

## The **Minutes** of the **Parish Council Meeting** held in Upchurch Village Hall on **Thursday 4<sup>th</sup> April 2019** at 7.30pm.

**Present:** Cllr Tyrone Ripley (Chairman), Cllr John Arnold (Vice Chairman), Cllr Pam Denny, Cllr Alan Horton, Cllr Gerry Lewin, and Cllr Neil Sheppard; and Mrs Wendy Licence (Clerk).

Also present were Ward Member John Wright and eight members of the public.

### **206. Apologies for absence**

Apologies had been received from Cllr Peter Masson (holiday): apology accepted.  
Apologies had also been received from County Councillor Mike Whiting: apology noted.

### **207. Declarations of interest**

None were declared.

### **208. Minutes of the meeting held on Thursday 7<sup>th</sup> March 2019**

Cllr Arnold **PROPOSED** to accept the minutes as a true record of the meeting held on 7<sup>th</sup> March; **SECONDED** by Cllr Lewin: **AGREED UNANIMOUSLY**. Cllr Ripley duly signed the minutes as a true record of the meeting.

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### **Public Time**

*The meeting was adjourned for the public time.*

*#1- There are three drains blocked on Horsham Hill.*

*ACTION: Clerk to report.*

*#2- There is a tree in the Paddock which appears to be dying.*

Cllr Ripley said the Parish Council had an extensive tree survey carried out and that he will look into this issue.

*#3- The chestnut fencing in Oak Lane is broken.*

Cllr Ripley said the matter is on the agenda to be discussed.

*#4- I have previously raised the bush at the car park be cut back so the pedestrian gate can be used.*

Cllr Ripley said the gate has not been in use for a good number of years as people walk up the side at the right of the gate. The bush growth will be monitored.

*#5- Can the litter bin on the Chaffes Lane side of the Recreation ground be replaced, the base is falling out?*

*ACTION: Clerk.*

*#6- The Borough Council says the law does not cover the issues I have with the lights at the chip shop, can the Parish Council write to the owner?*

Cllr Lewin said The Borough Council sought legal advice and found there was no prospect of bringing a successful prosecution and therefore are unable to take action.

Cllr Horton said the Parish Council could inform the owner that it is upgrading the street lights.

*ACTION: Clerk to inform business owner of the lighting upgrade in the village.*

SBCllr Wright reported that he had informed the Clerk of local road closures some of which are for pot hole repairs and some for the electric overhead power cables.

There had been complaints last year about play area at the back of Four Gun Field and the state of the footpath. The play area was provided from the S106 money which required all the houses to be sold before completion of this. Officers have made a site visit and found there are one or two issues to be resolved with the play area.

Cllr Horton said there are steps from Kent Terrace to the estate and this should be a ramp suitable for disabled access, this is also being pursued.

SBCllr Wright said there are also enforcement issues on another development.

Cllr Ripley thanked SBCllr Wright for attending and for his report

*The meeting reconvened.*

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## **209. Correspondence**

KCCllr Whiting sent the following written report:

*More drainage clearance and improvement works are being carried out along the A2 by KCC and by the water. These intrusions are disruptive for motorists, but hopefully will come to an end when KCC complete the pothole and patching repair work that is now marked out and we can have a period without traffic lights.*

*I had a report that school children had missed their bus because road works had closed the road. While, undoubtedly, some children did miss their bus, I did investigate and it seems the road did remain open for the morning school bus services and buses did still run. I have asked that the liaison between bus companies and the road works team is checked and, if necessary, stepped up.*

*I have had several highways related requests from residents, including speed issues and mirrors etc. These are all matters that can be best dealt with once the Parish has decided whether it wishes to progress a Highways Improvement Plan (HIP). I understand KCC officers have now agreed to attend the Annual Parish Meeting to discuss the HIP.*

Cllr Ripley said an email had been received from Nursery Days requesting permission for staff to park in the car park at the Recreation Ground.

Cllr Horton said he was concerned about the terms of the Parish Council's lease regarding making parking available on a wider basis, there will be possibly five to six staff vehicles from 7am to 6pm. They have approached the Village Hall to use their car park but this was declined.

