. To receive an update

Cllr Denny reported that

### ii. To consider quotation for a Lighting Management System

Cllr Horton **PROPOSED** to accept the quotation for a lighting management system; **SECONDED** by Cllr Sheppard; **AGREED UNANIMOUSLY**.

## **195. Footpaths**

Cllr Denny reported that more bags have been put in the footpath.

*ACTION: Clerk to report to KCC Public Rights of Way.*

## 196. Finance

Chq no	Payee	Reason	Amount
3865	Upchurch Village Hall	Hall Hire	£43.00
3866	Mr T Honeyman	Village Caretaker	£98.52
3867	Mrs W Licence	Expenses and salary adjustment	£97.56
3868	HMRC	PAYE & NI	£137.75
3869	Vincent James Landscapes	Grounds Maintenance	£340.00
3870	Swale Borough Council	Election recharge	£167.42
3871	Business Stream	Allotments water	£20.22
3872	Upchurch Village Hall	Santa Sleigh collection	£249.86

Councillors agreed to the signing of the cheques.

## 197. Defibrillator

Cllr Sheppard reported that there were no issues with the defibrillators and the heat did not affect the defibrillator by The Three Sisters last summer.

Cllr Arnold said the fan should work in the summer and a cold temperature will affect the batteries more than heat.

Cllr Sheppard said new batteries will be required in eight months.

Cllr Horton said the defibrillators should be properly serviced.

*ACTION: Cllr Arnold to research.*

## 198. Reports from representatives

### i. KALC

Cllr Arnold said the next meeting of the Swale Area Committee is on Monday 9 March.

### ii. Police Liaison Officer

Cllr Marshall reported that PCSO John Cork was unable to attend the meeting as he was on an early shift. PCSO Cork had sent a report that on 9 February a shed had been broken into in Forge Lane and two chainsaws and an off-road bike were stolen. There were youths in The Paddock causing low-level anti-social behaviour, the youths have been spoken to about their behaviour. There was a report of drugs being smoked in a property in Forge Lane and the landlord had been spoken to.

Cllr Arnold thanked Cllr Marshall for her report.

### iii. Village Hall Committee

Cllr Lewin informed Members that he had attended his first meeting of the Village Hall management Committee, the Chairman has already given a report to the Council. UpARA had thought that they were going to organise something for VE Day and expected to have the hall.

The Clerk said that she had contacted the Booking Secretary who checked with UpARA to see if they wanted the hall before accepting the booking from the Parish Council.

## 199. Matters arising

Cllr Arnold said the Annual Parish Meeting is on 30 April at 7.30pm. Groups will be invited to give reports and speakers will be limited to five minutes.

The Clerk said the Charles-Arnold Baker (yellow book) 12<sup>th</sup> edition has just been published, cost £149.99 plus £7 postage, one copy could be purchased between the Clerk's Councils.

**AGREED UNANIMOUSLY.**

The Clerk said the laptop and printer are no longer supported.

*ACTION: Cllr Arnold to research replacements.*

Cllr Denny reported that on Monday afternoon the village hall car park was full of nitrous oxide canisters and sweet wrappers, the Village Caretaker has carried out sterling work to clean up the area.

**200. Date of next meeting Thursday 2<sup>nd</sup> April 2020 at 7.30pm in Upchurch Village Hall**

There being no further business, the meeting closed at 9.45pm

Signed as a true record of the meeting:

Chairman

Date: