



**MINUTES OF UPCHURCH FULL PARISH COUNCIL HELD ON
THURSDAY 8 DECEMBER 2022 AT 19:30PM IN UPCHURCH
VILLAGE HALL**

Present: Cllr T Ripley (Chairman), Cllr J Bodycomb,
Cllr A Horton, Cllr G Lewin, Cllr N Sheppard

Officer: Clerk, Nina Henley

External Attendees Cllr Palmer (SBC)

Apologies: Cllr G Rosewell, Cllr P Denny,
Cllr E Berntsen Cllr H Boakes

External Apologies: Cllr Baldock

- 117. To receive apologies for absence**
Cllr Denny (ill) Cllr Boakes (Family) Cllr Rosewell (Unavailable) Cllr Berntsen (Unavailable)
- 118. To receive declarations of interests and lobbying**
Cllr Ripley receiving expenses payment.
- 119. Minutes**
Approval and signing of the minutes of the meeting held on 3 November 2022. Proposed by Cllr Lewin seconded by Cllr Bodycomb.
Agreed unanimously.
Approval and signing of the minutes of the GPC & Planning Meeting held on 16 November 2022. Proposed by Cllr Lewin seconded by Cllr Ripley.
Agreed unanimously.
- 120. Public Participation**
Cllr Palmer reported that there were not many problems concerning Upchurch. Cllr Palmer reported that the faulty light had been fixed and gave thanks to UPC for swift solution to the problem. There were also a few problems with bins (124 II b). Cllr Palmer wished all residents of Upchurch a Happy Christmas.
Village caretaker concerned about a tree that has come down – DK to take photo and report to Cllr Ripley. Caretaker asked to have a fork to aid with compost removal. DK to purchase one and to be reimbursed from the council. Caretaker reported compost bins need fixing - defer to GPC.
Resident brought to the attention of the council that another planning application has been brought up for Burntwick Chair advised resident to attend when this item was up for discussion on the next agenda. Resident questioned the speed surveys – Cllr Horton said he would give update under highways.
Members of The Christian Church were present and have offered help to residents with food parcels and would be happy hear from any residents who needed assistance in the current cost of living crisis.
- 121. External Reports and Updates**
Oral report from Cllr Palmer (120)
Police Liaison surgeries with PCSO deferred to GPC for discussion.

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122. Correspondence

- I. Email from Upchurch Horticultural Society with request to hold a plant sale at the Paddock on 22 April 2023
Request agreed unanimously.

123. Planning

There were no urgent planning matters for discussion at Full Council.

124. Upchurch Parish Council Reporting

- I. General Purpose & Planning Committee
There were no updates.
- II. Paddock and recreation ground
 - (a) Woodland trail project – clerk updated that work is due to start 19 December 2022.
 - (b) Bins update - SBC is reviewing all the bins in the borough with a view to reduce the number in the borough so UPC request for new bins is on hold.
- III. Burial Ground & Churchyard
 - (a) Bank works – deferred to GPC
 - (b) Clerk attended burial law management course run by KALC. Clerk will report to GPC.
- IV. Highways and street lighting
 - (a) Speed survey – Cllr Horton gave detailed explanation on Speed Surveys the 3000 reported speeding journeys was 1% of the reported journeys so within acceptable limits.
 - (b) Road reports to KCC from clerk – no updates to report.
 - (c) EDF – no updates to report matters still on going.
 - (d) Street Signs – project has been deferred
- V. Footpaths
Nothing to report.
- VI. Environment
 - (a) Flood preparations email from Environment Agency raising awareness on flood issues with Parish. Noted
 - (b) Kent Minerals and Waste Local Plan. Noted.
- VII. Village Hall –
Christmas Market 10th December all plans going well.
- VIII. KALC – nothing to update. Clerk request to attend Election Curse SLCC Approved.
- IX. Allotments –
Water isolation issue, reported to Southern Water – no update
Clerk reported two letters gone out to residents to respond regarding payment.
- X. Village Defibrillators
Defib at Snaffles Cllr Sheppard to check with resident about power supply
Clerk to order new infant pack.

125. Finance Reporting

- I. Financial review – bank statement available to view
- II. Cheques received - £50 Headstone fee £325.00 Interment fee £650.00 Interment fee
Noted
- III. Cheques for approval:
Caretaker DK / Christmas helper expenses
Cheques approved
- IV. Approved Payments:
Clerk Salary / expenses
HMRC £164.37
EDF Energy £1020.56
Scribe £700.80
DM Payroll £70
Playdale £2931.35
Business stream £27.28
Business stream £540.22
Village Hall £60
Christmas Books £87.83
Audit fees £360.00
Lindsey & Co £120.00
Landscape Services £ 915.97
Cllr Ripley expenses £30.00
BTF Partnership £829.49

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All Payments agreed proposed by Cllr Horton seconded by Cllr Lewin.
Agreed unanimously.

126. **Precept Working Group**
Cllr Lewin gave details of budget discussions and proposed we set the budget recommendations from the Precept Working group. Cllr Ripley gave thanks to the Clerk for the preparation work on the budget.
Proposed Cllr Lewin
Seconded Cllr Bodycomb
Agreed unanimously
127. **Standing Orders**
It was resolved to adopt the proposed Standing Orders Document.
Proposed Cllr Horton
Seconded Cllr Ripley
Resolved.
128. **Financial Risk Assessment**
It was resolved to adopt the proposed Financial Risk Assessment
Proposed Cllr Horton
Seconded Cllr Sheppard
Resolved.
129. **Terms of Reference**
It was resolved to adopt the proposed Terms of Reference. With the amendment of Cllr Lewin representing UPC on the Village Hall committee.
Proposed Cllr Ripley
Seconded Cllr Sheppard
Resolved.
130. **Equality Policy**
The council rejected the proposed adoption of this policy, as it was not statutory policy.
Noted.
131. **Clerk Updates**
I. Council Software package options.
Clerk updated software package working well and Clerk is in process of back dating all yearly finances onto new system.
132. **Items to be considered for inclusion on the next Full Council agenda**
Cllr Lewin requested discussing the Precept in Jan meeting.
133. **Staff Matters**
Pension all completed.
Noted.
No applicants for village caretaker. Still no applicants. Clerk to investigate new adverts and look at companies as an option.
Noted.
134. **Date of next meeting**
5 January 2023
Agreed unanimously
135. Meeting closed 8.27pm

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