



**MINUTES OF UPCHURCH FULL PARISH COUNCIL HELD ON  
THURSDAY 7 MARCH 2024 AT 19:30PM IN UPCHURCH VILLAGE  
HALL**

Present: Cllr Ripley, Cllr Denny, Cllr Rosewell, Cllr Bodycomb, Cllr Lewin, Cllr Horton, Cllr Sheppard

Officer: Clerk, Nina Henley

External Attendees: Cllr R Palmer, Cllr C Palmer

Apologies: Cllr Berntsen, Cllr Boakes

External Apologies: Cllr Baldock,

**163-FCM/03/24 To receive apologies for absence**

Cllr Boakes (Personal) Cllr Berntsen (work)

**164-FCM/03/24 To receive declarations of interests and lobbying**

None

**165-FCM/03/24 Minutes**

To receive as correct and approve for signature the minutes of the Full Council Meeting held on 1 February 2024.

Proposed by Cllr Lewin, seconded by Cllr Denny  
Unanimous.

**166-FCM/03/24 Public Participation**

There were 4 members of the public present.

Resident from Plymouth Brethren Christian Church offered help and support to the community.

**167-FCM/03/24 External Reports and Updates**

Written report received from PC Chittim. Appendix 1 Cllr Ripley expressed thanks to PC Chittim for his hard work dedication to the community.

Cllr C Palmer gave verbal report. Cllr Palmer reported she was still engaging with the NHS on issues. Cllr Palmer reported that she was liaising with other agencies regarding a recent animal welfare issue.

Cllr R Palmer gave verbal report. Cllr Palmer reported he had requested litter picks in various areas within the village. Cllr Palmer discussed fly tipping and suggested these incidents were reported using What3Words to give SBC a precise location and to inform authorities so that persistent offenders can be targeted and that CCTV can be used in particular areas if needed via PC Chittim.

**168-FCM/03/24 Correspondence**

- I. Email correspondence from resident regarding hedge cutting. Noted. It was agreed to request work to be reviewed by contractor.
- II. Email correspondence from resident regarding relinquishing allotments. Noted
- III. Email correspondence from Swale Borough Council regarding Western area committee meeting 15.02.24 Noted.
- IV. Email correspondence Helix received. Noted.
- V. Email correspondence various residents regarding dog fouling. Noted. New dog waste bin requested from SBC Clerk to chase and review UPC purchasing of new bin.
- VI. Email correspondence resident regarding parking at junction of Horsham Lane. Noted. See report from PC Chittim (Appendix 1)



VII. Email correspondence from Swale Borough Council Planning Enforcement. Noted.

**169-FCM/03/24 Planning**

To receive urgent updates on planning matters

- I. 24/ 500454/FULL The Vicarage, 15 Oak Lane Upchurch. Partial rebuild and repairs to historic wall and piers with heritage lime mortar and reclaimed bricks to match existing.  
UPC has no objections.
- II. 24/500377/NMAND 97 Chaffes Lane, Upchurch. Non-material amendment of application 14/505233/FULL to add use of barn for Upchurch Horticultural Society and other meetings no more than 15 per year.  
UPC has no objections.
- III. Cllr Rosewell reported than he had contacted the residents at Barnfield flowers and they reported they had not had official confirmation from SBC on their application, Cllr Palmer to chase. Noted.

**170-FCM/03/24 Upchurch Parish Council Reporting**

- I. General Purpose & Planning Committee.
  - (a) To agree next meeting Wednesday 20 March 2024. It was proposed by Cllr Horton and seconded by Cllr Ripley to review the GPC & Planning meeting each month and the meeting will be agreed to go ahead with the statutory 3 clear days' notice dependant on the necessity of business to be transacted. Unanimous.
- II. Paddock and recreation ground
  - (a) Update for repairs to access road. Work completed. It was reported that the work had been favourably received and highlighted the need to consider the same improvements to be actioned on the car park. Clerk to add to the agenda of the next meeting.
  - (b) Update on tree work in The Paddock. Cllr Denny reported this had been completed. Noted.
  - (c) Update on new dog waste bin. Clerk to chase SBC.
- III. Burial Ground & Churchyard
  - (a) Update on bank works. Work is ongoing. Noted.
  - (b) Flower memorials notice to clear. Cllr Denny reported that large floral tributes had been left beside an ashes plot. It was resolved to amend the rules and regulations to include a polite request for families to remove any floral tributes within time frame of 4 weeks from date of interment. Any tributes left after this time will be removed by UPC in consideration of other users of the burial ground. Proposed by Cllr Denny, seconded by Cllr Ripley. Unanimous.
  - (c) Cllr Denny requested Clerk to chase the PCC regarding the removal of debris in burial ground to avoid issues when cutting season commences.
- IV. Highways and street lighting
  - (a) Update on road narrowing Oak Lane. Cllr Horton reported that UPC had received confirmation from Helix that they had received response from UPC which was supportive of the most up to date plan. Cllr Horton highlighted the need for work to be actioned on the copper beach hedge in the area. Clerk to confirm with KCC the position of a solid white line against a hedge. Cllr Horton reported the HIP was up to date.
  - (b) Cllr Sheppard reported that a review of the street name plates that need replacing will be actioned with Cllr Horton and reported at a future meeting. Noted.
  - (c) Cllr Sheppard reported the bus stop at Wallbridge Lane is blocked by foliage and needs reporting. The issue is a health and safety issue as the result is the bus is forced to stop at an alternative place and causing traffic issues and forcing passengers to wait in the road. Clerk to report to SBC.
- V. Footpaths
  - (a) Request for handrail on footpath from The Poles to Poot Lane. This has been reported to PRoW team. Noted.
- VI. Environment
  - (a) Planters booked for June 2024 – bright flowers.
  - (b) Litter pick requested Breach Lane. Noted.
  - (c) Cllr Horton reported the chimes on the church clock were switched off while work was actioned on the church roof. Cllr Horton reported that the motor has failed and engineer has been instructed to expedite work agreed. Cllr Horton to report next meeting. Clerk to request information that the chimes will be off until work completed to be shared with the village via Upchurch Matters. Noted.
- VII. Allotments
  - (a) Fence repair works – Cllr Ripley reported this work completed.
  - (b) Tenancy agreement. The agreement to be reviewed by Clerk before issuing to allotment holders for next financial year.



