



**MINUTES OF UPCHURCH FULL PARISH COUNCIL HELD ON  
THURSDAY 3 NOVEMBER 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,  
Cllr E Berntsen Cllr H Boakes

Officer:

Clerk, Nina Henley

External Attendees

Cllr Baldock (KCC), Cllr Palmer (SBC)

Apologies:

None

External Apologies:

None

**88. To receive apologies for absence**

There were none.

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

There were none.

**90. Minutes**

Approval and signing of the minutes of the meeting held on 6 Oct 2022. Proposed by Cllr Lewin  
seconded by Cllr Denny.

Agreed unanimously.

Approval and signing of the minutes of the GPC & Planning Meeting held on 19 Oct 2022. Proposed  
by Cllr Boakes seconded by Cllr Denny.

Agreed unanimously.

**91. Public Participation**

Village caretaker concerned with Motor homes draining waste through the village. Caretaker asked to  
keep track if this is a recurring issue and to report.

Caretaker reported residents still using the Paddock bins for household waste. Noted.

Caretaker discussed removal of broken glass – advised to report any to Cllr Ripley.

Agenda item 7 – Reports from Cllr Baldock

Cllr Baldock reported that due to financial constraints it is likely the lighting grants received by  
Upchurch Parish Council will be subject to a 50% reduction next financial year.

Cllr Baldock reported that the planned election in May 2023 may have added security with  
residents having to produce evidence of photo ID to vote. Awaiting government legislation to  
confirm.

Cllr Palmer reported that there were not many problems concerning Upchurch. He said he  
had received many communications regarding the cost of living crisis and advised residents  
to contact the Citizens Advice Bureau.

**92. Correspondence**

- I. 03/10/22 Letter from resident regarding dangerous situation walking up Windmill Hill with  
narrow footpath – clerk to refer to KCC to do TRO Clerk to forward and reply to resident.
- II. 17/10/22 Further SBC communication regarding forestry commission and the oak trees on  
green adjacent to Oak Lane and Bishops Lane. SBC confirm there is no evidence of a



processionary moths but they will be assessed again in spring / summer 2023 SBC to advise further later in the year.

Noted.

- III. 19/10/22 Correspondence from resident concerning overgrown trees/shrubs on Otterham Quay La. Clerk reported to SBC Ref 15462625. Residents have already started to cut back so looking better already.

Noted.

- IV. 19/10/22 Correspondence from internal Auditor confirming date of 22/23 audit to be Mon 3 April.

Noted.

- V. 19/10/22 Correspondence from resident and Cllr Horton regarding overgrown trees in Otterham Quay La. This has been raised with SBC Ref 15462625, SBC have confirmed inspection to be taking place.

Noted.

- VI. 19/10/22 email from OPTIVO regarding repairs to collapsed wall in Bishops Lane.

Noted.

### 93. 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>

Public meeting Cllr Rosewell to attend.

22/504903/PNEXT | Prior notification for a proposed single storey rear extension which: A) Extends by 7 metres beyond the rear wall of the original dwelling. B) Has a maximum height of 3 metres from the natural ground level. C) Has a height of 3 metres at the eaves from the natural ground level. 15 Horsham Lane, Upchurch, ME9 7AN

<https://pa.midkent.gov.uk/online-applications/applicationDetails.do?keyVal=RJL081TY1BC00&activeTab=summary>

No objections.

22/504923/SUB | Submission of details pursuant to Condition 4 (Landscape Details) of Application 22/500812/FULL . | Ransom Motors Breach Lane Upchurch Kent ME9 7PE

<https://pa.midkent.gov.uk/online-applications/applicationDetails.do?keyVal=RJMP23TYLGW00&activeTab=summary>

No objections

High Hopes – meeting on 10<sup>th</sup> November Cllr Rosewell to attend and speak.

### 94. External Reports

Reports given verbally in meeting see minute 91.

### 95. Upchurch Parish Council Reporting

- I. General Purpose Committee – to receive and approve minutes and any update  
Minutes of GPC approved see minute 90.
- II. Paddock and recreation ground  
Nothing more received following inspection.  
Cllr Denny noted an amount of ivy to be removed. Clerk to ask Landscape services to quote for removal. Update on soft play area underneath the equipment Cllr Sheppard has highlighted area of concern. Clerk to check on the next inspection.
- III. Burial Ground & Churchyard  
Cllr Boakes, Cllr Denny and Clerk have meeting to plan new area.  
New sign to be installed shortly.  
Noted.
- IV. Highways and street lighting – to receive update  
Highways to be discussed on later agenda item. Minute 106/107

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No reported issues on street lighting.

Cllr Berntsen has sent clerk details on the EDF lighting billing issues. Clerk to investigate. Noted. Cllr Horton questioned if dimming the lights would help with bills Cllr Berntsen reported that as it is an unmetered supply this would not give us any cost benefits. Cllr Berntsen reported that maintenance contract on street lights will be from March 23.

V. Footpaths – to receive update

Cllr Boakes reported that the footpath that runs from Chaffes Lane to the Bishop Lane garages is again over grown. Noted.

VI. Environment – to receive update

Cllr Ripley gave thanks to all who helped with putting up the poppies in the village special thanks to resident Mr Lewis for his assistance. Also special mention of thanks to Kent Electrical services for supplying the ties for the poppies and for their donation to the poppy appeal.

Cllr Horton reported that the church clock is running out of time and he will be stopping the clock and arranging a maintenance visit.

Cllr Bodycomb reported the notice board was getting covered with vegetation. Cllr Bodycomb to review.

Noted.

VII. Village Hall – to receive update

Cllr Lewin confirmed that the Christmas market is December 10<sup>th</sup> 11am to 4.30pm with Father Christmas arriving at 2.30pm. At the present time there is a high level of interest from potential stallholders.

