



**MINUTES OF UPCHURCH FULL PARISH COUNCIL HELD ON
THURSDAY 05 JUNE 2025 AT 19:30PM IN UPCHURCH VILLAGE
HALL**

Present: Cllr Ripley, Cllr Denny, Cllr Boakes, Cllr Berntsen, Cllr Horton, Cllr Bodycomb, Cllr Lewin, Cllr Sheppard,

Officer: Clerk, Nina Henley

External Attendees: Cllr C Palmer, Cllr R Palmer

Apologies: Cllr Rosewell

369-FCM/06/25 To receive apologies for absence
Cllr Rosewell (unavailable) Members RESOLVED to accept apologies.

370-FCM/06/25 To receive declarations of interests and lobbying
Cllr Sheppard reported interest in 377.FCA/06/25 II

371-FCM/06/25 Minutes
To receive as correct and approve for signature the minutes of the Full Council Meeting held on 01 May 2025.
Members RESOLVED to approve the minutes. Proposed by Cllr Lewin, seconded by Cllr Horton. Unanimous.

372-FCM/06/25 Public Participation
There were 5 members of the public present.

373-FCM/06/25 External Reports and Updates
Written report received from PC Chittim – Appendix 1

374-FCM/06/25 Correspondence

- I. Email correspondence from resident various foot paths reported to PRoW. Noted.
- II. Email correspondence from KCC streetlighting team re CCTV cameras. Noted.
- III. Email correspondence from Fairthorn KCC permit. Noted.
Correspondence received from Fairthorn regarding the drone traffic survey and proposed launch site at the play area. Members RESOLVED not to allow the drone company to use the play area as a launch site. Clerk to write to Fairthorn and The Drone Ranger to advise. Clerk to inform residents regarding the date / time of the drone survey to be carried out.
- IV. Email correspondence from SBC Local Plan Review. Noted.

375-FCM/06/25 Planning
To receive updates on planning matters

- I. **25/5013490/FULL** 48 Wallbridge Lane Upchurch Kent ME8 7XH Erection of single storey rear extension with rooflights and wood burning flue, partial demolition of existing garage and insertion of 2no windows, alterations to site levels to create a parking space to the front/side of property and changes to landscaping to the rear garden (part retrospective). UPC has no objections and asks that neighbours views are taken into consideration.
- II. **25/501641/REM** Land off Otterham Quay Lane Upchurch Kent. Section 73 - Application for minor material amendment to approved plans condition 1 (to introduce new house types (P3.1, P3.8 and P3.12) and alter the mix of those provided within the layout, relocate housing tenures within the layout, introduce a sales area with visitor parking at plot 33, and provide double garages for house type P4.4 and car barns for house type 4.2) pursuant to 24/503340/REM for - Approval of reserved matters (Appearance, Landscaping, Layout and

Scale) for the erection of 74no. dwellings with public open space, landscaping and sustainable drainage system (SuDS) and vehicular access point pursuant to 21/501839/OUT.

Upchurch Parish Council acknowledges that the applicant has taken into account previous comments made by the Council and welcomes the revisions relating to visibility splays. However, the UPC continues to have concerns regarding pedestrian access to and from the site, particularly in relation to Lower Rainham Road and Otterham Quay Lane. These routes are key links for pedestrians, and the current plans do not adequately address safe pedestrian movement in and out of the development.

Upchurch Parish Council respectfully requests that the applicant identifies and includes suitable pedestrian crossings or other appropriate safety measures to ensure secure access for future residents and the wider community. This is especially important given the likely increase in foot traffic resulting from the development.

We trust that this important aspect will be carefully considered as part of the ongoing planning process.

- III. **25/501653/FULL** Yew Tree Cottage Poot Lane Upchurch Kent ME9 7HJ. Conversion of garage to form elderly persons annexe with extension to rear, replacement of log store with side extension and a link extension joining to the main dwelling. (Re-submission of application 24/504336/FULL)
UPC has no objections.
- IV. **25/501878/PNEXT** 39 Drakes Close, Upchurch, ME9 7BL. Prior notification for a proposed single storey rear extension which: A) Extends by 6 metres beyond the rear wall of the original dwelling. B) Has a maximum height of 3.30 metres from the natural ground level. C) Has a height of 3 metres at the eaves from the natural ground level.
UPC has no further comments.
- V. Any reports from Cllr Rosewell. It was reported that an amendment to 24/504435 has been received – Cllrs to review and confirm if extension to comments is required.

