



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE
FULL PARISH COUNCIL ON THURSDAY 11 DECEMBER 2025
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: 5 Dec 2025

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 the use of mobile phones (other than silent) is prohibited at all Parish Council meetings.

Agenda

- 435.FCA/12/25 **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.
- 436.FCA/12/25 **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.
- 437.FCA/12/25 **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 6 November 2025.
- 438.FCA/12/25 **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.
- 439.FCA/12/25 **External Reports and Updates**
To receive any external reports from County and Borough and Police Liaison.

- 440.FCA/12/25 **Correspondence for noting.**
I. Email correspondence from SBC Loneliness in Swale Resident Survey 2025 Report. Circ.
II. Email correspondence from KCC Highways Data Facts Sheets. Circulated.
III. Email correspondence from SBC Swale Joint Transport Board Agenda 08.12.25. Circ.
- 441.FCA/12/25 **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. Any reports from Cllr Rosewell.
- 442.FCA/12/25 **Upchurch Parish Council Reporting – Agree any actions**
I. Paddock and Recreational Ground – to receive update.
(a) Play area inspection booked for December 2025.
(b) Broken fence in Paddock.
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. Quote received for repairs.
(b) Review of street name plates.
IV. Footpaths – to receive update.
V. Environment – to receive update
(a) Additional floral displays – quote received.
(b) Bins reported over flowing – to consider options.
VI. Allotments – to receive update.
(a) Water usage review
VII. Christmas Tree 2025 installation.
VIII. Village Defibrillators – to receive update
- 443.FCA/12/25 **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.
- 444.FCA/12/25 **Budget Working Group.**
I. To receive recommendation from Budget Working Group.
- 445.FCA/12/25 **Clerks Updates**
Report from Local Parish Council Forum meeting 02.12.25
- 446.FCA/12/25 **Items to be considered for inclusion on the next Full Council agenda**
To receive any additions, for noting only, no discussion at this meeting.

To agree the public's exclusion from the confidential part of the meeting. That in view of the confidential nature of the business (employment/legal issues) about to be transacted it was resolved under the provisions of Public Bodies admissions to meetings Act 1960 s.1 that the press and public be temporarily excluded, and they are instructed to withdraw
- 447.FCA/12/25 **Staffing Matter**
To receive report and recommendations from HR Committee – Clerk Appraisal
- 448.FCA/12/25 **Date of next meeting -**
Thursday 8 January 2026
To confirm Annual Parish Meeting 2026 Thursday 9 April
- 449.FCA/12/25 Close of meeting.