

**The Minutes of the Meeting of the General Purposes Committee of  
Upchurch Parish Council held in Upchurch Village Hall on  
Wednesday 18<sup>th</sup> September 2019**

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

**46. Apologies for absence**

Cllr Ripley welcomed everyone to the meeting.

Apologies had been received from Cllr John Arnold and Cllr Peter Masson; apologies accepted.

**47. Declarations of Interests**

None were declared.

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**Public Time**

No members of the public were present.

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**48. Paddock and Recreation Ground**

Cllr Ripley reported the signs requesting dogs be kept on short leads have been erected in The Paddock. There have been comments on Social Media and hopefully this will remind dog owners to keep their dogs on short leads. Three bollards have been installed at the Recreation Ground.

Cllr Denny reported that there were no issues with the Paddock or Recreation Ground. The contractor has cut back the trees near Bradshaw Close and has done an excellent job.

**49. Allotments**

There was nothing to report.

**50. Burial Ground and Churchyard**

Cllr Marshall informed Members that there had been dog fouling in the churchyard. There is no mention of dogs being permitted in the churchyard within the updated Burial Ground Rules and Regulations and this may need to be amended.

The Clerk said that she had written to the church and was waiting for a response.

Cllr Ripley said the church's policy needs to be checked.

*ACTION: Clerk to contact the church again.*

Cllr Marshall said the gate from the hall car park needs adjusting and that she will ask her husband to look at it. The paint on the edge of the steps to the Burial Ground has started to fade.

*ACTION: Cllr Rosewell to source appropriate paint.*

Cllr Marshall reported that there were two trees with ivy and that there is more ivy growing on the fence at the corner of the car park. The rose beds have now completely grassed over.

*ACTION: Clerk to obtain quotations to remove the ivy from the trees and fence.*

**51. Highways and Street lighting**

Cllr Ripley said the loan forms have been completed and sent to KALC.

**52. Footpaths**

Cllr Lewin reported some footpaths have been closed to allow work on the overhead power lines to add additional lines locally.

### **53. Environment**

The Clerk reported that she had contacted a local nursery for a quote for a planter but no response.

*ACTION: Clerk to obtain quotation and apply for funding.*

### **54. Church Clock**

There was nothing to report.

### **55. Parish Council Website**

Cllr Ripley said that from September 2020 KCC will be charging for the Parish Council website and the current website is not Web Accessibly Compliant but the new one will be. KALC have recommended looking at HugoFox which offers free website hosting for Parish Councils and the websites are compliant with the government Web Content Accessibility Guidelines (WCAG 2.1 AA).

Councillors agreed to recommend using HugoFox for its website to Full Council.

Cllr Lewin said there will be extra work for a new website and asked who will do this and how long will it take. The HugoFox can be an informative website.

The Clerk said that she would be willing to undertake the work and that it would take approximately fifteen hours to create the new site.

### **56. GDPR**

Cllr Ripley informed Members that the Parish Council needs to ensure that the data held is for legitimate purposes; it is accurate and up to date; it is kept no longer than is necessary and that it is kept securely. This applies to Councillors as well as staff.

Cllr Lewin said when Councillors have new email addresses there will still be regulations to adhere to. The Council could arrange for a KALC course on GDPR and data protection.

*ACTION: Clerk to contact KALC and request a GDPR workshop and ask for the policies to be checked.*

### **57. Any other matter arising**

Cllr Ripley said the Coop should open in November/ December although they could not give a more precise date.

Cllr Lewin said the Coop's response to the Parish Council should be published on the Council's website.

### **58. Date of next meeting: Wednesday 16<sup>th</sup> October 2019 at 7.30pm**

There being no further business, the meeting closed at 20.42pm

Signed as a true record of the meeting:

Chairman

Dated this 3<sup>rd</sup> day of October 2019