VIII. Police Liaison – to receive update

Cllr Boakes reported she has had some items brought to her attention that she has emailed to the PSCO regarding issues around the garages and local youth issues, rural task force has been informed. Cllr Boakes has suggested holding the police surgeries before a council meeting. Clerk to ask PCSO if this is possible.

IX. KALC – to receive update

Nothing further to report other than emails forwarded to councillors.

X. Allotments – To receive update

Nothing to report.

XI. Village Defibrillators – to receive update

Cllr Sheppard reported that Cllr Palmer has sent the new pads to be invoiced to UPC. Cllr Denny requested that at the Annual Parish meeting UPC arrange for a defibrillator demonstration Cllr Palmer agreed to do this.

**96. Finance Reporting**

I. Access to banking for clerk reported she has access to the bank. Noted.

II. Budget Review

Discussed under precept working group.

III. Precept Committee Meeting – Setting parameters and dates

IV. Cheques received - £50 Headstone fee

V. Cheques for approval:

Clerk Salary / expenses

Caretaker DK Invoice

EDF Energy £1209.06

Speed Survey fee £456

Landscape services £184.80

Landscape services £142.20

Ecogreen £340.74

Cllr Lewin expenses £13.30

Cllr Denny expenses £10.50

All Payments agreed proposed by Cllr Horton seconded by Cllr Boakes.

Unanimously agreed.

**97. Precept Working Group**

Cllr Lewin reported that the meeting took place Monday 31<sup>st</sup> October on the budget for next financial year. Cllr Lewin reported that due to inflation and higher costs that the working group would be recommending an increase in the precept. Noting that the Swale Borough council lighting grant is due to be significantly reduced. Cllr Lewin also reported that all special projects would be achieved by raising funds through grants not reserves. Cllr Horton explained that the Upchurch Parish Council had



made the decision to keep reserves at £17000.00 Clerk noted that these reserves were still quite low but that the new budget 23/24 would reflect this figure.

**98. Standing Orders**

It was agreed to re-adopt current Standing Orders. Clerk to review.  
Deferred to December meeting

**99. Financial Regulations**

Adoption of the Financial Regulations Policy  
Proposed Cllr Lewin Seconded Cllr Rosewell  
Agreed unanimously.

**100. Financial Risk Assessment**

Cllr Horton proposed amendment to wording.  
Deferred to Finance Committee.

**101. Publication Scheme**

It was agreed to adopt Publication Scheme.  
Proposed Cllr Horton Seconded Cllr Rosewell  
Agreed unanimously.

**102. Terms of Reference**

Cllr Horton proposed amendments.  
To be deferred to December meeting

**103. Equality Policy**

Clerk to investigate policy further.  
Noted.

**104. Clerk Updates**

- I. Council Software package options.  
It was agreed to implement Scribe software package.  
Finance package immediately with the cemetery package next financial year.  
Proposed Cllr Horton Seconded Cllr Denny  
Agreed unanimously.
- II. Payroll services options. It was agreed to take on Payroll agent.  
Proposed Cllr Horton. Seconded Cllr Denny  
Agreed unanimously.
- III. Unity Bank Credit Card  
Application on going.  
Noted.
- IV. IT Update  
Back up facility / Outlook Accounts / Domain  
This is in progress. Access amended to domain and outlook.  
Noted.
- V. Unity Banking update  
Clerk all up to date with banking access.  
Noted.

**105. KCC Highways response**

See email Appendix 1 response from KCC regarding KCC policy on gutter clearing and drains.  
Noted.

**106. Speed Bumps and road markings**

Cllrs Horton and Cllr Sheppard reported that they have costed all the new markings. Cllr Horton recommends following their survey the council accept the £1400 with the longer lasting product. This will give additions roundels in Forge lane and The Street and re-do the existing roundels and all the tigers teeth on the speed cushions.  
Proposed Cllr Horton Seconded Cllr Sheppard  
Agreed unanimously.

**107. Street Signs**

Cllr Sheppard to reported on street signs with suggested ideas. Cllr Horton suggested teams of councillors to count the signs and report back. Report needs to be detailed to where street signs are located. Cllr Ripley suggested tendering this out. Cllr Bernsten requested Clerk obtain drawing on position of fire hydrants in the parish to try and plot all roads. Clerk to report.

108. **Play Park Field Bins**  
Awaiting answer from SBC.  
Noted.
109. **Speed Survey**  
Surveys received and confirmed that Upchurch has no speeding issues in the village. Clerk to update website and Upchurch Matters. Clerk to look into further speed surveys in Oak Lane junc with Wallbridge and Oak Lane junc with Bishop Lane.  
Any members of the public can apply to the clerk for details of speed surveys.  
Noted.
110. **Play Area Refurbishment Project**  
Woodland trail to go ahead. Quote to be approved. Site survey to be arranged with contractor  
Proposed Cllr Denny Seconded Cllr Horton  
Agreed unanimously.  
Older children play equipment agreed. Clerk to look at funding grant options.  
Noted.
111. **Poppy Appeal**  
Poppies have been put on lamp posts.  
Noted.
112. **Christmas Tree and Arrangements**  
Resident has agreed to sponsor the Christmas tree. Working party agreed to aid installation 4<sup>th</sup> December 9am.  
It was decided to buy books for the village children's Christmas presents.  
Agreed unanimously.
113. **Items to be considered for inclusion on the next Full Council agenda**  
Kings Coronation.
114. **Staff Matters**  
Pensions agreed to sign up to Nest, form signed.  
Noted.  
No applicants for village caretaker. Clerk to investigate options.  
Noted.
115. **Date of next meeting**  
1 December 2022  
Agreed unanimously
116. Meeting closed 22.15pm

