



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

**Present:** Cllr T Ripley, Cllr J Bodycomb, Cllr P Denny, Cllr G Rosewell, Cllr A Horton,  
Cllr Lewin

**Officer:** Clerk, Nina Henley

**External Attendees:** Cllr Palmer

**Apologies:** Cllr E Bernsten , Cllr N Sheppard, Cllr H Boakes

**External Apologies:** Cllr Baldock

- 1-FCM/04/23 To receive apologies for absence**  
Cllr Boakes (Family) Cllr Bernsten (unavailable) Cllr Sheppard (unavailable)
- 2-FCM/04/23 To receive declarations of interests and lobbying**  
Cllr Rosewell reported planning application 22/501061 was a neighbour  
Cllr Denny reported that planning application 23/501174 was a relative  
Cllr Horton reported a non-pecuniary interest in the grant application request for Holywell School.
- 3-FCM/04/23 Minutes**  
To receive as correct and approval of the minutes of the General Purpose and Planning meeting held on 15 February. Proposed by Cllr Rosewell Seconded by Cllr Denny  
To receive as correct and approval of the minutes of the Full Council meeting held on 2 March. Proposed by Cllr Ripley seconded by Cllr Denny.  
Unanimous.
- 4-FCM/04/23 Public Participation**  
There were 4 members of the public present.  
The UPC contractor raised that residents using the public bins were not putting the correct items in green / brown bins at the burial ground. Tools had been stolen from the Burial Ground. Contractor to replace and seek reimbursement from the clerk.  
Cllr Palmer reported that he had liaised with Medway Council and KCC regarding the surface in Canterbury Lane. Medway Council will be formalising the passing points and will resurface.  
Member of public representing the First Upchurch Scouts discussing the repairs to the access road to the scout hut. Clerk to source quotes.
- 5-FCM/04/23 External Reports and Updates**  
Cllr Palmer gave verbal report 4-FCM/04/23.  
Police Liaison written report – appendix 1
- 6-FCM/04/23 Correspondence**  
I. Email from Mazars newly appointed external auditors. Noted.  
II. Email correspondence from SBC concerning lighting grant. Noted  
Cllr Lewin reported that UPC has budgeted for this grant and that next year there will be no grant from SBC.  
III. Email correspondence from National Lottery declining coronation grant application Noted.  
IV. Email correspondence from church warden regarding damage to grave.  
It was noted with thanks that the grave has been repaired by a resident. This has highlighted that more regular safety checks to be made by UPC on quarterly basis. Clerk to update the UPC risk assessment and review the policy.



- V. Email correspondence from SBC registering parish litter-pick ref 16673434.  
Noted this had been completed.

**7-FCM/04/23 Planning**

- I. 22/500103/REF | Outline application for up to 74no. dwellings with public open space  
Cllr Rosewell reported no further information other than appeal had been granted.
- II. 23/501061/FULL Pear Tree farm House. 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.  
UPC has no objections.
- 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.  
Deferred to GPC & Planning committee.  
Cllr Rosewell reported he will attend planning meeting 13 April for 20/505846 High Hopes Pool Lane. Noted  
3 more planning applications received - deferred to GPC & Planning committee. Noted.

**8-FCM/04/23 Upchurch Parish Council Reporting**

- I. General Purpose & Planning Committee  
Next meeting confirmed 19 April 2023
- II. Paddock and recreation ground  
(a) New Play Ground equipment – quotes received from contractors with guarantee certificates. Clerk has reported additional information required on grant application – deferred to next meeting.  
(b) Woodland Trail – Bat Boxes Clerk to arrange fitting quote received for £50  
Proposed by Cllr Horton Seconded by Cllr Denny. Unanimous.
- III. Burial Ground & Churchyard  
Clerk reported that reply from Swale received regarding transfer of responsibility for the Churchyard maintenance to Swale saying no decisions will be made until after the election.  
Noted.  
New contract received for the landscape maintenance – it was resolved to sign and approve contract with Landscape Services. Proposed Cllr Ripley Seconded Cllr Denny. Unanimous.  
Memorials approved.  
Notice board has been installed at the Burial Ground. Clerk to arrange Rules & Regulation to be displayed.  
Noted.
- IV. Highways and street lighting  
(a) EDF Clerk reported no updates reported from EDF.  
Noted.
- V. Footpaths  
(a) Cllr Horton reported KCC has done some remedial work in Oak Lane.  
(b) Street Farm path redirected. Clerk reported redirection is temporary. Noted.  
(c) UPC has noted concerns about hedgerow by Cricket Club. Clerk to contact them to ask if they have reported to KCC.
- VI. Environment  
(a) Village Clock reported working. Clerk to investigate with PCC regarding insurance and asset status of clock.
- VII. Village Hall  
(a) Village Hall committee AGM 13 April at 7pm
- VIII. KALC  
(a) Reported that KALC representative from Swale to the Kings Garden Party was the Upchurch nominee. Noted.
- IX. Allotments  
(a) Clerk reported that all allotment holders have been sent the new tenancy agreements and invoices.  
(b) Water meter has been refitted. Noted.  
(c) Repairs to fence – Clerk reported still waiting for quotes to be received. Deferred to GPC & Planning committee.
- X. Village Defibrillators



