



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE
FULL PARISH COUNCIL ON THURSDAY 6 APRIL 2023 AT
19:30PM IN UPCHURCH VILLAGE HALL

Members of the Public and Press are welcome to attend

Signed: Nina Henley
Clerk and Proper Officer
2 Alfriston Grove, West Malling,
ME194SR

Date of Issue: 29 Feb 2023

Members: Cllr T Ripley (Chair), Cllr P Denny (V Chair), Cllr E Berntsen, Cllr H Boakes,
Cllr J Bodycomb, Cllr A Horton, Cllr G Lewin, Cllr G Rosewell, Cllr N Sheppard

PUBLIC PARTICIPATION IN GENERAL

Members of the public may also be allowed to speak during the meeting, on agenda items only and with express permission from the Chair. Anyone wishing to attend and/or speak on the agenda item during Public Participation should book in prior to the meeting. Please contact clerk@upchurchparishcouncil.gov.uk

RECORDING (AUDIO AND /OR VIDEO OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

During the meeting the public are allowed to record the Committee and Officers from the front of the public seating area only, providing it does not disrupt the meeting. Any items in the exempt part of the agenda cannot be recorded and no recording device is to be left behind. If another member of the public objects to being recorded, the person(s) recording must stop doing so until the member of the public has finished speaking. The use of social media is permitted, but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

MOBILE PHONES

Members of the public are reminded that the use of mobile phones (other than silent) is prohibited at all Parish Council meetings.

Agenda

- 1.FCA/04/23 **To receive apologies for absence**
Relevant Legislation: Local Government Act 1972, s85
Members not in attendance must tender their apologies to the clerk and reason for absence to the clerk on the summons prior to the meeting
Agree any action
- 2.FCA/04/23 **To receive declarations of interests and lobbying**
Relevant Legislation: Localism Act 2011, s31
In accordance with the Localism Act 2011, members are to disclose pecuniary or any other interests in any item on the agenda. The members are individually responsible for declaring their position.
- 3.FCA/04/23 **Minutes**
Relevant Legislation: Local Government Act 1972, sch 12, p 41
To receive as correct and approve for signature the minutes of the General Purpose & Planning Committee held on 15 Feb 2023.
To receive as correct and approve for signature the minutes of the Full Council Meeting held on 2 March 2023.
- 4.FCA/04/23 **Public Participation**
Relevant Legislation: Local Government Act, s100
In accordance with LGA 1972 S100, the meeting will be adjourned for this item to take place. Will then resume for the remainder of the meeting. The council is keen to encourage public attendance at meetings and will therefore provide an opportunity to parish registered electors, to participate in meetings. Residents are permitted 3 minutes to speak and the public session is restricted to 15 minutes, unless extended by the Chair.
- 5.FCA/04/23 **External Reports and Updates**
To receive any external reports from County and Borough and Police Liaison

6.FCA/04/23

Correspondence

- I. Email from Mazars newly appointed external auditors
- II. Email correspondence from SBC concerning lighting grant
- III. Email correspondence from National Lottery declining coronation grant application
- IV. Email correspondence from church warden regarding damage to grave
- V. Email correspondence from SBC registering parish litter-pick ref 16673434

7.FCA/04/23

Planning – <https://pa.midkent.gov.uk/>

Relevant Legislation: Town and Planning Act 1990

To receive urgent updates on planning matters

- I. 22/500103/REF | Outline application for up to 74no. dwellings with public open space
- II. 23/501061/FULL | Removal of existing single storey side extension. Erection of a pitched roof two storey side extension, erection of a flat roof single storey rear extension including rooflight and alterations to front porch and fenestration. Erection of a detached double garage including re-arrangement of access
- III. 23/501174/FULL | Demolition of existing outbuildings and erection of new building for use as a flower school in association with the existing flower business, together with associated access, parking and landscaping (resubmission of 22/502282/FULL). | Land North Of Horsham Lane Upchurch Kent ME9 7AP

8.FCA/04/23

Upchurch Parish Council Reporting – Agree any actions

- I. General Purpose & Planning Committee – to receive update
 - (a) Meeting 15 March Cancelled due to being inquorate
- II. Paddock and Recreational Ground – to receive update
 - (a) Quote received from Kool Play – Supporting document
 - (b) Bat-box installation – to receive update
- III. Burial Ground & Churchyard – to receive update
 - (a) Transfer of Churchyard responsibility to the borough – to receive update
 - (b) Landscape services Contract – to receive update
 - (c) Memorials for approval x2
- IV. Highways & Street Lighting – to receive update
 - (a) EDF - to receive update
- V. Footpaths – to receive update
 - (a) Request for investigation into Street Farm Path, Clerk to update
 - (b) Reports from the cricket club concerning overgrown parameter hedges
- VI. Environment – to receive update
 - (a) Village clock update
- VII. Village Hall – to receive update
- VIII. KALC – to receive update
- IX. Allotments – to receive update
 - (a) New Tenancy Agreements prepared – to receive update
 - (b) Water metre has been refitted
 - (c) Repairs to fence, quotes received
- X. Village Defibrillators – to receive update
 - (a) Fault reported at Beckenham Pk – to receive update

9.FCA/04/23

Finance Reporting

Relevant Legislation: Acts and Audit Reg 2015, Lcl Audit and Ac'bility Act 2014

- I. Financial review bank statements and bank reconciliation -Councillor to view and sign.
- II. Cheques received for memorial 2x £50
- III. Payment received for interment part payment £50
- IV. Cheques received car parking £40.00
- V. Cheques for approval: Litter picker
- VI. Payments for approval:

Payee	Date	Method	Reference	Reason	Amount
Business Stream	17/03/23	Paid		Water supply – Allotments	£235.65
EDF	06/04/23	BACS		Footpath Electricity	£892.01
Starboard (Scribe)	06/04/23	BACS		Allotments software	£507.60
N Henley Admin Exp	06/04/23	BACS		Expenses – office	£5.10
Landscape Services	06/04/23	BACS		Grounds maintenance	£3255.78
Village Hall	06/04/23	BACS		Hire charges	£60.00

- 10.FCA/04/23 **Annual Parish Meeting**
To receive any updates
- 11.FCA/04/23 **Elections 2023**
Receive any updates. Agree any action
- 12.FCA/04/23 **Request for Football Pitch usage**
Upchurch Colts FC request for usage of the Recreational Ground for summer pitch space.
Agree any action
- 13.FCA/04/23 **Grant Application**
To consider application from Holywell School – Agree any action
- 14.FCA/04/23 **Clerk Updates – Agree any actions**
I. Upchurch policies and documentation updates
II. End of financial year update, including internal audit on 3 April 23
III. Society of Local Council Clerks – annual meeting
IV. Asset Register – Update approval following physical audit. In addition to consider setting of minimum purchase value £300 to the asset register.
- 15.FCA/04/23 **Items to be considered for inclusion on the next Full Council agenda**
To receive any additions, for noting only, no discussion at this meeting.
- 16.FCA/04/23 **To agree the public's exclusion from the confidential part of the meeting.**
That in view of the confidential nature of the business (employment/legal issues) about to be transacted it was resolved under the provisions of Public Bodies admissions to meetings Act 1960 s.1 that the press and public be temporarily excluded, and they are instructed to withdraw.
I. Application for interment
II. Approval for the sale of PC asset
- 17.FCA/04/23 **Date of next meeting**
11 May 2023 Annual meeting of the council
- 18.FCA/04/23 **Close of Meeting**

If you would like any further information on any item on the agenda, please contact the clerk
Nina Henley clerk@upchurchparishcouncil.gov.uk