

The **Minutes** of the **Parish Council Meeting** held in Upchurch Village Hall on **6th February 2020** at 7.30pm.

Present: Cllr Tyrone Ripley (Chairman), Cllr Pam Denny and Cllr Gerry Lewin; and Mrs Wendy Licence (Clerk).

Also present were County Councillor Mike Whiting and three members of the public.

Cllr Ripley welcomed everyone to the meeting.

165. Apologies for absence

Apologies had been received from Cllr John Arnold, Cllr Alan Horton (SBC Planning Committee), Cllr Janet Marshall (unwell), Cllr Peter Masson (holiday), Cllr Gary Rosewell (speaking at Swale Planning Committee), and Cllr Neil Sheppard (work); apologies accepted. Apologies had also been received from Ward Member Richard Palmer (SBC Planning Committee); apology noted.

166. Declarations of interest

None were declared.

167. Minutes of the meeting held on Thursday 2nd January 2020

Cllr Lewin **PROPOSED** to accept the minutes of the meeting held on 2nd January as a true record; **SECONDED** by Cllr Ripley: **AGREED UNANIMOUSLY**. The minutes were duly signed by Cllr Ripley.

Public Time

The meeting was adjourned for the Public Time

A resident raised concern about the junction of Oak Lane with the A2, in particular that vehicles cut the corner when turning into Oak Lane. There is a similar situation at the junction of Forge Lane and The Street. Traffic leaving Sittingbourne and the Isle of Sheppey do not use the A249 and this impacts on the A2 and the lower road. Something needs to be done about the wider issues and especially issues in the village.

Cllr Ripley said the issue at the bend with Horsham Lane, by the church, is in the Parish Highway Improvement Plan and is being investigated. The Oak Lane/ A2 junction has not been raised in the Parish Highway Improvement Plan, there needs to be something structural to solve the issue.

KCCllr Whiting said KCC Highways officers can draw up a scheme but it would have to be in the Parish Highway Improvement Plan. All HGVs are banned from using the lanes unless going to a property.

Cllr Lewin said the new school in Otterham Quay Lane has been approved and this will have an impact. There has been an increase in cars so the volume of traffic is an issue. The priority of KCC Highways is crash reduction. The Parish Highway Improvement Plan looks at what local people think is important. The Parish Council has put in roundels and SLOW signs to slow the traffic and this has been effective. Medway is expanding enormously.

KCCllr Whiting said the responsibility of KCC Highways is to keep roads safe, it is very complicated for them as they are at the mercy of Swale Borough Council and Medway Council. If more houses are built there will be more traffic.

The resident said that he sees HGVs going up Poot Lane in convoy, the lane is single track and not suitable.

KCCllr Whiting said Swale Borough Council could put a weight limit on the lanes but this would affect businesses.

A resident said public transport is getting worse and a better service would take traffic off the roads. There is a rumour in the village that the current service is being stopped and that there will only be one bus a day. Chalkwell announced changes at the last minute.

Cllr Ripley said Chalkwell did carry out a consultation.

KCCllr Whiting said Chalkwell will introduce an emergency bus timetable in February. It has been costing the company £13,000 per month to put on extra buses to meet the current timetable and this is not sustainable. The evening service is subsidised by KCC and SGN are also giving a subsidy.

ACTION: Clerk to send the new time table to the resident.

Cllr Lewin said the changes in the time table are needed because of the gas main replacement work on the A2.

KCCllr Whiting said Hartlip Parish Council has arranged a meeting with Trading Standards to inform residents of scams.

KCCllr Whiting reported that he has been struggling to obtain a time table from SGN regarding the remainder of the works on the A2. The KCC Strategic Five Year Plan is out for consultation. KCCllr Whiting said he will try to attend the annual village litter pick if available and it will go on his website. KCC Highways officers are willing to give support to the scheme for bollards in Chaffes Lane.

KCCllr Whiting reported that he has been involved in talks on the continent regarding businesses and trade, there will be another meeting in Brussels in March. There is an exciting initiative in the British Embassy in Paris which is supporting businesses and producers in Sittingbourne. The Government has also been asked for financial support.

Cllr Ripley thanked KCCllr Whiting for attending and for his report.

KCCllr Whiting left the meeting at 8pm

The meeting was reconvened

168. Correspondence

SBCllr Palmer had emailed to say that it has been a quiet month. The only issue has been some missed brown bins but collected the next day.

169. Planning

i. To receive the minutes of the Meeting held on 15th January 2020 and receive an update on planning matters

Cllr Lewin asked that item 55.iii be amended to delete “..details of the..” and replace with “..drawings of the proposed..”.