Cllr Palmer reported that the AED at Snaffles the hinges on the cover are damaged. Clerk to obtain quote for new cover.

#### 9-FCM/04/23 Finance Reporting

- I. Financial review – bank statement and reconciliation were received.  
Noted.
- II. Cheques received – 2x £50
  - (a) Cheques received 2x £50
  - (b) Allotment payments for the new tenancy period  
Noted.
- III. Payment received for interment part payment £50
- IV. Cheque received for car parking £40
- V. Cheques for approval litter picker: one for Burial ground caretaker £57.23  
Noted.
- VI. Schedule of payments for approval:

VII. Payee	Date	Method	Reference	Reason	Amount
Business Stream	17/03/23	Paid		Water supply – Allotts	£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
Les Oxley Landscape	06/04/23	BACS		Notice board installation	£100.00
Staff costs					

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

#### 10-FCM/04/23 Annual Parish Meeting

Clerk circulated agenda to all local groups and organisations.  
Agenda will be published next week.  
Noted.

#### 11-FCM/04/23 Elections.

Update on Upchurch 2023 election. UPC has uncontested election with 5 Councillors nominated. Clerk to advertise for co-option nominations on website.  
Noted.

#### 12-FCM/04/23 Request for Football Pitch usage.

Members agreed to allow football training on the recreation ground. Risk assessments and liability will be the responsibility of the Football Club. UPC will not charge pitch fee and Football club to pay for pitch marking. Football club to advise UPC on training timetable. UPC advised that parking must be on the Chaffes Lane side only.

#### 13-FCM/04/23 Grant Application

Members resolved to approve the application from Holywell School for Coronation mugs.  
Proposed Cllr Lewin Seconded Cllr Rosewell.

#### 14-FCM/04/23 Clerk Updates

- I. Upchurch policies and documentation updates. Clerk reported all documents updated ready for adoption at the Annual Meeting in May.
- II. End of financial year update, including internal audit on 3 April 23. Report from Internal Auditor noted.
- III. Society of Local Council Clerks – Clerk reported new legislation coming into effect in October 23. Report will be made at later meeting with details.
- IV. Asset Register – UPC approved Asset Register.  
Noted

#### 15-FCM/04/23 Items to be considered for inclusion on the next Full Council agenda

Repairs to access to Scout Hut. Village planters to be arranged.





- 16-FCM/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 – Clerk to contact resident to discuss.
  - II. Approval for the sale of PC asset  
Members resolved to sell Memorial Bench.  
Proposed Cllr Horton Seconded Cllr Lewin.
- 17-FCM/04/23 Date of next meeting**  
Annual Meeting 11 May 2023  
Members resolved to approve the date of the next meeting.
- 18-FCM/04/23 Meeting closed 9.20pm**

#### APENDIX 1 POLICE REPORT

### **Upchurch**

April 2022

Information provided by: PCSO 57460 Kirsty Linge, Sittingbourne Policing Team

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#### Crimes of note:

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#### Anti-social behaviour and other incidents of note:

- 09/03/23 – The Street – Reports of an RTC after male was drink driving., Officers attended and the male was arrested.
- 13/03/23 – Twinney Wharf – Reports of member of the public witnessing drug dealing. Intel has been submitted, passing attention to the area.
- 17.03/23 – The Street – Reports if nuisance vehicles
- 26/03/23 – Oak Lane – Stolen vehicle found. Officers attended and seized the vehicle.