



**MINUTES OF UPCHURCH FULL PARISH COUNCIL HELD ON  
THURSDAY 6 NOVEMBER 2025 AT 19:30PM IN UPCHURCH  
VILLAGE HALL**

Present: Cllr Ripley, Cllr Denny, Cllr Horton, Cllr Lewin, Cllr Rosewell, Cllr Easton  
Officer: Clerk, Nina Henley  
External Attendees: None  
Apologies: Cllr Berntsen, Cllr Bodycomb Cllr Sheppard

**422-FCM/11/25 To receive apologies for absence**

Cllr Berntsen (work commitment) Cllr Sheppard (unavailable) Cllr Bodycomb (unavailable)  
Members RESOLVED to accept apologies.

**423-FCM/11/25 To receive declarations of interests and lobbying**

None

**424-FCM/11/25 Minutes**

To receive as correct and approve for signature the minutes of the Full Council Meeting held on 02 Oct 2025.

Members RESOLVED to approve the minutes. Proposed by Cllr Horton, seconded by Cllr Rosewell. Unanimous.

**425-FCM/11/25 Public Participation**

There were 3 members of the public present.

Member of public discussed speeding in the village / Horsham Lane. Clerk to request speed checks with ward officer. Request review of white lines with KCC. Member of public reported salt bin in Horsham Lane needs refilling and drainage issues. Clerk to report.

Representative of Stonebond discussed the new development in Otterham Quay Lane.

**426-FCM/11/25 External Reports and Updates**

Written report received from PC Boosey. Appendix 1.

**427-FCM/11/25 Correspondence**

- I. Email correspondence from SBC Community Governance Review. Noted.
- II. Email correspondence from SBC Local Parish Council Liaison Forum Meeting. Noted.
- III. Email correspondence from Rural and community Housing Manager. Noted.
- IV. Email correspondence from KCC Opposition Newsletter. Noted.
- V. Email correspondence from Upchurch Cricket Club. Noted.
- VI. Email correspondence from SBC Resilience webinars. Noted.
- VII. Email correspondence from KCC Walking / Cycling itineraries. Noted.

**428-FCM/11/25 Planning**

To receive updates on planning matters

- I. 25/504256/FULL 39 Woolbrook Close Upchurch Kent ME8 8ST Conversion of existing garage into habitable space and erection of a single storey rear extension including 2no.rooflights.  
UPC has no objections and asks for views of neighbours to be taken into consideration.
- II. Development Croudace Homes, Forge Lane – no updates.

- III. Email communication received from Stonebond Properties regarding allotments / open spaces at development Otterham Quay Lane. Members discussed with Stonebond representative and requested more information.
- IV. Any reports from Cllr Rosewell. Update received from KCC Woodger's Wharf. Noted.

#### 429-FCM/11/25 Upchurch Parish Council Reporting

- I. Paddock and Recreational Ground – to receive update.
  - (a) Play area inspection booked for December 2025. Noted.
- II. Burial Ground & Churchyard – to receive update.
  - (a) Maintenance to tree / hedges in Burial Ground – Cllr Denny reported she had met with contractor to discuss work needed and requested a quote. Noted.
  - (b) Cllr Denny reported that the Rules and Regulations need to be updated in the noticeboard at the Burial Ground. Clerk to action.
- III. Highways & Street Lighting – to receive update.
  - (a) Update on streetlight maintenance. Quote received for repairs. Awaiting additional quote from UK Power Networks. Members RESOLVED to accept quote.
  - (b) Update on hedge maintenance. Due to be completed week end 07.11.25
  - (c) Review of street name plates. Clerk to investigate with SBC update on all requested new name plates.
- IV. Footpaths – no updates.
- V. Environment – to receive update
  - (a) Additional floral displays – quote received. Cllr Horton reported that quote for new floral poles and village had been received. Awaiting quote for floral trough. Clerk to distribute information to members when received. Clerk to investigate local sponsorship. Noted. To be reviewed by Budget Working Group.
- VI. Allotments – to receive update.
  - (a) Request for maintenance – work completed. Noted.
  - (b) Allotments water bill received. Large increase in usage to be reviewed by Cllr Bodycomb and discussed with tenants.
- VII. Remembrance Day – UPC gave note of thanks to Cllrs Ripley, Rosewell, Berntsen, and Sheppard for lamp post poppy installation. Cllr Rosewell to take down in 2 weeks. Service at St Mary's Church, Upchurch Sunday 9 November 10.45am.
- VIII. Christmas Tree 2025 to be installed weekend 6/7 December. Tree to be delivered to Cllr Ripley 5 December. Noted.
- IX. Village Defibrillators – Clerk to request time scale for cabinet to be installed. Noted.

