

The **Minutes** of the meeting of **Upchurch Parish Council** held in Upchurch Village Hall on **4th November 2021**

Present: Cllr Tyrone Ripley (Chairman), Cllr John Arnold (Vice Chairman), Cllr Ernie Bersten, Cllr John Bodycomb, Cllr Alan Horton, Cllr Gerry Lewin and Cllr Neil Sheppard;
and Mrs Wendy Licence (Clerk).

Also present were two members of the public.

78. Apologies for absence

Apologies had been received from Cllr Pam Denny (holiday) apology accepted.
Apologies had also been received from County Councillor Mike Baldock (at another meeting) and Ward Member Richard Palmer (at another meeting); apologies noted.

79. Declarations of interest

Cllr Lewin declared a pecuniary interest in item in 86.ii being a recipient of a payment.

80. Minutes of the meeting on 7th October 2021

The minutes were amended to read (68) *Cllr Denny said there were issues with the trees in front of the retirement bungalows in Oak Lane.*

Cllr Lewin **PROPOSED** to accept the minutes of the meeting held on 7th October 2021, as amended, as a true record; **SECONDED** by Cllr Horton: **AGREED UNANIMOUSLY**. Cllr Ripley duly signed the minutes as a true record.

Public Time

The meeting was adjourned for the Public Time

The Group Scout Leader suggested a defibrillator at the Recreation Ground for the community especially as there is exercise equipment there.

The next item was brought forward.

81. Defibrillator

Cllr Ripley said that the Doctors' Surgery has also offered to have an accessible defibrillator and the Scouts have offered to have a defibrillator on the outside of the fence.

The Group Scout Leader said she thought the surgery would be the best site as it is more accessible.

Councillors **AGREED UNANIMOUSLY** that the defibrillator should be at the surgery.

Cllr Horton said the Surgery Patient Participation Group has agreed with the Doctors that the defibrillator will go to the right of the door to ensure it is out of the sun for most of the day. The Parish Council will need to deal with the installation.

Cllr Arnold said a specification for the electrical work will be drawn up and this can be used for both defibrillators. There are other areas which are not served well.

Cllr Ripley said the defibrillator at Beckenham Park needs to be installed as a priority, then the doctors and the Council can look at further sites in the future. An application has been submitted to Swale Borough Council for a grant of £750 towards the new defibrillator. Cllr Horton **PROPOSED** that provided the cost of installing the defibrillator at Beckenham Park is under £750 then the installation should proceed; **AGREED UNANIMOUSLY**.

Public Time

The meeting was adjourned for the Public Time

A resident asked if the Council be planting more trees.

A resident said someone is interested in replanting trees and looking at a scheme for suitable trees, businesses and residents could be asked to contribute.

Cllr Ripley said an offer of four standard trees has been made.

Cllr Horton said it needs to be agreed as to whether the replacement of the trees is a village project or a Parish Council initiative. A number of residents have come forward to help, the Council should accept their offer with the Parish Council being responsible for the trees and their maintenance.

Cllr Ripley said the Parish Council rents the land and over the past four years the maintenance has cost over £15,000; maintenance is a significant issue.

Cllr Horton said advice from an arboriculturist is needed. The Parish Council should receive a proposal from the residents wishing to supply and plant the trees and authorise it.

ACTION: Cllr Ripley to liaise with the arboriculturist to request a scheme for the trees.

The meeting as reconvened.

82. Correspondence

Fire Hydrants Initiative Project

ACTION: Cllr Bernsten to complete.

83. Planning

It was **AGREED UNANIMOUSLY** to accept the minutes of the Meeting held on 20th October 2021 as a true record. The minutes were duly signed by Cllr Rosewell.

Cllr Rosewell informed Members that the development at 116 Oak Lane has been reported to Swale Planning Enforcement and will be investigated by Officers.

Cllr Horton reported that the Spade Lane Appeal Hearing was cancelled because of COVID, a new date is yet to be set.

