



**MINUTES OF UPCHURCH FULL PARISH COUNCIL HELD ON  
THURSDAY 09 JANUARY 2025 AT 19:30PM IN UPCHURCH  
VILLAGE HALL**

Present: Cllr Rosewell, Cllr Bodycomb, Cllr Horton, Cllr Boakes, Cllr Lewin, Cllr Berntsen  
Officer: Clerk, Nina Henley  
External Attendees: Cllr C Palmer, Cllr R Palmer,  
Apologies: Cllr Sheppard, Cllr Ripley, Cllr Denny  
External Apologies: Cllr Baldock

**294-FCM/01/25 To receive apologies for absence**

Cllr Sheppard (unavailable) Cllr Ripley (unavailable) Cllr Denny (unwell) Members RESOLVED to accept apologies. Members RESOLVED for Cllr Rosewell to chair the meeting.

**295-FCM/01/25 To receive declarations of interests and lobbying**  
None

**296-FCM/01/25 Minutes**

To receive as correct and approve for signature the minutes of the Full Council Meeting held on 12 December 2024.

Members RESOLVED to approve the minutes. Proposed by Cllr Lewin, seconded by Cllr Bodycomb. Unanimous.

**297-FCM/01/25 Public Participation**

There were 5 members of the public present.

One member of the public asked questions on highways issues. Cllr Horton gave verbal response. Cllr Horton reported that the new traffic calming project in Oak Lane would hopefully result in reduction of speeding in the village.

**298-FCM/01/25 External Reports and Updates**

Cllr Palmer gave verbal report.  
PC Chittim sent report Appendix 1

**299-FCM/01/25 Correspondence**

- I. Email correspondence from SBC ANPR cameras. Noted.
- II. Email correspondence from resident re foliage. Noted.
- III. Email correspondence from KCC Postural Stability. Noted.
- IV. Email correspondence from resident traffic issues. Noted.
- V. Email correspondence from resident parking bus stop. Noted.

**300-FCM/01/25 Planning**

To receive updates on planning matters

- I. 24/505224/FULL 91 Chaffes Lane Upchurch Kent ME9 7BG Erection of first floor rear extension including utilizing roof space in new extension.  
UPC has no objections but asks for neighbours views to be taken into consideration.
- II. 24/504435/OUT Land on Northern side of Canterbury Lane, Upchurch. Outline planning application (access layout and scale sought) for the erection of up to 31 new dwellings, access onto Canterbury Lane and associated road widening, provision of open space and hard and soft landscaping



UPC response see Appendix 2

III. Any reports from Cllr Rosewell. Cllr Rosewell gave verbal report.

### 301-FCM/01/25 Upchurch Parish Council Reporting

- I. Paddock and Recreational Ground – to receive update.
  - (a) Update on project for new play equipment in The Paddock. Clerk reported that the new equipment was installed and had been favourably received by the community. Cllr Horton gave thanks to Cllr Denny and the Clerk for the work to complete this project.
  - (b) Quote received for repair to grass lock under swing. Members RESOLVED to accept quote for repairs. Proposed by Cllr Horton, seconded by Cllr Boakes. Unanimous.
  - (c) Update on play area new signs. Cllr Rosewell reported that the signs have been installed. Noted.
  - (d) Play Area Inspection report. The report was received and noted.
  - (e) Recreation groundwork on entrance barriers. Deferred to February.
  - (f) Update on tap disconnection – email received from Business Stream. Clerk reported that disconnection was the only option offered to resolve the situation. Following reports of another incident of the tap being vandalised and flooding in The Paddock, members RESOLVED to accept costs of £796.00 for disconnection. Clerk to action. Interim action to turn off the water supply to be completed.
- II. Burial Ground & Churchyard – Cllr Boakes reported that another tree had been damaged and work been actioned to clear this. Noted.
- III. Highways & Street Lighting – to receive update.
  - (a) Cllr Berntsen reported no issues on street lighting. Cllr Berntsen reported he would report back with options for maintenance contract when the defect liability had ceased, and he would review future costs for electricity review. Noted.
  - (b) Update on traffic calming Oak Lane. Cllr Horton report work due to commence 13 January 2025. Road closure will be in place 13 Jan – 3 Feb 2025. Cllr Horton reported due to the complexity of the work to be carried out he expected the road closure to be in place for a minimum of 2 weeks. Noted.
- IV. Footpaths – No issues reported.
- V. Environment – Clerk reported that the quote for the barrier baskets and cascade and been received from Amethyst. Members RESOLVED to accept the quote of £2401.20 for 2025. Proposed by Cllr Horton, seconded by Cllr Boakes – unanimous.
- VI. Allotments – Clerk to write to allotment holders with details of new pricing and payment arrangements to be approved by Cllr Bodycomb. Noted.
- VII. Village Defibrillators – no issues reported. Noted.
- VIII. Community Events
  - (a) VE Day May 2025. Cllr Rosewell reported that the event will be advertised in March with leaflets and posters on website and social media. Noted.
  - (b) Supporting community initiatives to combat loneliness and isolation. Cllr Boakes gave report on the Tea and Chat group which meets in Upchurch monthly to provide residents with an opportunity to meet and chat, with refreshments, gifts and entertainment provided. Cllr Boakes and family offer this service free of charge to the community and reported that many residents attend and has been favourably received in the community. Cllr Richard Palmer and Cllr Chris Palmer have offered support to this group via a members grant. UPC members RESOLVED to facilitate this grant and assist with the application. Unanimous.
  - (c) Community Awards – Clerk reported that applications for the award have been received and reported that a prize has been donated for the winner with a voucher from The Barnyard local business for a High Tea. Cllr Horton requested that The Barnyard are invited to the Annual Meeting in April when the winner will be announced. Applications for the award will be voted on at February meeting in closed section. Noted.

