



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE
**FULL PARISH COUNCIL ON THURSDAY 04 JUNE 2026 AT
7.30PM 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 May 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

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 mobile phones must be switched to silent during meetings.

Agenda

- 527.FCA/06/26 **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.
- 528.FCA/06/26 **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.
- 529.FCA/06/26 **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 7 May 2026.
- 530.FCA/06/26 **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 and will provide an opportunity for parish electors to participate. Residents may speak for up to three minutes, and the public session is limited to 15 minutes, unless extended by the Chair.
- 531.FCA/06/26 **External Reports and Updates**
To receive any external reports from County and Borough and Police Liaison.

- 532.FCA/06/26 **Correspondence – to note correspondence received.**
- I. Email correspondence from SBC Councillors & Residents Forums. Circulated.
 - II. Email correspondence from Cllr Palmer Swale West May2026 KCC Performance Report. Circulated.
 - III. Email correspondence from Cllr Palmer Get to know KCC info graphics. Circulated.
 - IV. Email correspondence from North Kent Marshes Water Level Management Board. Circulated.
 - V. Email correspondence from Swale Joint Transportation Board meeting 5.30 pm on 29.06.26. Circulated.
 - VI. Email correspondence from SBC Planning Officer Green Spaces Assessment. Circ.
 - VII. Email correspondence from KCC Highways Road Safety & Active Travel Group (RSATG) Virtual Seminar.
 - VIII. Email correspondence from resident regarding Village Appraisal. Circulated
- 533.FCA/06/26 **Planning – <https://pa.midkent.gov.uk/>**
Relevant Legislation: Town and Planning Act 1990
 To receive updates on planning matters
- I. 26/500852/OUT Land North of Forge Lane – any updates.
 - II. 26/501753/FULL 45 Crosier Court Upchurch Kent ME9 7AS Erection of a single storey rear extension and first floor side extension.
 - III. 26/501790/FULL Gore Farmyard Chaffes Lane Upchurch Kent ME9 7BE Proposed change of use and conversion of five agricultural buildings to six residential dwellings following Class Q approval 25/503792
 - IV. 26/501903/FULL 25 Oak Lane Upchurch Kent ME9 7AU Demolition of the existing garage and extension of the existing single storey extension. Adding a proposed new porch to allow the original door to be reinstated and reconfiguration of the front vehicle access. Replacement of fenestration.
 - V. Any reports from Cllr Rosewell. Email received from Planning Inspectorate re LPA Ref: 24/504410/OUT
- 534.FCA/06/26 **Upchurch Parish Council Reporting – Agree any actions**
- I. Paddock and Recreational Ground – to receive update.
 - (a) Tree survey St John's college
 - (b) Gate to Paddock – unauthorised access reported.
 - II. Burial Ground & Churchyard – to receive update.
 - (a) Request for memorial bench – quote circulated
 - III. Highways & Street Lighting – to receive update.
 - (a) Electricity suppliers – update
 - (b) Resident email – request for mirror Holywell Lane / The Street.
 - IV. Footpaths – to receive update.
 - V. Environment – to receive update
 - (a) Village floral displays
 - VI. Allotments – to receive update.
 - VII. Village Defibrillators – to receive update
- 535.FCA/06/26 **Finance Reporting**
Relevant Legislation: Accounts and Audit Regulations 2015; Local Audit and Accountability Act 2014
- I. Financial review bank statements and bank reconciliation -Councillor to view and sign.
 - II. Cheques / Payments received / cheques for approval.
 - III. To sign direct debit form for credit card.
 - IV. To review report and approve service providers pay 2026.
 - V. Payments for approval.
- 536.FCA/06/26 **Clerks Updates**
- I. To consider adoption of following policy:
 - (a) Terms of Reference
- 537.FCA/06/26 **Items to be considered for inclusion on the next Full Council agenda**
 To receive any additions, for noting only, no discussion at this meeting.
- 538.FCA/06/26 **Date of next meeting -**
 Thursday 2 July 2026 Full Council Meeting
- 539.FCA/06/26 Close of meeting.