



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE  
**FULL PARISH COUNCIL ON THURSDAY 05 FEBRUARY 2026**  
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: 30 Jan 2026

Members: Cllr T Ripley (Chair), Cllr P Denny (V Chair), Cllr E Berntsen, Cllr J Bodycomb,  
Cllr A Horton, Cllr G Lewin, Cllr G Rosewell, Cllr N Sheppard, Cllr S Easton

#### **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**

- 463.FCA/02/26 **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.
- 464.FCA/02/26 **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.
- 465.FCA/02/26 **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 08 January 2026.
- 466.FCA/02/26 **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.
- 467.FCA/02/26 **External Reports and Updates**  
To receive any external reports from County and Borough and Police Liaison.

- 468.FCA/02/26 **Correspondence for noting.**
- I. Email correspondence from Upchurch Players request to move Sept meeting. Circ.
  - II. Email correspondence from Stonebond re Otterham Quay Lane. Circulated.
  - III. Email correspondence from SBC Local Council Liaison Forum to be rescheduled date TBC
  - IV. Email correspondence from Kent Police free resilience training. Circulated.
  - V. Email correspondence from Kent Community Health NHS Foundation Trust Governors elections. Circulated.
  - VI. Email correspondence from SBC Public Consultation Local Plan Regulation 18. Circulated.
  - VII. Email correspondence from SBC Joint Transportation Board 09.03.26
  - VIII. Email correspondence from Southern Water -leak on Oak Lane. Circulated.
  - IX. Email correspondence from Cllr Palmer KCC draft budget. Circulated.
- 469.FCA/02/26 **Planning – <https://pa.midkent.gov.uk/>**  
**Relevant Legislation: Town and Planning Act 1990**  
 To receive updates on planning matters
- I. Development Croudace Homes, Forge Lane – any updates.
  - II. To note appeal 24/504410/OUT Land Adjacent To Holywell Primary School Forge Lane Upchurch Kent – Cllr Rosewell to report
  - III. Any reports from Cllr Rosewell.
- 470.FCA/02/26 **Upchurch Parish Council Reporting – Agree any actions**
- I. Paddock and Recreational Ground – to receive update.
  - II. Burial Ground & Churchyard – to receive update.
    - (a) Maintenance to tree / hedges in Burial Ground
  - III. Highways & Street Lighting – to receive update.
    - (a) Update on streetlight maintenance.
    - (b) Drainage issues reported
    - (c) EDF billing issues – Cllr Berntsen to report
  - IV. Footpaths – to receive update.
  - V. Environment – to receive update
    - (a) Overflowing bins village centre – update
    - (b) Rubbish accumulation Oak Lane – update
    - (c) Additional floral displays - update
  - VI. Allotments – to receive update.
  - VII. Community Awards 2026 – nominations received
  - VIII. Village Defibrillators – to receive update
- 471.FCA/02/26 **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 / cheques for approval.
  - III. Payments for approval.
- 472.FCA/02/26 **Clerks Updates**
- I. AGAR Assertion 10 – Risk Management and Cyber Security Arrangements
  - II. To consider and approve IT Policy (AGAR Assertion 10 compliant)
  - III. To consider and approve Risk Assessment (AGAR Assertion 10 compliant)
- 473.FCA/02/26 **Items to be considered for inclusion on the next Full Council agenda**  
 To receive any additions, for noting only, no discussion at this meeting.
- 474.FCA/02/26 **Date of next meeting -**  
 Thursday 5 March 2026
- 475.FCA/02/26 Close of meeting.