376-FCM/06/25 Upchurch Parish Council Reporting

- I. Paddock and Recreational Ground
 - (a) Play Area Inspection findings. Clerk to request more details from inspection company to clarify and review. Noted.
- II. Burial Ground & Churchyard – request from resident for tree work noted and requested action by contractor. Noted.
- III. Highways & Street Lighting – to receive update.
 - (a) Update on streetlights maintenance Cllr Berntsen reported that the LED replacement project, carried out by UPC, has resulted in significant cost savings for the parish. It was noted that SBC no longer provides a lighting grant to support parishes with these expenses. Maintenance quotes have been received and reviewed; a full contract is deemed unnecessary. Cllr Berntsen recommends using a company for ad hoc callouts and will explore options further, reporting back in due course.
 - (b) Hedge at junction of Forge Lane and Holywell Lane. Clerk reported that a fault report raised and will chase work has been actioned. Noted.
 - (c) Oak Lane Sewage leak update. Clerk reported that leak has been rectified and will review ongoing any further leaks and report to Southern Water. It is noted that if 3 leaks occur in a year this can be escalated. Noted.
- IV. Footpaths – it was reported that the pathway at Horsham Hill needs clearing of foliage and the bus stops are overgrown. Note area is Mill Farm – Beckenham Park. Clerk to report.
- V. Environment – Planters – Cllr Horton requested the review of the village planters to include addition planters in other areas. Cllr Horton to review possible other sites and which planters would be required. Quotes can then be obtained and reviewed at budget working group in October for inclusion in 2026 budget.
Cllr Horton reported that the village clock was working and awaiting date for annual service.
- VI. Allotments
 - (a) Request for maintenance – the area has been cut back by KCC clerk to report if additional work is required. Noted.
 - (b) Cllr Boakes reported that tenants along with support from residents have completed the laying of the aggregate. Thanks was given to residents who assisted.
- VII. Village Defibrillators – Cllr Sheppard reported all defibrillators working. Clerk to order new cabinet and replacement pads – delivered to Cllr Sheppard for installation. Noted.
- VIII. Community Events
 - (a) VE Day May 2025 It was reported that the event was well received and supported. Thanks were given to Cllr Rosewell for leading the event and the clerk for support.

Additional note of thanks to all the residents and councillors who assisted at the event. Cllr Horton drew attention to the up coming VJ Day commemoration on 15 August 2025. After a discussion it was decided not to arrange another event due to short notice and the event being in the summer holidays.

377-FCM/06/25 Finance Reporting

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

Payee	Date	Method	Reference	Reason	Amount
Hugo Fox	23/05/25	PAID DD		Website hosting	£ 11.99
UVH	07/05/25	PAID	7119	Hall Hire	£ 80.00
Zurich	07/05/25	PAID	543817914	Insurance	£ 1498.85
Citizens Advice	05/06/25	BACS		Donation(360FCM/05/25)	£ 150.00
Holywell Sch	05/06/25	BACS	171.2025	Hall Hire annual meeting	£ 40.00
Eco Green	05/06/25	BACS	320	Waste bags	£ 174.60
First Highways	05/06/25	BACS	12534PC	Aggregate allotments	£ 235.20
The Country Wy	05/06/25	BACS	May	Grounds Maintenance	£ 1464.00
Safeplay	05/06/25	BACS	30215	Play area inspection	£ 169.80
Lynne Balcomb	05/06/25	BACS		Caretaker	£ 201.60
Staff costs					£ 1499.56
Receipts				Allotments	£ 89.00

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

378-FCM/06/25 Clerk Updates

- I. Terms of Reference document. Members RESOLVED to approve.
- II. Notice of exercise of public rights published 2 June 2025. Noted.

379-FCM/06/25 Items to be considered for inclusion on the next Full Council agenda

Cllr Berntsen asked that we request police to attend the next meeting to discuss issues that need reporting to the rural task force. Noted.

380-FCM/06/25 Date of next meeting

Parish Council Meeting Thursday 3 July 2025
No meeting in August.

381-FCM/06/25 Meeting closed 20.43

Upchurch parish name here newsletter



Kent Police

Get the latest crime statistics by visiting: www.kent.police.uk/yourarea

June 2025

Your local officer is Police Community Officer
Jez Chittim

Incidents of note

- Overnight between 17/05/2025 and 18/05/2025 a van was broken into and £800 worth of tools were stolen at an address in The Poles. No damage was caused to gain entry and it is strongly believed the van was locked. It is therefore a likely possibility that the owner's keys were cloned. If anyone owns a keyless car or has a SMART key for their car, the keys can be cloned. This can be done by a device that scans for codes and can pick up the code through doors. Most of us keep our house and car keys on a hook by the front door and so this makes it very easy for anyone with a cloning device to scan your key from outside your closed front door and open your car. Please can I strongly advise you all take note of where you currently place/hang your keys and move them at least a room away from the front door. Even better would be if you placed your keys into a faraday pouch of which blocks any signal being sent. You can buy these online or if you make contact with me via email: 13369@kent.police.uk I have access to a select few of which I can give away.

If anyone has any information about this particular incident, please call 101 and quote Kent police reference KP-20250518-1099



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