Cllr Horton reported that the Borough Council is reconducting its Regulation 18 consultation on the Local Plan as they had previously chosen not to do this and went straight out to Regulation 19 consultation. The decision not to conduct a Reg 18 before the Reg 19 has been legally challenged. The new Reg 18 consultation started on 29 October and runs for four weeks.

Cllr Lewin said that some of the early responses the Parish Council made covered issues regarding the lack of road infrastructure and the impact on the village for residents. There was nothing significant for Upchurch regarding development.

ACTION 1: Clerk to circulate document.

ACTION 2: Local Plan Consultation for Planning Committee to discuss.

Cllr Horton informed Members that the Head of Planning has admitted that Swale does not have a five-year housing land supply and the consequence is that the balance is tilted in favour of development leaving the village vulnerable.

Cllr Horton informed Councillors that the railings have now been installed on the ramp, the posts are still to be installed but there is now a proper disabled access from Kent Terrace to

Four Gun Field. He stated he understood Gem Estate Management has conceded that they are responsible for installing a bin at Four Gun Field play area and are looking into the emptying of the bin.

84. General Purposes Committee

Cllr Arnold **PROPOSED** to accept the minutes of the meeting held on 20th October 2021 as a true record; **SECONDED** by Cllr Lewin: **AGREED UNANIMOUSLY**. Cllr Ripley duly signed the minutes as a true record

Cllr Ripley said the Council had successfully applied for a grant for four benches, three have been installed at The Paddock and one in Recreation Ground. Cllr Ripley thanked Mr Newbery for the article on Upchurch Matters.

Cllr Ripley said the Jubilee oak tree will be installed on Thursday 9th December and the location has been agreed.

Cllr Ripley said there has been an ongoing issue with the air walker since its installation.

Cllr Horton said that if the item is not out of guarantee any repair could invalidate the warranty.

ACTION: Clerk to contact supplier.

85. Allotments

Cllr Bodycomb said the allotment holders have requested some hardcore as the entrance gets very muddy at this time of year.

Cllr Ripley said there is £460 for maintenance in the budget which comes from the revenue from the tenancies.

Cllr Sheppard said the right material needs to be used and it needs to be properly rolled in.

ACTION: Cllr Ripley to liaise with the plot holders to ascertain correct material needed.

ITEM FOR NEXT AGENDA

86. Finance

i. To receive finance report

Cllr Lewin said the Finance Group will have a budget meeting on 18 November.

Cllr Ripley said £500 has been requested for the planting of the bank at the Burial Ground and £4,700 for the nature trail at The Paddock, a proposal for the trail has just been received and will be on the next agenda.

Cllr Horton said £2,000 has been carried over from VE Day for the Jubilee celebrations.

Cllr Arnold said EDF has the information about the street lighting electricity the adjustment should be retrospective. The maintenance contract is still being negotiated.

Cllr Horton asked for £2,500 for Highways projects.

Cllr Lewin said the street name plates are looking tired, this could be a project for the Council.

Cllr Horton said Swale has a replacement programme, some Councillors use their grants. It would be good to have all the signs in the same font and size in the village, this could be carried out in phases.

ACTION: Clerk to obtain quotation for name plates.

ii. Payments for approval and signature

Payee	Reason	Amount
WN Francis t/c Clockwise Restorations	Clock service and works	£255.00
PKF Littlejohn	External audit fee	£480.00
Mr G Lewin	Postage	£13.15
KALC	Finance Conference	£60.00

Lindsay & Co	Crown raise 2 ash trees- churchyard	£380.00
Business Stream	Allotments water	£254.87
Business Stream	Paddock water	£14.68
M Belsom & Son Ltd	Burial Ground gate	£258.00
EDF	Street lighting Sept/ Oct	£1384.80
Upchurch Village Hall	Hall hire	£52.00
Staff	Salary	£600.34
HMRC	PAYE & NI	£164.58
Administration	Expenses	£37.48
Mr T Honeyman	Litter picker	£106.23
Mr D Kew <i>Chq no 300008</i>	Wheelie bins and waste bags	£26.92
Vincent James Landscapes <i>Chq no 300009</i>	Grounds maintenance	£370.00
Lindsay & Co	Fell and remove poplars from Recreation Ground	£4550.00
Lindsay & Co	Weed spray church wall	£65.00

It was **AGREED UNANIMOUSLY** to make the payments.