Cllr Ripley said the item needs to be on the agenda for transparency.

**ACTION:** *Item for General Purposes Committee to discuss and recommend to Full Council.*

Cllr Ripley said there has been an email regarding the Public Right of Way between Poot Lane and The Poles.

**ACTION:** *Clerk to report.*

## **210. Planning**

Cllr Ripley **PROPOSED** to accept the minutes of the Planning Committee held on 19<sup>th</sup> March as a true record of the meeting; **SECONDED** by Cllr Marshall: **AGREED UNANIMOUSLY.**

Cllr Rosewell duly signed the minutes as a true record of the meeting.

PINS reference: APP/V2255/W/18/3218833 Ref: 18/502708/FULL

Proposal: Erection of two detached chalet bungalows with associated parking and extension of residential garden (serving Lord Stanley Bungalow) with revised access arrangements following demolition of existing building.

Location: The Old Woodyard Land Rear Of Lord Stanley Bungalow Otterham Quay Lane

Councillors **AGREED UNANIMOUSLY** that the Parish Council needs to re-assert its objections to the Planning Inspectorate.

*ACTION: Clerk to respond.*

## **211. General Purposes Committee**

Cllr Marshall **PROPOSED** to accept the minutes of the General Purposes Committee held on 19<sup>th</sup> March as a true record of the meeting; **SECONDED** by Cllr Rosewell: **AGREED UNANIMOUSLY**. Cllr Ripley duly signed the minutes as a true record of the meeting.

## **212. Allotments**

Cllr Ripley said some plot holders are being chased for their tenancy agreements. The Council is currently looking into options and grants for a plot for disabled people.

## **213. Paddock and Recreation Ground**

### i. To consider quotations to repair the fence

Cllr Ripley said the Council needs to consider replacing the picket fence as it is falling into disrepair.

Cllr Denny said the fencing was only erected about three years ago.

Cllr Horton said chestnut posts and rails may be a better solution. The Recreation Ground fencing on the should look the same on both sides.

Cllr Denny said the picket fence was installed to keep balls in the Recreation Ground.

Cllr Ripley said Rylock fencing could be used. The fencing on the other side of the Recreation Ground is looking in need of attention due to vehicles parking near and encroaching onto the grass verge, thus undermining the wooden posts.

*ACTION 1: Cllr Ripley to obtain quotations.*

*ACTION 2: Clerk to obtain quotations for signs*

### ii. To receive an update

Cllr Ripley **PROPOSED** to accept the quotation of £75 from ATS to install the new litter bin in the Paddock; **SECONDED** by Cllr Denny: **AGREED UNANIMOUSLY**.

Cllr Ripley said there is a small pothole in the Paddock and that it should be addressed before it gets bigger.

Cllr Sheppard said he will repair the pothole.

*ACTION: Cllr Sheppard to repair pothole.*

Cllr Denny said the state of the tree in the Paddock has been raised by a resident.

*ACTION: Clerk to ask tree surgeon to assess the condition of the tree.*

Cllr Ripley said all the car park permits have been renewed and thanked Cllr Rosewell for making and delivering the permits.

## **214. Burial Ground and Churchyard**

Cllr Marshall said the area will be monitored to ensure compliance with the regulations.

Cllr Ripley reported a quotation has been received to and dispose of the ivy around the lime tree, the height of the tree needs to be assessed.

*ACTION: Clerk to ask tree surgeon for advice.*

Cllr Ripley said a quotation has been agreed to re-instate the rose beds in the Burial Ground, the owners of the memorial roses have been contacted.

*ACTION: Clerk to appoint the contractor.*

## **215. Church Clock**

Cllr Horton reported the clock is keeping superb time. The work on the tensioning of the spring drive on the winder has been carried out. The clock moved forward to British Summer Time. The computer upgrade has taken and working well.

## **216. Highways and Street Lighting**

Cllr Arnold reported the closing date for tenders is 5 April.

## 217. Footpaths

There was no further update.