Cllr Lewin **PROPOSED** to accept the minutes as amended of the meeting held on 15th January; **SECONDED** by Cllr Ripley: **AGREED UNANIMOUSLY**. Cllr Ripley duly signed the minutes of the meeting as a true record.

ii. Ref: 19/506300/FULL

Address: 96 Chaffes Lane Upchurch Kent ME9 7BH

Proposal: Demolition of existing outbuilding and construction of single storey single person annexe for use ancillary to main house. 96 Chaffes Lane Upchurch Kent ME9 7BH

Cllr Lewin said the gardens are long and that the applicant is not the owner of the property. It would be expected that there is a need for the application but there is nothing that justifies the proposal. There could be an issue that the person in the annexe had no access rights. If the need cannot be established the Council should object.

It was **AGREED UNANIMOUSLY** to respond that in the absence of any justification for need for this dwelling, the Council would object in principle.

Cllr Denny said the property with the curved wall in Wallbridge Lane has built a very large shed about two feet higher than the wall. Is this permitted?
Cllr Lewin said planning permission has been applied for.

170. General Purposes Committee

Cllr Lewin requested that in item 97, the last phrase be changed from “*..and would not want to do anything else.*” to “*..and would not want it to be subsumed into anything else.*”

Cllr Lewin **PROPOSED** to accept the minutes as amended of the meeting held on 15th January; **SECONDED** by Cllr Ripley: **AGREED UNANIMOUSLY**. Cllr Ripley duly signed the minutes of the meeting as a true record.

171. Allotments

Cllr Ripley reported that the contractor will clear some of the area.

ACTION: Clerk to request an update from SBCllr Palmer on the Special Projects Grant application and the S106 money.

172. Paddock and Recreation Ground

i. To receive an update

Cllr Ripley reported that the Community Warden is getting another “No Dog Fouling” sign from Swale Borough Council for The Paddock. The Village Caretaker has agreed to replenish the bags in the Tikspac stations. Another quotation has been requested for the play equipment work

Cllr Denny reported that she was very disappointed to find dogs are still being let off the lead in The Paddock.

ACTION: Clerk to put a reminder on Upchurch Matters.

Cllr Lewin said Swale Borough Council are delivering letters to houses locally asking them to clean up after their dogs. Lots of residents have put the leaflets up in their windows and on telegraph poles. Cllr Lewin thanked the Community Warden and others for their help.

ii. To consider the number of memorial benches for The Paddock

Cllr Ripley said that it has been agreed to have a memorial bench in The Paddock. Consideration needs to be given as to how many the Council would wish to permit in the Paddock. There are already two benches in there which are in a poor state.

Cllr Lewin said it could be limited to six and that the Council stipulates the design and location of the seats.

Cllr Ripley said the donors have to pay for the bench and the installation.

Cllr Denny said there should be four benches and that this be reviewed afterwards.

It was **AGREED UNANIMOUSLY** to permit four memorial benches and that this would then be reviewed.

Cllr Ripley reported the bin in the Recreation Ground are very old and need replacing.

The Clerk said that this has previously been brought to Swale Borough Council’s attention.

ACTION: Clerk to contact Swale Borough Council about the bins. Cllr Denny to send photos of the bins.

173. Burial Ground and Churchyard

There was no update.

174. Environment

i. Village Spring clean

Cllr Ripley informed Members that the National Great British Spring Clean is from 20 March to 13 April. The Village always embraces this and the format will be the same as previous years.

ACTION: Clerk to send details to Cllr Ripley and Cllr Horton.

ii. Upchurch Best Kept Garden Competition
ITEM DEFERRED TO NEXT MEETING.

175. Events

Cllr Ripley reported that he has been researching entertainment for the VE Day 75th Anniversary celebration on 8th May 2020. The Village Hall has been secured.

Cllr Ripley **PROPOSED** to hire a Captain Mainwaring impersonator for £490.00 and a Gramophone DJ with two vintage gramophones for £635.00; **AGREED UNANIMOUSLY.**

Cllr Ripley said there is a need to monitor the number of attendees for the event and there could be a charge of £5.00 to secure a place, the money would be given all monies would go to the Village Hall Restoration Fund and also the SSAFA, the Armed Forces Charity, which also supports the Merchant Navy. Further arrangements continue to be discussed with the VE Day Sub Committee

Cllr Lewin said the principle of charging to reserve a place is acceptable.

