



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE  
**FULL PARISH COUNCIL ON THURSDAY 1 JUNE 2023 AT**  
19:30PM IN UPCHURCH VILLAGE HALL

**Members of the Public and Press are welcome to attend**

Signed: Nina Henley Date of Issue: 25 May 2023  
Clerk and Proper Officer  
2 Alfriston Grove, West Malling,  
ME194SR

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**

- 41.FCA/06/23 **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
- 42.FCA/06/23 **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.
- 43.FCA/06/23 **Minutes**  
**Relevant Legislation: Local Government Act 1972, sch 12, p 41**  
To receive as correct and approve for signature the minutes of the General Purpose & Planning Committee held on 19 April 2023.  
To receive as correct and approve for signature the minutes of the Annual Meeting of the Council held on 11 May 2023.
- 44.FCA/06/23 **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.
- 45.FCA/06/23 **External Reports and Updates**  
To receive any external reports from County and Borough and Police Liaison

46.FCA/06/23

**Correspondence**

- I. Email correspondence from Safeplay – confirming playground inspections taking place in May
- II. Email correspondence from resident concerning updating register of interest from councillors.
- III. Email correspondence from NALC regarding help with case studies for planning
- IV. Email correspondence from KCC regarding updating the Highways Improvement Plan.
- V. Email correspondence from resident and phone call from resident regarding junc of forge Lane and Holywell Lane safety issues.
- VI. Email from KALC regarding Kent Police and contact details.
- VII. Email correspondence from Zurich confirming receipt of payment.

47.FCA/06/23

**Planning – <https://pa.midkent.gov.uk/>**

**Relevant Legislation: Town and Planning Act 1990**

To receive urgent updates on planning matters

- I. 23/502056/OUT 113 Chaffes Lane Outline application for 4 detached 4 Semi-detached dwellings
- II. 23/501613/FULL Land to east of Orchard House London Road. Erection of 1 3 bed dwelling.
- III. 23/502249/FULL 1 Webb Cottages, Poot Lane. Garage conversion to habitable room.
- IV. 23/502292/FULL Yentik Poot Lane. Demolition of existing garage and erection of annexe.

48.FCA/06/23

**Upchurch Parish Council Reporting – Agree any actions**

- I. General Purpose & Planning Committee – to receive update
  - (a) Next meeting Wed 14 June 2023
- II. Paddock and Recreational Ground – to receive update
  - (a) Email from Park Regis FC application to use the recreation ground.
  - (b) Bat-box installation – to receive update
  - (c) Update on the repairs to the scout access road
- III. Burial Ground & Churchyard – to receive update
- IV. Highways & Street Lighting – to receive update
  - (a) EDF - to receive update
- V. Footpaths – to receive update
  - (a) Request for Cllr Denny to report over grown vegetation pathway ZR12
- VI. Environment – to receive update
- VII. Village Hall – to receive update
- VIII. KALC – to receive update
  - (a) Request to complete membership survey
  - (b) Request for representatives to Swale Area Committee.
- IX. Allotments – to receive update
  - (a) New plots
  - (b) Repairs to fence, updates
- X. Village Defibrillators – to receive update from Cllr Sheppard re new units

49.FCA/06/23

**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 received for burial £325.00
- III. Cheques for approval: Litter picker
- IV. Payments for approval:

Payee	Date	Method	Reference	Reason	Amount
Zurich	19.05.23	BACS	PAID	Insurance	£1740.90
Eco Green	01.06.23	BACS		Dog waste bags	£ 177.54
Staff costs					

50.FCA/06/23

**Annual Return**

To approve dates for the exercise of public right. Monday 12 June to Friday 21 July 2023.

- 51.FCA/06/23      **Clerk Updates** – Agree any actions  
I. Upchurch updated policies on website  
II. Update on grant application
- 52.FCA/06/23      **Items to be considered for inclusion on the next Full Council agenda**  
To receive any additions, for noting only, no discussion at this meeting.
- 53.FCA/06/23      **Date of next meeting**  
Thursday 6 July 2023
- 54.FCA/06/23      **Close of Meeting**

If you would like any further information on any item on the agenda, please contact the clerk  
Nina Henley [clerk@upchurchparishcouncil.gov.uk](mailto:clerk@upchurchparishcouncil.gov.uk)