



**MINUTES OF UPCHURCH FULL PARISH COUNCIL HELD ON
THURSDAY 6 JULY 2023 AT 19:30PM IN UPCHURCH VILLAGE
HALL**

Present: Cllr T Ripley, Cllr J Bodycomb, Cllr N Sheppard, Cllr G Rosewell, Cllr A Horton,
Cllr Lewin, Cllr Bernsten, Cllr Denny, Cllr Boakes

Officer: Clerk, Nina Henley

External Attendees: Cllr C Palmer

Apologies: None

External Apologies: Cllr R Palmer, Cllr M Baldock

55-FCM/07/23 To receive apologies for absence
None

56-FCM/07/23 To receive declarations of interests and lobbying
Cllr Boakes reported planning application 23/502728 was family member.
Cllr Rosewell reported that on planning application 23/502680 he has made a comment on the planning portal.

57-FCM/07/23 Minutes
To receive as correct and approve for signature the minutes of the Full Council Meeting held on 1 June 2023.
Proposed by Cllr Horton seconded by Cllr Lewin.
Unanimous.

58-FCM/07/23 Public Participation
There were 4 members of the public present.
Cllr C Palmer reported that Swale member budgets has been reduced. There were no issues concerning Upchurch at present. Cllr Palmer reported that she was meeting with local schools to discuss environment issues.
PC Jez Chittam gave a report on the new neighbourhood policing and gave details of local crime statistics.

59-FCM/07/23 External Reports and Updates
Cllr C Palmer gave verbal report 58-FCM/07/23.
PC Chittam gave verbal report 58-FCM/07/23

60-FCM/07/23 Correspondence

- I. Email from resident regarding burial ground cutting missed. Cllr Boakes and Cllr Denny met with contractor and work has now been started on the areas missed.
- II. Email correspondence from resident regarding cost of dog waste bags. Clerk has replied to explain the bags we purchase have to fit the dispensers in the village. Noted
- III. Email correspondence from Cllr Palmer regarding overgrown hedges reported in Breach Lane. Noted.
- IV. Email correspondence from resident regarding Cllr DPI updated. Clerk reported all forms have been sent to Swale Borough Council. Noted.
- V. Email correspondence from PC Chittam. PC Chittam attended meeting and gave update.
- VI. Email correspondence from resident regarding broken glass in The Paddock. Cllr Denny reported that all the glass was removed immediately. Clerk to update PC Chittam if any further incidents of ASB. Noted.

61-FCM/07/23 Planning

- I. 23/502549/FULL2 The Poles – Single storey rear extension.
UPC has no objections but ask for neighbour's comments to be taken into consideration.
- II. 23/501726/FULL 13 Horsham Lane single storey rear extension. .
This application has been granted.
- III. 23/502412/FULL 6 Wallbridge Lane, demolition of 3 storey dwelling replaced with 2 storey.
UPC objects to this application on grounds that the exterior finish is not in keeping with the local colour palette. The council notes that the comparison property 116 Oak Lane has not been received favourably by residents.
- IV. 23/502727/PNEXT 39 Drakes Close proposed single storey rear extension.
UPC has no objections but notes the lack of content in this application. UPC asks for neighbour's comments to be taken into consideration.
- V. 23/502469/FULL Erection of a chemical dosing Kiosk Gore London Road.
UPC has no objections.
- VI. 23/502890/PNNA Colts Field, Poot Lane prior notification enlarge dwelling one storey.
UPC supports this application.
- VII. 23/502680/FULL Pear Tree House Otterham Quay Lane. Demolition of 4no former agricultural buildings and erection of 2no new dwellings
UPC has no objections but is mindful about parking issues. Weight should be given to resident's views.
- VIII. 23/502728/FULL 97 Chaffes Lane erection of conservatory
UPC has no objections.
- IX. Update on 116 Oak Lane.
Cllr Rosewell gave verbal update on this application. The residents are still living in the garages. The time for the temporary planning has passed. The residents cannot move in until the traffic calming is in place this has been chased with KCC.