### 302-FCM/01/25 Finance Reporting

- I. Financial review – bank statement and reconciliation were received signed by Cllr Lewin. Noted
- II. Payments received – Cheques for approval litter picker: £ 48.00 Noted.
- III. Schedule of payments for approval:

Payee	Date	Method	Reference	Reason	Amount
Hugo Fox	18/12/24	PAID DD		Website hosting	£ 11.99
Playdale	09/01/25	BACS	58620	Play area equipment	£ 17999.44
Business Strm	09/01/25	BACS	6750532	Water Bill Paddock	£ 71.98

The Country Way	09/01/25	BACS		Landscape Contract	£ 516.00
DM Payroll	09/01/25	BACS	4161	Payroll services	£ 90.00
Goldfinch Tree	09/01/25	BACS		Tree Surgeon	£ 300.00
UVH	09/01/25	BACS	7029	Hall hire	£ 40.00
Lynne Balcomb	12/12/24	BACS		Caretaker	£ 156.00
Staff costs					£ 1496.89

All Payments agreed proposed by Cllr Lewin seconded by Cllr Horton.

Members resolved to approve the schedule of payments.

IV. New NJC Pay Scales were approved and noted.

**303-FCM/01/25 Budget 2025/26**

Cllr Lewin gave verbal report from The Budget Working Group. Cllr Lewin reported that due to the loss of the SBC Lighting grant and costs of electricity for the streetlighting increasing along with ongoing cost for administration and maintenance of new parish facilities there would be an increase in precept for 2025/26. Members RESOLVED to approve the budget recommendations from The Budget Working Group and the precept calculation. Finalised budget reports including Band D figures attached Appendix 3.

**304-FCM/01/25 Items to be considered for inclusion on the next Full Council agenda**

None.

**305-FCM/01/25 Date of next meeting**

Members RESOLVED to move the next meeting of UPC to Thursday 13 February 2025 due to staffing. Noted. Clerk to inform UVH and residents.

**306-FCM/01/25 Staffing Matters**

Members RESOLVED to accept recommendations from HR Committee following review of home office allowance. Noted.

**307-FCM/01/25 Meeting closed 20.28**



# Upchurch newsletter



**Kent  
Police**

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

January 2025

## Drop-in surgery

- Day Date Month, time-time
- Somewhere Town Hall, Street name, Town name

Your local officer is Police  
Officer

Jez Chittim

## Incidents of Note

- There were a significantly low number of calls into the police since the date of the last Parish Council meeting and nothing of which impacts the wider community. I raise this as if a true reflection of life in Upchurch, it reflects positively on the community.

## Police drop in/surgery

My next police surgery will be on Saturday 25<sup>th</sup> January 2025 between 15:00 hours and 17:00 hours at Holywell Primary School. There is parking available to those wishing to attend. Please come along if you have any local issues you wish to discuss with me.