176. Highways and Street Lighting

i. To receive an update

Cllr Lewin reported that the wind and rain has caused a lot of road litter in key areas and the drains are full up. The road sweeper needs to clean the Chaffes Lane Oak Lane loop. The junction with Horsham Land and The Street on the church side needs cleaning. Also the road is very muddy by the school in Forge Lane.

ACTION: Clerk to contact Swale Borough Council for a road sweep.

Cllr Ripley said Breach Lane and Holywell Lane get forgotten and Holywell Lane is not litter picked.

ACTION: Clerk to report.

Cllr Denney said that inside the gate to The Paddock is muddy where vehicles have parked.

ii. To review options for bollards in Chaffes Lane

Cllr Ripley reported that a formal application is being made to KCC Highways for permission to install the bollards so the Council has to wait for the permit. The contractor will not do the RAMS until they get the deposit. They want the Council to mark out the underground services, the Council cannot do this it is the contractor's responsibility. KCC Highways has said it will cost approximately £2,000 to install eleven bollards.

Cllr Lewin said the Council must ensure the outcome is worth it, parking on the corner is a hazard. It is an extremely dangerous corner so this must proceed.

The Clerk reported that she has asked KCC Highways for a detailed quotation.

177. Footpaths

Cllr Denny reported that footpath ZR10 by the cottages is totally blocked and the footpath is inaccessible.

ACTION: Clerk to report to KCC Public Right of Way.

178. Finance

i. Cheques for approval and signature

Chq no	Payee	Reason	Amount
3856	Upchurch Village Hall <i>Paid out of meeting</i>	Hall Hire	£10.00
3857	Mr T Honeyman <i>Paid out of meeting</i>	Village Caretaker	£131.36
3858	Wicksteed Leisure Ltd	Play area inspection	£54.00
3859	Mrs W Licence	Expenses, Black bags and salary adjustment	£61.19

3860	HMRC	PAYE & NI	£137.75
3861	CR & SJ Bearup Ltd	Allotment hedge cutting	£136.80
3862	Upchurch Village Hall	Hall Hire	£43.00
3863	Mr T Honeyman	Village Caretaker	£123.15
3864	Prima Artists	Deposit for Capt Mainwaring for VE Day 2020	£98.00

Councillors agreed to the signing of the cheques.

ii. To review the application for borrowing approval for street light loan and options

Cllr Ripley said Cllr Horton has recommended using reserves to pay for the lighting project immediately without the need to borrow money. The resultant drain on the reserves for 2020/21 and 2021/22 will be recovered by continuing the uplift in the precept as previously publicised to residents in the consultation on the lighting project.

Cllr Lewin **PROPOSED** that Upchurch Parish Council having secured a full year of Parish Council 'uplifted' precept in 2019/20, and having set an agreed precept for 2020/21 with the second year of uplift included, has sufficient combined funds within normal cash flow, the general reserve and set aside lighting fund to pay for the lighting work immediately; **SECONDED** by Cllr Ripley: **AGREED UNANIMOUSLY**.

Cllr Lewin said it would be sensible to urge other members to express approval.

The Clerk said that any approval or dissent from absent Members would carry no weight to the decision and the Council is quorate.

Cllr Ripley said he appreciated Cllr Lewin's comment and it is worth noting Cllr Horton's recommendation and Cllr Arnold's approval in their absence, as both Members are on the Finance Committee and Cllr Arnold being the representative for the Highways and Streetlights.

179. Defibrillator

Cllr Ripley reported that the defibrillators had been checked and were all in order.

180. Reports from representatives

i. KALC

Cllr Ripley said the members' survey is to be completed.

ii. Police Liaison Officer

Cllr Marshall was unable to attend but sent the following report:

11.12.19- Criminal damage to a mirror on a car parked in Chaffes Lane.

20.12.19- Criminal damage to a vehicle parked in Oak Lane.

14.01.20- Criminal damage to a vehicle parked in the Golf Club.

There has been anti-social behaviour in The Paddock, youths have been spoken to and moved away from the area.

Cllr Ripley thanked Cllr Marshall for her report.

iii. Village Hall Committee

Cllr Ripley thanked Cllr Lewin for agreeing to be the representative on this committee for a year.

181. Matters arising

The Clerk said the work to set up the new email addresses is ongoing and that she is waiting for the domain name to be linked to the new website.

ACTION: Clerk to send Councillors a link to the new website.

182. Date of next meeting Thursday 5th March 2020 at 7.30pm in Upchurch Village Hall

There being no further business, the meeting closed at 8.48pm.

Signed as a true record of the meeting

Chairman

Dated this 5th day of March 2020