



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE  
**FULL PARISH COUNCIL ON THURSDAY 7 DECEMBER 2023**  
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: 29 Nov 2023

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**

- 117.FCA/12/23    **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
- 118.FCA/12/23    **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.
- 119.FCA/12/23    **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 2 November 2023.
- 120.FCA/12/23    **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.
- 121.FCA/12/23    **External Reports and Updates**  
To receive any external reports from County and Borough and Police Liaison.

- 122.FCA/12/23      **Correspondence**  
 I. Email correspondence from Prime One Regarding streetlighting contract. Circulated.  
 II. Email correspondence from WI agreeing to participate in D-Day80. Circulated.  
 III. Email correspondence resident Forge Lane . Circulated.
- 123.FCA/12/23      **Planning – <https://pa.midkent.gov.uk/>**  
**Relevant Legislation: Town and Planning Act 1990**  
 To receive urgent updates on planning matters  
 I. 23/ 505148/FULL Land off Oak Lane erection of a place of worship with access and landscaping, associated parking, infrastructure.  
 II. MC/23/2466 – Proposal : application for the approval of reserved matters being appearance, landscaping, layout and scale for 46 residential dwellings pursuant to outline planning permission MC/21/2225. Appeal ref APP/A2280/W/22/3311965. Land to east of Seymour Road and north of London Road.  
 III. Any reports from Cllr Rosewell.  
 IV. Request from Cllr Lewin for information on S106 payments for developments in the area deferred from GPC & Planning Committee.
- 124.FCA/12/23      **Upchurch Parish Council Reporting – Agree any actions**  
 I. General Purpose & Planning Committee – to receive update  
 (a) Update on agreed action to receive quote for tree work in Oak Lane / Paddock.  
 (b) To agree next meeting Wednesday 20 December 2023  
 II. Paddock and Recreational Ground – to receive update.  
 (a) Update on repairs to access road  
 (b) To receive Safeplay inspection report and agree any action.  
 III. Burial Ground & Churchyard – to receive update.  
 (a) Confirmation on refill of grave R0 – gravedigger to attend 12 December.  
 (b) Contractor quotes for addition works.  
 IV. Highways & Street Lighting – to receive update.  
 (a) Update from Cllr Horton -public consultations / KCC.  
 (b) To review maintenance contract for streetlights.  
 (c) Report of accident in Forge Lane – update from PC Chittam  
 V. Footpaths – to receive update.  
 (a) Update on Wallbridge Lane Bus Stop – KCC state work completed.  
 VI. Environment – to receive update.  
 (a) Planters – new additional planters to be reviewed in line with budget 2045/25.  
 VII. Allotments – to receive update.  
 (a) Repairs to fence, update on work  
 (b) Cllr Bodycomb to review accounts and renewal costs.  
 VIII. Village Defibrillators – any updates re new units.
- 125.FCA/12/23      **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.
- 126.FCA/12/23      **KALC Community Awards**  
 To approve inclusion into the scheme for 2024.
- 127.FCA/12/23      **Christmas Fete**  
 Any Updates.
- 128.FCA/12/23      **D-Day Anniversary**  
 Any updates.
- 129.FCA/12/23      **Budget working group**  
 To receive update from Budget Working group
- 130.FCA/12/23      **Items to be considered for inclusion on the next Full Council agenda**  
 To receive any additions, for noting only, no discussion at this meeting.

- 131.FCA/12/23     **To agree the public's exclusion from the confidential part of the meeting.**  
That in view of the confidential nature of the business (employment/legal issues) about to be transacted it was resolved under the provisions of Public Bodies admissions to meetings Act 1960 s.1 that the press and public be temporarily excluded, and they are instructed to withdraw.  
**Staffing matters**  
I. To note the NALC NJC pay scales revised cost of living scale for 2023/24 to be back dated to 1 April 2023.  
II. HR meeting annual appraisal 2 November 2023 report.  
III. Clerk Contract schedule update
- 132.FCA/12/23     **Date of next meeting**  
Thursday 4 January 2023
- 133.FCA/12/23     **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)