## 218. Environment

Cllr Ripley reported the shed has been removed from Nursery Days. The fire hydrant is still leaking and has been reported again. The Council has agreed to hold the annual Best Kept Garden Competition and that he, Cllr Marshall and Cllr Sheppard will judge the gardens along with the residents from the village who assist the competition judging process

### i. The Great British Spring Clean

Cllr Horton said the Spring Clean is scheduled for 5 and 6 April. The equipment has been narrowed from Swale and Biffa will collect the rubbish. A Risk Assessment has been carried out and a briefing will be given to volunteers prior to the start of the litter pick.

### ii. To consider quotation for planter

Cllr Ripley said the Parish Council has secured an Environment Grant of £477 from Swale Borough Council and has a quotation of £955 to purchase a fully planted. The planter will go near the village sign but back from the road so as not to obstruct sight lines for drivers.

Cllr Horton said it might be better to hire a planter fully planted for £325 per annum for two years.

Cllr Ripley **PROPOSED** to hire a cascade planter fully planted from Amethyst Horticulture for two years at £325 per annum: **AGREED UNANIMOUSLY**.

### iii. Fence between The Crown and Churchyard

Cllr Lewin said the fence between the curtilage of The Crown and the churchyard is the responsibility of the Parish Council, the fence could be patched or it could be replaced properly so there would not be a need to keep making repairs. If the Parish Council is looking to improve the environment of the village, replacing the fence will improve this part of the village.

Cllr Ripley said a full replacement may not be necessary in the meantime and the problem is that some of the posts are rotten.

Cllr Lewin said a repair could be an interim measure.

**ACTION:** Cllr Ripley to obtain quotations.

Cllr Ripley said the TiksPac stationed have not arrived.

Cllr Denny asked if signs could be installed at the Paddock requesting that all dogs be kept on leads. Some dogs are let off their leads and bound around the Paddock near the toddlers. Cllr Sheppard said it would be good to deter dogs from the area as they urinate up the play equipment.

*Item for General Purposes Committee to consider.*

## 219. Finance

### i. Cheques for approval and signature

Chq no	Payee	Reason	Amount
3769	Mr C Hansford	Village Caretaker	<b>£88.09</b>
3770	Upchurch Village Hall	Hall and Committee Room hire	<b>£41.00</b>
3771	Mrs W Licence	Expenses March	<b>£78.27</b>
3772	HMRC	PAYE	<b>£129.00</b>

3773	Vincent James Landscapes	Recreation Ground Paddock Churchyard and Burial Ground <b>Total</b>	180.00 100.00 340.00	<b>£620.00</b>
3774	Cancelled			
3775	KALC	Subscription		<b>£788.88</b>

Councillors **AGREED UNANIMOUSLY** to the signing of the cheques.

Cllr Lewin queried the tabled financial statement by asking why the increase in the balance being carried forward did not equate to the amount of income less expenditure. He asked that this be answered at the next meeting

ii. To consider request for grant from the Parents and Friends of Holywell School

Councillors considered the request for a grant towards the entertainment and infrastructure costs of the village fete and **AGREED UNANIMOUSLY** to make a grant of £300 (cheque no 3776).

**220. Defibrillator**

Cllr Sheppard reported that there were no problems with the defibrillator although one is in direct sunlight and may need a canopy.

*ACTION: Cllr Sheppard to research solutions.*

**221. Reports from representatives**

i) KALC

There was nothing to report.

ii) Police Liaison Officer

Cllr Marshall reported that she has requested the crime figure from PCSO John Cork and is awaiting a response.

**222. Peace Day Celebrations**

Cllr Ripley said no one from the Parish Council has additional time to volunteer and to organise the event.

Councillors **AGREED UNANIMOUSLY** not to proceed with an event.

**223. Matters arising**

Cllr Arnold asked for an update on the parking issue at the school.

The Clerk said that she had reported the matter to the Swale Parking Enforcement Team who will monitor the situation.

Cllr Sheppard reported seeing Enforcement Officers at the school.

Cllr Ripley said the Annual Parish Meeting will be on 18<sup>th</sup> April in Upchurch Village Hall starting at 7pm. Cllr Denny will organise nibbles and Cllr Horton will organise the drinks.

**224. Date of next meeting Thursday 16<sup>th</sup> May 2019 at 7.30pm in Upchurch Village Hall**

There being no further business, the meeting closed at 8.58pm.