62-FCM/07/23 Upchurch Parish Council Reporting

- I. General Purpose & Planning Committee
Next meeting 19 July 2023. Noted.
- II. Paddock and recreation ground
 - (a) Bat box installation – confirmed for next week.
 - (b) Update to repairs on car park access road – waiting for quotes deferred to GPC. Noted.
 - (c) Playground inspection – results noted.
 - (d) FCC Grant application. Noted this application not successful – to review alternative in the autumn.
- III. Burial Ground & Churchyard
 - (a) It was resolved to move discussion on burial ground to confidential. Proposed Cllr Ripley Seconded Cllr Boakes.
 - (b) Update on slow worms found at burial ground – it was reported that no further sightings of slow worms and cutting had been resumed. Noted.
- IV. Highways and street lighting
 - (a) Update on HIP. Cllr Horton reported meeting with KCC had been positive and KCC had confirmed they will do one works per annum. Cllr Horton to arrange list of priority works to be discussed with residents. Noted.
 - (b) Painting of the road marking previously approved Clerk to chase.
- V. Footpaths
 - (a) Update on path ZR12 overgrown – reported path had been cleared.
 - (b) Cllr Sheppard reported the bus stop at Wallbridge Lane overgrown. Clerk to chase.
 - (c) Junction Holywell Lane / Forge Lane clerk to contact resident to assist in cutting hedge to aid visibility.
- VI. Environment
 - (a) Planters / Barrier baskets – reported the flowers were all planted.
- VII. Village Hall
No Updates
- VIII. KALC
 - (a) All emails noted.
- IX. Allotments
 - (a) Clerk reported that three more plots had been allocated to new holders and confirmed that remaining vacant plots will be issued via the waiting list.

- (b) Repairs to fence – it was proposed by Cllr Ripley and seconded by Cllr Sheppard to accept the quote from M.Belsom. Unanimous. It was noted to request contractor to repair bollard in car park at the same time. Noted.

X. Village Defibrillators

Cllr Sheppard to apply for defibrillator grant and update at next meeting. Areas to consider for defib include Poot Lane and Breach Lane.

63-FCM/07/23 Finance Reporting

- I. Financial review – bank statement and reconciliation were received signed by Cllr Bodycomb.. Noted.
- II. Cheques received – £219.00 Allotments Burial ground £550.00
- III. Cheques for approval litter picker: £49.05 Noted.
- IV. Schedule of payments for approval:

Payee	Date	Method	Reference	Reason	Amount
Safeplay	06/07/23	BACS	24020	Playground inspection	£ 168.00
UVH	06/07/23	BACS	6678	Hall Hire	£ 60.00
Invicta Solutions	06/07/23	BACS	29915	IT Suport	£ 524.16
UVH	06/07/22	BACS	6695	Hall Hire	£ 22.00
Business Stream	06/07/23	BACS	276373	Water	£ 21.39
Staff costs					

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

64-FCM/07/23 D-Day Anniversary

It was resolved for Upchurch to arrange a celebration similar to the Jubilee
Including lighting the beacon, details to be decided at next full council meeting.
Proposed by Cllr Ripley Seconded Cllr Lewin.
Unanimous.

65-FCM/07/23 Annual Return

Acknowledgment from Mazars external auditor noted.

66-FCM/07/23 Clerk Updates

- I. Quarterly Budget figures discussed. Cllr Lewin reported that administration costs looked high due to the insurance / subscriptions / new allotments software all being paid in first quarter. Election budgeted figures were saved as uncontested election is the parish. All other areas look normal quarterly expenditure.
- II. New meeting schedule approved.

UPCHURCH PARISH COUNCIL MEETING SCHEDULE 2023/24	
FULL COUNCIL	GPC & PLANNING COMMITTEE
Thursday 1 June 2023	June Cancelled
Thursday 6 July 2023	Wednesday 19 July 2023
Thursday 7 Sept 2023	Wednesday 20 Sept 2023
Thursday 5 Oct 2023	Wednesday 18 Oct 2023
Thursday 2 Nov 2023	Wednesday 15 Nov 2023
Thursday 7 Dec 2023	Wednesday 20 Dec 2023
Thursday 4 Jan 2024	Wednesday 17 Jan 2024
Thursday 1 Feb 2024	Wednesday 14 Feb 2024
Thursday 7 March 2024	Wednesday 20 March 2024
Thursday 4 April 2024	Wednesday 17 April 2024

67-FCM/07/23 Items to be considered for inclusion on the next Full Council agenda

Cllr Boakes defib fundraising
D-Day 80 celebrations

68-FCM/07/23 Date of next meeting

Full Council Thursday 7 September 2023
GPC & Planning Wednesday 19 July 2023
Members resolved to approve the dates of the next meetings.

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.

62-FCM/07/23 III (a) Burial Ground – it was resolved for Clerk to write to family and offer terms as discussed.

Proposed by Cllr Ripley Seconded by Cllr Boakes.

69-FCM/07/23 Meeting closed 9.30pm