



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

**Present:** Cllr T Ripley, Cllr J Bodycomb, Cllr P Denny, Cllr E Bernsten, Cllr H Boakes,  
Cllr Lewin, Cllr N Sheppard

**Officer:** Clerk, Nina Henley

**External Attendees:** Cllr Palmer

**Apologies:** Cllr G Rosewell, Cllr Alan Horton

**External Apologies:** Cllr Baldock

- 166. To receive apologies for absence**  
Cllr Rosewell (Family) Cllr Horton (Holiday)
- 167. To receive declarations of interests and lobbying**  
There were none.
- 168. Minutes**  
Approval and signing of the minutes of the meeting held on 5 February.  
Proposed by Cllr Bernsten seconded by Cllr Lewin.  
Agreed unanimously.
- 169. Public Participation**  
There were 3 members of the public present.  
Member of public raised the traffic lights not working Windmill Hill / Otterham Quay Lane –  
Clerk to contact report KCC.  
Member of public representing the church offering support to local residents.
- 170. External Reports and Updates**  
Cllr Palmer reported that residents have complained to him about the road surface in  
Canterbury Lane KCC have raised this with Medway Council – waiting for update from  
Medway. Issues with fly tipping at Canterbury Lane. Residents asking for footpath on  
highways plan Forge Lane to School. Cllr Palmer requests residents write into UPC with  
request.  
  
Police Liaison written report – appendix 1
- 171. Correspondence**
- I. Email from resident regarding Horse Warning signs in the village.  
Clerk investigated with KCC possibility of this action – awaiting answer.  
Noted.
  - II. Email from KALC confirming UPC nomination has gone forward to represent Swale area –  
awaiting final draw for the tickets.  
Noted.
- 172. Planning**  
Cllr Rosewell written report – no updates on Gladman Homes development.
- I. Cllr Rosewell written report on 116 Oak Lane external lighting and traffic calming – still being  
progressed. Cllr Lewin suggests we contact the planning office for comments.
  - II. 19 Woods Edge – deferred to GPC 15 March meeting.

Noted.

- 173. Upchurch Parish Council Reporting**
- I. General Purpose & Planning Committee  
Next meeting confirmed 15 March 2023
  - II. Paddock and recreation ground
    - (a) New Play Ground equipment – new designs Cllr Denny to review. Look at guarantees 10 years plus.
    - (b) Woodland Trail – bird boxes fitted. Noted  
Bat Boxes ready for fitting- Cllrs to arrange a working party to fit to the desired height.
  - III. Burial Ground & Churchyard  
Clerk reported that initial approach has been made to Swale to ask for transfer of responsibility for the Churchyard maintenance to Swale.  
Noted.  
New contract received for the landscape maintenance – Clerk to investigate discount if sign 2 year contract.
  - IV. Highways and street lighting
    - (a) EDF Clerk reported no updates from chasing EDF.  
Noted.
  - V. Footpaths
    - (a) Report block drains at The Street. Cllr Denny reported that KCC have advised they are sending representative to advise.
    - (b) Street Farm path redirected. Clerk to investigate if the redirection is temporary or permanent. Clerk to investigate with KCC.
  - VI. Environment
    - (a) New biodiversity funding options. No updates.
    - (b) Village clock reported working.
  - VII. Village Hall
    - (a) Village Hall committee request UPC to nominate Cllr for the Village Hall Committee. UPC thank Cllr Lewin for his previous commitment to the UVH committee. Currently no Cllrs available.
  - VIII. KALC
    - (a) Community Awards scheme sent to KALC by the deadline 28 February.  
Noted.
  - IX. Allotments
    - (a) Clerk reported that most of the allotment's holders have responded to the emails and letters sent out and that tenancy agreements ready to be issued for next year. Clerk has updated waiting list.
    - (b) Tenancy agreement approved for issue.
    - (c) Replacement fence to go to tender. Stock fencing / chestnut posts. Cllr Ripley to meet contractor to discuss options.
  - X. Village Defibrillators  
Cllr Sheppard reported that all defibs are working.

- 174. Finance Reporting**
- I. Financial review – bank statement and reconciliation were signed by Finance committee member Cllr Bodycomb.  
Noted.
  - II. Cheques received – £600 Burial £50 Memorial £40 carpark..  
Noted.
  - III. Cheques for approval: one for Burial ground caretaker £81.75  
Noted.
  - IV. Approved Payments:  
Clerk Salary / expenses / pension  
Office expenses £12.00  
HMRC £32.26  
EDF Energy £955.49  
Village Caretaker £130.80

All Payments agreed proposed by Cllr Lewin seconded by Cllr Denny.  
Agreed unanimously.

- 175. Parish Meeting**  
Clerk circulated dates to all local groups and organisations. Reports coming in.



Cllr Palmer confirmed to do 15 minutes demo of defibrillator.  
Noted.

176.

**Elections.**

Clerk advised Cllrs that they had been sent all information regarding election nomination paperwork.  
Noted.

177.

**Upchurch Spring Clean.**

Clerk to advise local groups wanting to be involved in the Spring Clean that the Council has all equipment to be used.  
Clerk to arrange an official litter pick with SBC Cllr Palmer to forward contact to clerk.  
Noted

178.

**Kings Coronation**

After consideration it was decided that UPC will wait until confirmation of any grant funding to consider a possible event later in the year to celebrate the coronation.  
Agreed.

179.

**CiLCA update**

Clerk reported that she has passed CiLCA and is fully qualified Parish Clerk.  
Noted

180.

**Items to be considered for inclusion on the next Full Council agenda**  
National Council Awards

181.

**Date of next meeting**

6 April 2023  
Agreed unanimously

182.

Meeting closed 8.49pm



APPENDIX 1

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**Crimes of note:**

- 04/02/23 – The Street – Report of 3 youths breaking into the barn. Officers attended but youths had left the area. Crime report taken.
- 27/02/23 – Poot Lane – 8 ton digger has had 3 of its windows smashed. Offenders are unknown. Crime report has been taken.

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

- 05/02/23 – Gore Farm – reports of illegal poaching – Officers attended but were unable to locate the offenders. Checks were carried out on the vehicle seen at the location.
- 15/02/23 – Poot Lane – 2 Pony's loose in the road, owners were located and ponies were collected.
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**Other items of note:**

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**Updates of previous reported issues:**