



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE  
**FULL PARISH COUNCIL ON THURSDAY 05 MARCH 2026 AT**  
19:30 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: 27 Feb 2026

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

#### **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](mailto: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 mobile phones must be switched to silent during meetings.

#### **Agenda**

- 476.FCA/03/26 **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.
- 477.FCA/03/26 **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.
- 478.FCA/03/26 **Minutes**  
**Relevant Legislation: Local Government Act 1972, sch 12, p 41**  
To receive as correct and approve for signature the minutes of the Full Council Meeting held on 5 February 2026.
- 479.FCA/03/26 **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 and will provide an opportunity for parish electors to participate. Residents may speak for up to three minutes, and the public session is limited to 15 minutes, unless extended by the Chair.
- 480.FCA/03/26 **External Reports and Updates**  
To receive any external reports from County and Borough and Police Liaison.
- 481.FCA/03/26 **Correspondence – to note correspondence received.**

- I. Email correspondence from SBC Local Government Review Consultation Circ.
- II. Email correspondence from Cllr Palmer KCC Government Consultation on the NPPF Circ.
- III. Email correspondence from resident re village sign. Circulated.
- IV. Email correspondence from Cllr Palmer – KCC Lengthsman Scheme. Circulated.
- V. Email correspondence from St John College – tree survey
- VI. Email correspondence from resident upgrade of goal posts at the Recreation Ground.
- VII. Email correspondence KCC Highways RSATG Seminar. Circulated.

482.FCA/03/26

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

**Relevant Legislation: Town and Planning Act 1990**

To receive updates on planning matters

- I. Development Croudace Homes, Forge Lane – any updates.
- II. 26/500709/FULL 10 Quilters Yard, Rainham ME8 8FE Conversion of detached car port into habitable space - update to previously granted scheme under reference 21/505558/FULL
- III. To note appeal 24/504410/OUT Land Adjacent To Holywell Primary School Forge Lane Upchurch Kent – Cllr Rosewell to report
- IV. 26/500184/FULL 128 Chaffes Lane Upchurch Kent ME9 7BD Erection of a new dwelling and associated parking.
- V. 26/500149/FULL 116 Oak Lane Upchurch Kent ME9 7AY Alterations to the dormer windows on the ancillary annexe building and changes to fenestration.
- VI. 26/500481/SUB Land off Otterham Quay Lane Submission of details pursuant to condition 23 Traffic Management plan 32 Environmental Management Plan.
- VII. Communication received from Stonebond – recreation land at Otterham Quay Lane
- VIII. Any reports from Cllr Rosewell.

483.FCA/03/26

**Upchurch Parish Council Reporting – Agree any actions**

- I. Paddock and Recreational Ground – to receive update.
- II. Burial Ground & Churchyard – to receive update.
  - (a) Quotes received for work to the pathway. Three quotes received to review.
- III. Highways & Street Lighting – to receive update.
  - (a) Update on streetlight maintenance.
  - (b) EDF billing issues – Cllr Berntsen to report
  - (c) Update on KCC regarding village gate installation. Cllr Horton to report.
- IV. Footpaths – to receive update.
- V. Environment – to receive update
  - (a) Rubbish accumulation Oak Lane – update
  - (b) Additional floral displays – update
  - (c) Update on Village litter pick – Cllr Easton to report.
  - (d) Village Sign – to consider repairs
- VI. Allotments – to receive update.
- VII. Village Hall – Access Road maintenance liability
- VIII. Village Defibrillators – to receive update

484.FCA/03/26

**Finance Reporting**

**Relevant Legislation:** Accounts and Audit Regulations 2015; Local Audit and Accountability Act 2014

- I. Financial review bank statements and bank reconciliation -Councillor to view and sign.
- II. Cheques / Payments received / cheques for approval.
- III. Payments for approval.
- IV. To sign mandate forms for UPC Unity Credit Card.

485.FCA/03/26

**Clerks Updates**

- I. Local Parish Forum meeting update – Slides circulated.

486.FCA/03/26

**Items to be considered for inclusion on the next Full Council agenda**

To receive any additions, for noting only, no discussion at this meeting.

487.FCA/03/26

**Date of next meeting -**

Thursday 9 April 2026 Full Council meeting 7pm followed by Parish Meeting 8pm

To agree the exclusion of the public from the confidential part of the meeting.  
In view of the confidential nature of the business to be transacted (employment/legal issues), it is resolved under the Public Bodies (Admission to Meetings) Act 1960, s.1, that the press and public be temporarily excluded.

488.FCA/03/26 Community Award – to review nominations

489.FCA/03/26 Close of meeting.