



**MINUTES OF UPCHURCH FULL PARISH COUNCIL HELD ON
THURSDAY 4 JANUARY 2024 AT 19:30PM IN UPCHURCH
VILLAGE HALL**

Present: Cllr Ripley, Cllr Denny, Cllr Rosewell, Cllr Bodycomb, Cllr Lewin
Officer: Clerk, Nina Henley
External Attendees: None
Apologies: Cllr Sheppard, Cllr Horton, Cllr Berntsen, Cllr Boakes
External Apologies: Cllr Baldock, Cllr R Palmer, Cllr C Palmer

134-FCM/01/24 To receive apologies for absence

Cllr Horton (unavailable), Cllr Sheppard (Holiday), Cllr Boakes (Personal) Cllr Berntsen (work)

135-FCM/01/24 To receive declarations of interests and lobbying

None

136-FCM/01/24 Minutes

To receive as correct and approve for signature the minutes of the Full Council Meeting held on 7 December 2023.

Proposed by Cllr Lewin, seconded by Cllr Denny

Unanimous. Cllr Lewin reported that a matter arising from the minutes of the 7 December.

Minute ref 123-FCM/12/23 ii UPC has received correspondence from Medway Planning 139-FCM/01/24 that states there was not an increase in property numbers for planning application MC/23/2466 – Noted.

137-FCM/01/24 Public Participation

There were 2 members of the public present.

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

Member of public from Forge Lane discussed parking. Members informed resident this item will be discussed at Full Council meeting Thursday 1 February 2024.

138-FCM/01/24 External Reports and Updates

PC Chittim sent written report. Appendix 1

139-FCM/01/24 Correspondence

- I. Email correspondence from resident regarding drainage issues. Circulated. Noted.
- II. Email correspondence from resident Forge Lane. Circulated. Noted
- III. Email correspondence from resident regarding concrete block. Circulated. Noted. Clerk to notify SBC Enforcement.
- IV. Email correspondence Swale Borough Council Precept Letter. Circulated. Noted.
- V. Email correspondence Medway Planning, Land East Seymour rd. Circulated. Noted.
- VI. Email confirmation of submission to Chief Constable. Circulated. Noted.
- VII. Email correspondence various residents regarding highways. Noted. Deferred to February meeting.

140-FCM/01/24 Planning

To receive urgent updates on planning matters

- I. 23/ 505548/FULL 116 Chaffes Lane Subdivision of existing dwelling to create 2 semi-detached dwellings with associated parking and landscaping.

UPC has no objections.

- II. 23/505006/FULL 25 Woodruff Close Demolition of existing single storey rear extension and erection of a new single storey rear extension, part conversion of existing double garage to habitable space.

UPC has no objections but asks for neighbours view should to be taken into consideration.

- III. 23/505366/FULL 39 Drakes Close removal of existing rear extension and erection of single storey rear extension.

UPC would like to express concerns on the impact on natural light for neighbours and wish that great weight be given to neighbour comments.

- IV. 23/505399/PNQCLA 5Acres Holywell Lane Prior notification for the change of use of a building and any land within its curtilage from agricultural to 2 dwelling houses and associated development.

UPC has no comments.

141-FCM/01/24 Upchurch Parish Council Reporting

- I. General Purpose & Planning Committee.
(a) To agree next meeting Wednesday 17 January 2024. Agreed unanimous.
- II. Paddock and recreation ground
(a) Update for repairs to access road. Expected January 2024 weather dependant.
(b) Update on trees in The Paddock. Cllr Ripley reported that due to H&S issue with trees a quote for £280.00 has been sought for remedial work on trees ASAP. Proposed by Cllr Ripley Seconded by Cllr Denny. Unanimous.
- III. Burial Ground & Churchyard
(a) Update on debris left after works. Due to work carried out in Churchyard UPC engaged contractor to clear debris immediately. Noted.
(b) Update on bank works. Work proposed to be carried out in the spring. Noted.
- IV. Highways and street lighting
(a) Residents ideas for highways. Circulated. Deferred to Full Council February meeting.
- V. Footpaths
Nothing to report.
- VI. Environment
(a) Cllr Ripley agreed date of Sunday 7 January for working party to take down the Christmas tree.
- VII. Allotments
(a) Fence repair works – January 2024 weather permitting. Noted.
(b) Request from allotment holders for additional aggregate on access road. Clerk to discuss with contractor and arrange quote.
- VIII. Village Defibrillators
Nothing to report.