87. Paddock and Recreation Ground

Cllr Ripley said the two lime trees at Recreation Ground near the beacon are diseased and need to be felled.

Councillors considered the quotations.

Cllr Horton **PROPOSED** that if the work can be completed by 30 November, the quotation from Treecraft for £475 be accepted; **AGREED UNANIMOUSLY**.

88. Burial Ground and Churchyard

Cllr Ripley informed Members that the Burial Ground gate has been repaired.

89. Highways and Street Lighting

Cllr Arnold reported that UK Power Networks still has not connected the remaining light in Windmill Hill, this is being chased on a daily basis.

Cllr Horton said the bollards still have not been installed in Chaffes Lane.

ACTION: Clerk to chase.

90. Footpaths

Cllr Rosewell said the vegetation on the Lower Rainham Road and Otterham Quay Lane has become overgrown and pedestrians have to walk in the road.

ACTION: Cllr Rosewell to report to KCC Highways.

91. Environment

Cllr Ripley informed Members that he has requested a quotation to move the notice board by the Co-op.

To consider quotation to refurbish the village sign

Cllr Horton **PROPOSED** to accept the quotation of £1,130 from Mr Stuart Betts to refurbish the double-sided Upchurch village sign, with the Council taking it down and putting it back up; **SECONDED** by Cllr Arnold: **AGREED UNANIMOUSLY**.

Cllr Horton said the Council will have the sign photographed and hold the copyright for the village to use.

92. Village Christmas Arrangements

Cllr Ripley said the Christmas tree will be installed on Sunday 5th December. On 19 December, Father Christmas and two elves will be at the Village Hall. There will be a wooden sleigh and reindeer.

Cllr Horton said the event will be a tremendous photo opportunity and needs a background, this will be for the village for future years. A local group could be asked to sell refreshments. It would be inappropriate for the Council to provide gifts for the children and if parents provided gifts it would be problematic. It would be good for the children to have something such as a wrapped chocolate Christmas figure.

ACTION 1: Cllr Ripley to liaise with the WI.

ACTION 2: Cllr Ripley to find suitable backdrop.

It was **AGREED UNANIMOUSLY** to spend up to £200 on the backdrop.

93. The Queen's Platinum Jubilee Celebrations 2022

Cllr Horton said the application for road closures has been submitted to Swale Borough Council; a local DJ and Private Fire Service have agreed to provide support for the event; the Scouts will be invited to sell hot drinks; an ice cream van and burger van need to be booked; there could be a mobile bar provided by the local pub.

94. Reports from representatives

i) Village Hall Representative

Cllr Lewin said the Committee meets next week.

ii) KALC

Cllr Ripley said the KALC AGM is on 13 November and is being held remotely.

iii) Police Liaison Officer

PCSO John Cork was unable to attend the meeting and had sent the following report:

Anti-social behaviour and other incidents of note:

- Nuisance youths reported in the area of Littlefield Road banging on windows and doors.
- Please be aware that vehicles have been entered which have been left open in the Iwade area and items taken 31/10/2021.

Updates of previous reported issues:

- Woodgers Warf is being investigate at the moment for criminal activity

iv) Royal British Legion

Cllr Lewin reported that there will be a full Remembrance Day service in the church on 14 December at 10.15am with crosses being placed on the War Graves. Cllr Lewin thanked the Parish Council for displaying the event poppies through out the village, this has been well received. It is the centenary of the Royal British Legion. Cllr Lewin thanks the Upchurch Knitters for the knitted characters in the village during COVID-19 and also the knitted poppies for Remembrance. Cllr Lewin thanked Boakes Joinery for the poppy bench and post.

95. Matters arising

Cllr Ripley asked for an update on the new email addresses.

Cllr Arnold said IT issues are taking up the Clerk's time and a quotation for IT support is being sought.

96. Date of next meeting Thursday 2nd December 2021 at 7.30pm at the Scout Hut

There being no further business, the meeting closed at 9.25pm

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