



**MINUTES OF UPCHURCH FULL PARISH COUNCIL HELD ON  
THURSDAY 2 NOVEMBER 2023 AT 19:30PM IN UPCHURCH  
VILLAGE HALL**

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

**100-FCM/11/23 To receive apologies for absence**

Cllr Berntsen (work) Cllr Boakes (ill) Cllr Bodycomb (work)

**101-FCM/11/23 To receive declarations of interests and lobbying**

None

**102-FCM/11/23 Minutes**

To receive as correct and approve for signature the minutes of the Full Council Meeting held on 5 October 2023.

Proposed by Cllr Lewin, seconded by Cllr Rosewell

Unanimous.

**103-FCM/11/23 Public Participation**

There were 9 members of the public present.

Resident introduced himself as new to the village and had concerns regarding planning application 23/504597 as it affects his elderly family member. Particularly noise pollution and the time of works starting at 5am. He noted support from SBC Cllr Palmer.

Resident gave thanks to UPC Councillors for putting up the Poppys on the village lamp posts.

Resident had concerns about the amount of dog waste in the village – Clerk to ask Upchurch Matters to post again asking for residents co-operation with this.

Resident had concerns regarding planning application 23/502056 revised application.

Village caretaker had concerns the bins at the burial ground not being emptied Clerk advised to report this and will be followed up with SBC.

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

**104-FCM/11/23 External Reports and Updates**

Cllr R Palmer gave verbal report. Cllr Palmer reported that some Medway highways decisions effect Upchurch.

Cllr C Palmer gave verbal report. Cllr Palmer reported that she had investigated 23/504597 and was shocked at the structure and has arranged for the Mid Kent Environment and Planning Officer to investigate. Cllr Palmer advised she has called it in to the Swale Planning Committee. Cllr Palmer updated on the report of disturbance at flats, the resident has moved on and the situation is resolved.

PC Chittam gave verbal report. Appendix 1

**105-FCM/11/23 Correspondence**

I. Email correspondence from Breach Lane resident regarding traffic issues

UPC reviewed this and reported that although there is merit in this plan there are no statistics to justify the work and associated costs. Noted


*CP*

- II. Email correspondence from Swale Borough Council regarding transfer of responsibility of Upchurch Burial Ground refused. Noted.
- III. Email correspondence from Queenborough Fisheries regarding grant. Noted.

#### **106-FCM/11/23 Planning**

- I. 23/504597/FULL Retrospective application for change of use of the existing yard for storage of materials, equipment and vehicles in relation to a scaffolders yard.  
UPC noted that there were 5 comments supporting this application and 6 objections on the portal. UPC strongly objects to this application due to the noise pollution and light pollution. Particularly the early hours of the noise. UPC would like consideration to the increased development in this area. This application has demonstrative harm to one resident but has the potential to increase with the new development. UPC would like to request that if retrospective planning is approved that stipulations to the out of hours work be put in place to be considerate of residents.
- II. 23/502056/OUT Land adjacent to Chaffes Lane. Revised details amended application. Erection of 5 detached and 2 semi-detached residential dwellings.  
UPC repeat the objections that were made to the previous application as they feel not enough amendments have been made. UPC notes this application does not come under the SBC Local Plan 2017.
- III. 116 Oak Lane update. Cllr Rosewell reported that SBC enforcement have visited the site and are planning to extend the application for the current occupiers to live in the garages. The associated planned changes to the road layout attached to the application are to be approved by KCC and UPC will follow this up and chase the planned changes to be actioned.

#### **107-FCM/11/23 Upchurch Parish Council Reporting**

- I. General Purpose & Planning Committee
  - (a) Upchurch Maintenance contract
  - (b) Road closures and diversions. GPC committee noted resident's concerns regarding road closures and diversions in the village. It is noted that KCC road closures are outside the remit of the Parish Council and advise residents to contact KCC Highways with any complaints on 03000 418181.
  - (c) Next meeting Wednesday 15 November agreed.
- II. Paddock and recreation ground
  - (a) Update for repairs to access road. Contractor to advise on start date for work.
- III. Burial Ground & Churchyard
  - (a) Clerk booked on Burial Ground inspection workshop Friday 10 November. Noted.
  - (b) Additional works it was proposed by Cllr Horton and seconded by Cllr Ripley to ask contractor for quote for additional bank works. Unanimous.
- IV. Highways and street lighting
  - (a) Meeting with KCC and Cllrs Horton, Rosewell and Lewin. It was reported that KCC reviewed the Junction of Horsham Lane with The Street KCC has no reports of any accidents at the junction, and this was the third review it has undertaken. The only option would be to survey the residents on the junction whether to impose yellow lines, however it was reported residents were opposed to yellow lines here. It was suggested that from a practical perspective this should be removed from the HIP.  
KCC reviewed the junction of Forge Lane and Holywell – they have agreed to send a qualified engineer to review the height of the hedge around the junction with possible height restrictions imposed. Also, the warning signs for the bend need to be addressed to be in the correct locations.  
There was a discussion with KCC about reducing the speed limit in the village to 20mph however there are concerns from other local areas that have imposed this limit and reports that they have not been successful. UPC do not want to pursue this action. It was also noted that the Copper beech hedge close to this area could be cut back, clerk to report this to KCC as this will help the road narrowing situation.
  - (b) Update from Cllr Horton on public consultation. It was reported that the results of the public consultation were that the most important highways improvement in the village came out as the road narrowing in Oak Lane. This work is planned as part of the planning application and UPC is determined to push this action with KCC to get the approval for the work to start as soon as possible. UPC will convey the results of the public consultation to KCC and thanks the public for their time in communicating.
  - (c) Lighting fault reported Junc with The Poles and The Street – confirmed now working. Noted. 