142-FCM/01/24 Finance Reporting

- I. Financial review – bank statement and reconciliation were received signed by Cllr Denny. Noted.
- II. Payments received – none
- III. Cheques for approval litter picker: £ 49.05
Noted.
- IV. Schedule of payments for approval:

Payee	Date	Method	Reference	Reason	Amount
Hugo Fox	18/12/23	PAID	3808	Website hosting	£ 11.99
Unity Trust	31/12/23	PAID		Bank Charge	£ 18.00
UVH	04/01/24	BACS	6784	Hall Hire	£ 38.00
The Country Way	04/01/24	BACS		Grounds Maintenance	£ 240.00
Clerks Exp	04/01/24	BACS		Postage	£ 10.95
Staff costs					

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

143-FCM/01/24 KALC Community Awards

Clerk reported Awards notice on website and social media – closing date for nominations 31 January 2024. Decision February meeting. Agreed.

144-FCM/01/24 D-Day Anniversary

Update provided. Details deferred to GPC January meeting.

145-FCM/01/24 Budget Working Group

Cllr Lewin gave report from Budget Working group. Details on Band D Tax base received from SBC. Members agreed to accept the budget proposal from the Budget Working Group and set the precept figure at £ 48577. This includes reserve levels set at £27000. Clerk to present precept request to Swale Borough Council.

Proposed by Cllr Lewin, seconded by Cllr Ripley. Unanimous.

146-FCM/01/24 Items to be considered for inclusion on the next Full Council agenda

DDay 80 updates. KALC Awards.

147-FCM/01/24 Date of next meeting

Full Council Thursday 1 February 2024

148-FCM/01/24 Meeting closed 20.25pm

TEK

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Upchurch newsletter



**Kent
Police**

Get the latest crime statistics by visiting: www.kent.police.uk/yourarea

January 2024

Drop-in surgery

- Friday 19 January 11:30a.m – 1.30p.m
- Upchurch Village Hall attached to the UpARA social event (Please note I will attend 30 minutes prior to the UpARA social event starting so that I am available for that time to anyone wishing to see me who may not attend the event itself).

Your local officer is Police
Officer

Jez Chittim

Good work story/stories

The Co-Op had been experiencing numerous shoplifting offences by the same suspect. I have been able to identify the suspect and locate them locally. The Co-Op's wishes were to not prosecute as they are local, however wished for them to be banned. The suspect has been visited by me and banned from the store and made aware that he is now known. The suspect lacked access to a vehicle/phone/electricity and so a referral has been made to Kent Community Warden Service for assistance.

Good work story/stories

On Friday 29th December I conducted speed checks with colleagues on Oak Lane facing back towards Jubilee Fields ensuring those entering the Village from the National speed limit reduce speed to be within the 30MPH limit as it changes. I was there from 10:45 – 11:15; in that time 22 vehicles drove towards me and into the village. 17 of those vehicles were travelling between 20mph – 30mph. 4 vehicles were driving between 31mph and 35mph (The allowance we give for their speedometer to be slightly out compared to the recording of the speed) and 1 vehicle was travelling at 37mph. They were stopped and established to be a local of whom travels daily in and out of the village. Words of advice given on this occasion.

Handwritten signature



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Upchurch Parish Council

25 January 2024 (2024-2025)

BUDGET 24/25

Administration

Salary	16,500.00
Pension	1,650.00
NI	1,000.00
Bank Charges	100.00
Admin Expenses	1,800.00
Website	150.00
IT Support	1,200.00
Hall Hire	700.00
Insurance	2,250.00
Subscriptions	850.00
Training	400.00

Allotments

Allotments Rent	681.50
Allotments water	600.00
Allotments Maintenance	100.00
Allotment Expenses	50.00

Burial Ground / Churchyard

Burial Ground Trees	1,000.00
Burial Ground / Churchyard mowing	5,500.00
Burial ground / Churchyard maintenance	500.00
Churchyard Trees	1,000.00
Burial ground waste	400.00
Bank works	500.00

Clock

Church clock	300.00
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Councillors

Elections	
Councillor expenses	100.00

Defibrillator

Defibrillator	500.00
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Open Spaces

Litter picking / bin emptying	2,750.00
Open Space maintenance	280.00

Planters Watering	1,030.00
Barrier basket replanting	1,275.00
Planter hire	600.00
Environment Tikspac	600.00
Highways	500.00

Precept

Precept

Professional Fees

Audit Fees	600.00
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Recreation Ground / Paddock

Recreation Ground cutting	1,960.00
Recreation Ground Maintenance	200.00
Recreation Ground Rent	684.50
Paddock Rent	900.00
Equipment Inspection	350.00
Equipment Repairs	600.00
Recreation Ground Trees	250.00
Paddock Cutting	1,820.00
Paddock / Recreation Ground Miscellaneous	100.00
Paddock Trees and Hedges	500.00
Paddock Water	55.00
Christmas	750.00
Celebration events D-Day	750.00
Special Project Defibrillator	1,500.00
Special project church clock	1,500.00

Street Lighting

Lighting Electricity

Maintenance Contract

UPC Grants / Donations

Grants and Donations	250.00
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57,636.00

RECEIPTS

Allotment rent received	2,000.00
Burial Ground Receipt	2,800.00
Car Park	40.00

4,840.00