



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE  
**FULL PARISH COUNCIL ON THURSDAY 12 DECEMBER  
2024 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: 6 Dec 2024

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**

- 280.FCA/12/24 **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.
- 281.FCA/12/24 **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.
- 282.FCA/12/24 **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 07 Nov 2024.
- 283.FCA/12/24 **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.

- 284.FCA/12/24     **External Reports and Updates**  
To receive any external reports from County and Borough and Police Liaison.
- 285.FCA/12/24     **Correspondence for noting.**  
I. Email correspondence from SBC regarding Lighting Grant. Circulated.  
II. Email correspondence from Cllr Palmer with residents highways concerns. Circulated.  
III. Email correspondence from resident regarding hedge in Chaffes Lane. Circulated.  
IV. Email correspondence from Finns request to meeting UPC regarding development.  
V. Email correspondence from Swale Borough Council re Budget. Circulated.  
VI. Email correspondence resident re parking
- 286.FCA/12/24     **Planning – <https://pa.midkent.gov.uk/>**  
**Relevant Legislation: Town and Planning Act 1990**  
To receive updates on planning matters  
I. 24/504862/FULL 65 Chaffes Lane Upchurch Kent ME9 7BH Erection of a two-storey side and rear extension with single storey front extension. (Removal of existing outbuilding and conservatory).  
II. Any reports from Cllr Rosewell. Including SBC Planning Meetings for applications 22/502132/ADV and 24/501182/FULL.
- 287.FCA/12/24     **Upchurch Parish Council Reporting – Agree any actions**  
I. Paddock and Recreational Ground – to receive update.  
    (a) Update on project for new play equipment in The Paddock.  
    (b) Update on play area new signs.  
    (c) Recreation groundwork on entrance barriers.  
    (d) Update on tree work Paddock  
    (e) Update on new tree.  
    (f) Update on tap disconnection – to review costs.  
II. Burial Ground & Churchyard – to receive update.  
III. Highways & Street Lighting – to receive update.  
    (a) Update on traffic calming Oak Lane.  
IV. Footpaths – to receive update.  
V. Environment – to receive update.  
VI. Allotments – to receive update.  
VII. Village Defibrillators – any updates.  
VIII. Community Events  
    (a) VE Day May 2025  
    (b) Supporting community initiatives to combat loneliness and isolation.  
    (c) Christmas – village Christmas tree.  
    (d) Community Awards – to discuss UPC award
- 288.FCA/12/24     **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.
- 289.FCA/12/24     **Budget 2025/26**  
Budget Working Group update following meeting.
- 290.FCA/12/24     **Items to be considered for inclusion on the next Full Council agenda**  
To receive any additions, for noting only, no discussion at this meeting.
- 291.FCA/12/24     **Date of next meeting - Thursday 9 January 2025**  
  
**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
- 292.FCA/12/24     **Staffing matters**  
Recommendations from HR Committee staff appraisal
- 293.FCA/12/24     **Close of Meeting**