Find out what's happening in your area



Receive alerts from your local officers

Tell us what matters most to you



Sign up today and make your voice count



MCV is a two-way  
engagement tool  
brought to you by  
Kent Police

[mycommunityvoicekent.co.uk](http://mycommunityvoicekent.co.uk)

## Appendix 2

24/504435 – Land on northern side of Canterbury Lane Upchurch. O/line planning application [access and layout] for the erection of 31 no new dwellings, access onto Canterbury Lane and associated road widening and hard and soft landscaping.

UPC objects strongly to this application.

This site is not an allocation in the current Swale Local Plan 2017 [SLP].

The SLP states in 4.3.21 and 4.3.22 that “Development at these villages *[including Upchurch]* is not required to meet the Local Plan housing target. In 4.3.22 it further says “However the windfall development at some locations could help meet local needs, improve the viability of existing services or enable new provision to be made...” This application fails also to satisfy this “windfall” requirement.

We understand that the weight to be given to policy in the 2017 SLP may be changing but nevertheless refer to it as it continues to describe the inability of Upchurch to accommodate new housing development through the pressure it places on local amenities and services which are sparse or under strain. We note that Medway objectors to this application are also making these points for where they live. We consider the lack of amenities and services and weakness of the local infrastructure to be reasons to refuse this application.

Public transport is limited from this location [and non-existent on Sundays]. Residents of this new development will therefore be heavily dependent on personal transport for access to amenities and services, of which very few are within reasonable walking distance, or will require on-line deliveries. This unsustainable situation means the housing is not well located for residents and especially for those in the affordable homes. We remain unaware of any local proposals at this time that would add amenities or services in this area, also that the application is silent on this matter.

The inevitable reliance on private transport means that there should be one more car parking place above the standard for urban dwellings in this rural setting together with a review of on-street parking by visitors.

The local infrastructure is frequently under pressure at rush hours and whenever there are road works or A2/M2 issues which adds to the unsuitability of this development.

The application proposes an access from Canterbury Lane with associated road widening. Canterbury Lane is a single lane for almost all of its length from Oak Lane to Otterham Quay Lane. From Oak Lane to Seymour Road it is level with the land on both sides, but from Seymour Road there is a steep drop on the north side where unsafe passing places have been created by vehicles along this very narrow stretch. The lane is locally regarded as being unsuitable for the volume of traffic that uses it and particularly when there are local road works for which this is an unsuitable “bypass”. To create an access onto this road for the proposed development therefore causes us some considerable concern.





# APPENDIX 3

Select Parish:	Upchurch
Precept amount proposed:	£52,311.00
Current year Tax Base	1,058
Next years Tax Base	1,054
% Change in Tax Base	(0.42%)

Current years precept amount	Current years Band D figure	Next years proposed Band D figure	Increase/ (Decrease) Band D Equivalent	Percentage Increase/ (Decrease) Band D equivalent
£48,577.00	45.90	49.63	3.74	8.14%

	Band A	Band B	Band C	Band D	Band E	Band F	Band G	Band H
Current Year	30.60	35.70	40.80	45.90	56.10	66.30	76.50	91.79
Proposed	33.09	38.60	44.12	49.63	60.66	71.69	82.72	99.27
Increase/(Decrease)	2.49	2.91	3.32	3.74	4.57	5.40	6.23	7.47

# Upchurch Parish Council

## Detailed Budget Summary

All Cost Centres and Codes (Between 01/01/2025 and 31/03/2025)

### Next Year 2025-2026

#### Administration

		Receipts	Payments
Code	Title	Budget	Budget
1	Salary		17,500.00
2	Pension		1,750.00
3	NI		1,800.00
4	Bank Charges		100.00
5	Admin Expenses		1,600.00
6	Website		150.00
7	IT Support		1,500.00
8	Hall Hire		550.00
9	Insurance		2,250.00
10	Subscriptions		35.00
64	Training		400.00
65	VAT Refund		
SUB TOTAL			27,635.00

### Next Year 2025-2026

#### Allotments

		Receipts	Payments
Code	Title	Budget	Budget
37	Rent Allotments		872.00
38	Water Allotments		1,000.00
39	Maintenance Allotments		100.00
40	Expenses Allotments		50.00
58	Receipt Tenants Allotments	2,060.00	
SUB TOTAL		2,060.00	2,022.00

### Next Year 2025-2026

#### Burial Ground / Churchyard

		Receipts	Payments
Code	Title	Budget	Budget
16	Trees Burial Ground		1,000.00

4

17	Mowing BGrd / Churchyard		4,000.00
18	Maintenance BGd / CY		1,000.00
19	Trees Churchyard		1,000.00
20	Burial ground waste		400.00
21	Bank works		500.00
22	Miscellaneous		
62	Receipts Burial Ground	2,500.00	
<b>SUB TOTAL</b>		<b>2,500.00</b>	<b>7,900.00</b>