#### 430-FCM/11/25 Finance Reporting

- I. Financial review – bank statement and reconciliation were received signed by Cllr Lewin. Noted
- II. Cheques for approval litter picker: £ 75.60. Noted.
- III. Schedule of payments for approval:

| Payee               | Date     | Method  | Reference | Reason                  | Amount    |
|---------------------|----------|---------|-----------|-------------------------|-----------|
| Hugo Fox            | 20/10/25 | PAID DD | 19358     | Website hosting         | £ 11.99   |
| Langcorn Electrical | 06/11/25 | BACS    | 584       | Streetlight repair      | £ 332.52  |
| The Country Way     | 06/11/25 | BACS    | 0085      | Grounds Maintenance     | £ 672.00  |
| The Country Way     | 06/11/25 | BACS    | 0086      | Maintenance Allotments  | £ 48.00   |
| Business Stream     | 06/11/25 | BACS    | 9075430   | Water Bill allotments   | £ 951.32  |
| UVH                 | 06/11/25 | BACS    | 7243      | Hall Hire               | £ 40.00   |
| Cllr Exp            | 06/11/25 | BACS    |           | PD travel to MP meeting | £ 12.90   |
| Clerks Exp          | 06/11/25 | BACS    |           | Travel to MP meeting    | £ 21.60   |
| Clerks Exp          | 06/11/25 | BACS    |           | Postage                 | £ 3.35    |
| Clerks Exp          | 06/11/25 | BACS    |           | Battery laptop          | £ 68.00   |
| Lynne Balcombe      | 06/11/25 | BACS    |           | Litter picker           | £ 163.80  |
| Staff Costs         | 06/11/25 | BACS    |           |                         | £ 1178.84 |

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

#### 431-FCM/11/25 Clerk Updates

- I. Report of meeting with Kevin McKenna MP 27.10.25 UPC gave thanks to Cllr Denny and Clerk for representing UPC – Cllr Denny gave verbal report of meeting.

- II. UPC members considered and reviewed the comments from Mazars Auditor. No further action is needed. Noted.
- III. Budget Working Group meeting 17.11.25 HR Committee meetings 06.11.25.
- IV. New legislation 'Martyn's Law' members reviewed and noted.

**432-FCM/11/25 Items to be considered for inclusion on the next Full Council agenda**

Budget / Precept / new floral display project.

**433-FCM/11/25 Date of next meeting**

Members RESOLVED to hold the next Parish Council Meeting Thursday 11 December at Upchurch Village Hall.

January meeting to be confirmed for Thursday 8 January. Clerk to confirm with UVH.

**434-FCM/11/25 Meeting closed 8.51pm**



## What's going on in your area

- In relation to Police Matters in the entire area this month, there does not appear to be any distinguishable or significant patterns in terms of Crime Type. The majority of recorded and investigated Crimes were of a Domestic Nature.
- Issue of Dogs coming from the Group of Houses near the Sheiling, Holywell Lane. These dogs regularly come up to dog walkers with no owners coming out to recall them. No exact address gained but officers are aware and seeing what can be done regarding this on our end.
- There were numerous reports of Burglaries throughout the Ward and Swale area. These include both commercial and residential. As such, please disseminate the safeguarding on 2<sup>nd</sup> page to residents.

### 1. Physical Security Measures

- Doors & Windows: Ensure all external doors are solid and fitted with deadbolt locks. Windows should have secure locks and consider adding window sensors.
- Lighting: Use motion-activated exterior lights and timer-controlled indoor lights to give the impression someone is home.
- Alarms & CCTV: Install a visible burglar alarm and CCTV system. Even dummy cameras can act as a deterrent.
- Secure Valuables: Keep valuables out of sight and consider using a safe for high-value items.

### 2. Environmental Design

- Trim Shrubs: Keep bushes and trees trimmed to eliminate hiding spots near windows and doors.
- Fencing & Gates: Use secure fencing and lockable gates to restrict access to the property.
- Gravel Paths: Gravel driveways or paths can alert occupants to movement due to the noise.

### 3. Neighbourhood Watch & Community Engagement

- Encourage residents to join or form a Neighbourhood Watch scheme.
- Promote reporting of suspicious activity via 101 or online channels.
- Share crime prevention advice through local meetings or social media.