(c) Update on plot availability. Councillors discussed and agreed unanimously to offer vacant plots to parish members on the waiting list of the first instance.

VIII. Village Defibrillators

Cllr Sheppard reported all defibrillators working and up to date. Clerk to update The Circuit. Noted.

**171-FCM/03/24 Finance Reporting**

I. Financial review – bank statement and reconciliation were received signed by Cllr Lewin. Noted

II. Payments received – burial ground £1100.00

III. Cheques for approval litter picker: £ 43.60  
Noted.

IV. Schedule of payments for approval:

Payee	Date	Method	Reference	Reason	Amount
Hugo Fox	19/02/24	PAID	4385	Website hosting	£ 11.99
First Highways	23/02/24	PAID	12448PC	Access road repairs	£ 8899.20
Belsom	07/03/24	BACS	0442	Fence repair allotments	£ 2376.00
UVH	07/03/24	BACS	6848	Hall Hire	£ 64.00
UVH	07/03/24	BACS	6813	Hall Hire	£ 60.00
Invicta IT sol	02/04/24	BACS	28829	Microsoft 12m agrmt	£ 576.00
Eco Green	07/03/24	BACS	13390	Waste Bags	£ 175.14
The Country Way	07/03/24	BACS		Tree Cutting Paddock	£ 240.00
The Country Way	07/03/24	BACS		Hedge Cutting Rec	£ 168.00
Cllr Denny expenses	07/03/24	BACS		Key cutting	£ 12.00
Clerks Expenses	07/03/24	BACS		Chalk marking spray	£ 13.49
L Balcombe	07/03/24	BACS		Caretaker	£ 141.70
Staff costs					£ 1423.93

All Payments agreed proposed by Cllr Horton seconded by Cllr Lewin.  
Members resolved to approve the schedule of payments.

**172-FCM/03/24 D-Day Anniversary**

Update provided. Cllr Rosewell reported he will arrange a meeting with scouts to consider arrangements for event. Cllr Horton reported the Health and safety risk assessment for the road closures and the event had been completed and approved, Clerk reported this had been uploaded to the Swale Borough Council event portal.

**173-FCM/03/24 Items to be considered for inclusion on the next Full Council agenda**

Legislation change discretionary powers for spending to be considered.  
End of year figures to be provided.

**174-FCM/03/24 Date of next meeting**

Full Council Thursday 4 April 2024

Parish meeting Thursday 11 April 2024

Annual Meeting Thursday 9 May 2024 (moved due to hall being used for polling station)

**175-FCM/03/24 Meeting closed 20.30pm**

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# Upchurch newsletter



## Kent Police

Get the latest crime statistics by visiting: [www.kent.police.uk/yourarea](http://www.kent.police.uk/yourarea)

March 2024

### Drop-in surgery

- Friday 15<sup>th</sup> March – UpARA Social Event, Village Hall, Upchurch
- Wednesday 27<sup>th</sup> March – Parent and Child meet and greet, followed by a VAWG joint surgery with SATEDA, Holywell Primary School

Your local officer is Police Officer

Jez Chittim

## Engagement

- Friday 2<sup>nd</sup> February – Delivered a stay safe input to Year R at Holywell Primary School where the children also got to dress up in police uniform and create their own unique fingerprint certificate.
- I held a police surgery at the UpARA social event on Friday 16<sup>th</sup> February where I was greeted with many attendees wishing to talk to me about local issues and gain some crime prevention advice. Most issues raised were speeding in neighbouring villages. Various crime prevention products given out and over 20 personal attack alarms gifted to residents who either live alone or often walk alone. (As a police officer I have access to various services I can refer the elderly and less able or vulnerable people to; such as the Fire Service for a home safety check where smoke alarms will be tested/installed and free of charge. Or, services such as the KKC Wardens of whom can help with everyday tasks, such as changing energy supplier to a cheaper tariff or paying a bill etc.....If the Parish Council knows of anyone who would benefit, please with their permission let me know).

## Parking

- I was sent correspondence reference parking on and opposite the junction Horsham Lane/The Street along with a report of vehicles parking without having their parking lights on. As detailed in my response, nothing detailed within the correspondence is enforceable. I have also monitored that junction and I don't deem the parking to be dangerous. The Highway Code states 'Do Not' park opposite or within 10m of



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