#### Next Year 2025-2026

#### Car Parking costs

		Receipts	Payments
Code	Title	Budget	Budget
60	Car Park	60.00	
<b>SUB TOTAL</b>		<b>60.00</b>	

#### Next Year 2025-2026

#### Clock

		Receipts	Payments
Code	Title	Budget	Budget
15	Church clock		300.00
<b>SUB TOTAL</b>			<b>300.00</b>

#### Next Year 2025-2026

#### Councillors

		Receipts	Payments
Code	Title	Budget	Budget
13	Elections		
66	Councillor expenses		100.00
<b>SUB TOTAL</b>			<b>100.00</b>

#### Next Year 2025-2026

#### Defibrillator

		Receipts	Payments
Code	Title	Budget	Budget
48	Defibrillator		500.00
<b>SUB TOTAL</b>			<b>500.00</b>



**Next Year 2025-2026****Ear Marked Reserves**

		Receipts	Payments
Code	Title	Budget	Budget
72	Play Area Upgrade		
SUB TOTAL			

**Next Year 2025-2026****Grant receipts**

		Receipts	Payments
Code	Title	Budget	Budget
61	Lighting Grant		
71	Play Area grant		
SUB TOTAL			

**Next Year 2025-2026****Open Spaces**

		Receipts	Payments
Code	Title	Budget	Budget
41	Upchurch spring clean		50.00
42	Litter picking / bin emptying		3,000.00
43	Open Space maintenance		400.00
44	Planters Watering		1,100.00
45	Barrier basket replanting		2,000.00
46	Planter hire		
47	Environment Tikspac		500.00
52	Highways		
SUB TOTAL			7,050.00

**Next Year 2025-2026****Precept**

		Receipts	Payments
Code	Title	Budget	Budget
59	Precept	52,311.00	
SUB TOTAL		52,311.00	

**Next Year 2025-2026****Professional Fees**

		Receipts	Payments
Code	Title	Budget	Budget

11	Audit Fees	500.00
12	Professional Fees	
	<b>SUB TOTAL</b>	<b>500.00</b>

#### Next Year 2025-2026

#### Recreation Ground /

Code	Title	Receipts	Payments
		Budget	Budget
25	Cutting Recreation Grd		2,000.00
26	Maintenance Rec Grd		200.00
27	Rent Recreation Grd		872.00
28	Rent Paddock		900.00
29	Equipment Inspection		400.00
30	Equipment Repairs		1,000.00
31	Tree Inspection Rec Grd		
32	Trees Recreation Grd		1,000.00
33	Cutting Paddock		2,000.00
34	Misc Paddock / Rec Grd		150.00
35	Trees & Hedges Paddock		1,000.00
36	Water Paddock		
	<b>SUB TOTAL</b>		<b>9,522.00</b>

#### Next Year 2025-2026

#### Special Projects

Code	Title	Receipts	Payments
		Budget	Budget
50	Jubilee Tree		
53	Christmas		300.00
56	Celebration events D-Day		
68	Access Road Repair		
69	Special project defibrillator		
70	Special project church clock		
	<b>SUB TOTAL</b>		<b>300.00</b>

#### Next Year 2025-2026

#### Street Lighting

Code	Title	Receipts	Payments
		Budget	Budget
23	Lighting Electricity		5,000.00
24	Maintenance Contract		

*Handwritten signature*



**SUB TOTAL**

**5,000.00**

**Next Year 2025-2026**

**UPC Grants / Donations**

<b>Code</b>	<b>Title</b>	<b>Receipts Budget</b>	<b>Payments Budget</b>
14	Grants and Donations		250.00
<b>SUB TOTAL</b>			<b>250.00</b>

**Summary**

<b>TOTAL</b>	<b>56,931.00</b>	<b>60,579.00</b>
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## Upchurch PC Budget Summary Doc 2025/2026

Item	Cost
Current position Jan 25	£53,910.29
Forecasting to April 25	-£23,262.48
<b>Year End Figure</b>	<b><u>£30,647.81</u></b>
2025/26 Budgeted Income	£4,620.00
Budgeted Expenditure	-£60,579.00
General Reserves	-£27,000.00
<b>Balance (Precept Outturn)</b>	<b><u>-£52,311.19</u></b>