(c) It was reported that there was a dangerous piece of concrete needs to be reported to KCC  
Cllr Rosewell to take photos and clerk to report to KCC.

V. Footpaths

(a) Wallbridge Lane Bus Stop reported to KCC again with photographic evidence, Noted

VI. Environment

(a) Option for more planters on the Recreation Ground in 2024. It was proposed by Cllr Horton to increase the number of planters in the village and the quote for this was accepted. Seconded by Cllr Sheppard. Unanimous.

VII. Allotments

(a) Fence repair works – due to start November / December. Noted.

(b) Cllr Bodycomb agreed to review accounts. Deferred to next meeting. Noted.

(c) Tenancy agreements agreed to amend tenancy agreements to rolling contract with changing schedule amended yearly. Deferred to next meeting. Noted.

VIII. Village Defibrillators

New defibrillators ordered and delivered to Cllr Sheppard. Cllr Sheppard displayed the new units. It was noted that the new units are due to be installed imminently. Clerk to update The Circuit.

**108-FCM/11/23 Finance Reporting**

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

II. Payments received – NIL

III. Cheques for approval litter picker: £ 27.25  
Noted.

IV. Schedule of payments for approval:

Payee	Date	Method	Reference	Reason	Amount
First Rescue	02/11/23	PAID	102079	Defibrillators	£ 3588.00
DM payroll	02/11/23	PAID	3092	Payroll Services	£ 90.00
Hugo Fox	02/11/23	PAID	3174	Website hosting	£ 11.99
UVH	02/11/23	PAID		Christmas hall hire	£ 15.00
Business Stream	02/11/23	BACS	3520114	Water Allotments	£ 150.43
Business Stream	02/11/23	BACS	3381757	Water Paddock	£ 23.20
Mazars	02/11/23	BACS	2253822	Ext Auditor	£ 378.00
SBC	02/11/23	BACS	7720271223	Election Fees	£ 243.01
ICCM	02/11/23	BACS	16996	Memorial Course NH	£ 222.00
ICO	02/11/23	BACS		Information Commissn	£ 40.00
Ecogreen	02/11/23	BACS		Waste Bags	£ 174.00
CSTD	02/11/23	BACS		Grounds Maintenance	
Staff costs					

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

**109-FCM/11/23 Remembrance Day**

Update provided by Cllr Lewin. Cllr Lewin, RBL Coordinator, thanked the councillors for their continued efforts braving the elements putting the poppies on the lamp posts and keeping the spirit of the village. Wreaths received and service will start 10.15am Sunday 12 November.

**110-FCM/11/23 Christmas Fete**

Update provided fete is planned for Saturday 9 December 12-4pm. Santa is booked and gifts purchased. Noted

**111-FCM/11/23 D-Day Anniversary**

Update provided Cllr Rosewell confirmed that the Fish and Chip van booked has unfortunately cancelled so alternatives arrangements to be made. The scouts and the WI have agreed to assist. Clerk to ask Upchurch Colts regarding playing a match. Clerk to do risk assessment and road closures.

**112-FCM/11/23 Budget Working Group**

It was confirmed that 2nd meeting of BWG to take place Wednesday 22 November at 18.00.

**113-FCM/11/23 Clerk Updates**

- I. Scribe Cemetery Package quote reviewed and accepted. Proposed by Cllr Sheppard seconded by Cllr Lewin. Unanimous.
- II. Interim audit 16 October 2023 no issues reported. Noted.
- III. HR Committee met for Clerk Annual Appraisal Thursday 2 November 2023. Noted.

**114-FCM/11/23 Items to be considered for inclusion on the next Full Council agenda**

Highways HIP to be approved for KCC  
Precept / Budget  
Bank works

**115-FCM/11/23 Date of next meeting**

Full Council Thursday 7 December 2023

**116-FCM/11/23 Meeting closed 21.20pm**

A handwritten signature in black ink, appearing to read 'T. Roy'.



# APPENDIX 1 Parish Council monthly

Prepared on  
Tuesday 3<sup>rd</sup>  
October 2023

## Upchurch

Information provided by: PC 13369 Jez Chittim

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### Crimes of note:

- None

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### Anti-social behaviour and other incidents of note:

- None reported in the last month.

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### Items of good work:

- I am currently in the process of setting up police surgeries in primary schools whereby the focus will be on engagement with parents, children and staff at school drop off time, followed by the opportunity for parents to see me afterwards to discuss any issues they may have in their local area. This will be advertised by the school newsletter and whilst open to all parents, staff and children, I would hope it may encourage sufferers of domestic abuse to take an opportunity to engage with me whilst on the school run and fit in with our aim of education and reduction around violence against women and girls (VAWG). I have liaised with the family liaison officer at Holywell Primary School to try and have this up and running by the end of this year. Owing to the focus around VAWG, I am formulating a direct partnership with SATEDA; the domestic abuse charity for Swale to aid me with this.



For more information about policing in your area, visit [www.kent.police.uk](http://www.kent.police.uk)

To report a non-urgent crime online, visit [www.kent.police.uk/contactus](http://www.kent.police.uk/contactus)