

The **Minutes** of the meeting of **Upchurch Parish Council** held in Upchurch Village Hall on **7th October 2021**

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 eight members of the public.

59. Councillor Vacancy

Item deferred to end of meeting.

60. Apologies for absence

Apologies had been received from Cllr John Bodycomb (isolating) and Cllr Gary Rosewell (work) apologies accepted.

Apologies had also been received from County Councillor Mike Baldock (at another meeting) and Ward Member Richard Palmer (at another meeting); apologies noted.

61. Declarations of interest

None were declared.

62. Minutes of the meeting on 2nd September 2021

Cllr Lewin **PROPOSED** to accept the minutes of the meeting held on 2nd September 2021 as a true record; **SECONDED** by Cllr Denny: **AGREED UNANIMOUSLY**. Cllr Ripley duly signed the minutes as a true record.

Public Time

The meeting was adjourned for the Public Time.

A resident gave information regarding a planning application at Halstow Grove.

Cllr Lewin said the matter will be discussed at the Planning Committee meeting on 20th October.

A resident said planning permission was granted for a mobile home in Wallbridge Lane for a named individual, that person has died and there is someone else living in the unit.

Cllr Denny said this had also been reported to her.

ACTION: Clerk to contact Swale Planning Department.

A resident said a large barn has been erected in Yaugher Lane, he had not been notified of this.

Cllr Horton said it is in Hartlip Parish and planning permission has been given.

Mr Bob Friend said he has ordered a tree for the village.

Cllr Ripley thanked Mr Friend, on behalf of the village, for his generosity.

The meeting was reconvened.

63. Correspondence

SBCllr Palmer was unable to attend the meeting as he was attending the Local Plan Panel meeting at Swale House. SBCllr Palmer reported that he has had questions from residents

concerning GP/Social Services which has been passed onto KCC Social Services. He has also raised issues of overgrown foliage which is obstructing pavements to KCC Highways.

Cllr Ripley reported that there has been correspondence from Mr Gunnill regarding the copyright of his image of the sign. Mr Gunnill does not own the copyright of the sign but the image he has made of the sign. Cllr Ripley informed Councillors that he has responded to Mr Gunnill, apologising for the Council's mistake and confirming the Parish Council would cease using the image right away. The Parish Council has sought Mr Gunnill's permission to use the image, as he has not responded to that request.

Cllr Horton stated that in his opinion the village sign is iconic and that the Council should seek an alternative way to continue its use by clubs and organisations in the village, especially as Mr Gunnill made it clear in his contact with the Parish Council that he had raised the issue with another group within the village as well. The village sign is in need of refurbishment and when this has been completed, a photo of the sign can be taken with the Council owning the copyright on behalf of the village so that groups can freely use the image. Funding for the project could come from reserves for the benefit of the people of the village.

Cllr Horton **PROPOSED** the sign be refurbished and a new image be created for the village by the Council; **SECONDED** by Cllr Lewin: **AGREED UNANIMOUSLY**.

ACTION: Cllr Ripley to obtain a quotation for the work.

Cllr Ripley said there has been a request for a defibrillator on the Scout fence at the Recreation Ground. The Council has had to relocate the defibrillator from The Three Sisters.

Cllr Sheppard reported that he and Cllr Arnold has sourced the location at Beckenham Park and has spoken to the manager. Cllr Arnold will write the specification and tenders will be sought, it is envisaged this will be done as soon as possible.

Cllr Ripley said there is a defibrillator inside the Doctors Surgery, but the surgery has very limited opening hours, an accessible defibrillator could be installed outside the surgery.

Cllr Arnold said it is south facing and this could cause issues. Swale Borough Council is giving grants of £750 and it costs approximately £1500 plus installation.

Cllr Horton said the condition of the Swale grant is that it must be publicly accessible. A defibrillator at this point would give good coverage throughout the village. There is also a defibrillator at the school.

ACTION 1: Clerk to contact Scouts to seek permission for installing a defibrillator on the outside of the fence.

ACTION 2: Clerk to contact the Doctors Surgery to seek permission for installing a defibrillator on the outside of the surgery.

Cllr Ripley reported that a resident had informed the Council of vehicular damage to the church yard wall and way post. The Clerk has reported the way post to KCC and informed the church of the damage to the wall which the church will need to claim for on their insurance.

64. Planning

The minutes will be ratified at the next Planning Committee meeting

Cllr Lewin asked for an update on 20/505298/FULL APP/V2255/W/21/3279546 Land Rear Of 91 & 93 Chaffes Lane and 18/501667/FULL 19/503694/FULL APP/V2255/W/20/3254539 APP/V2255/W/20/3244340 New Acres Spade Lane.

ACTION: Clerk to liaise with Cllr Rosewell.

65. General Purposes Committee

Cllr Denny **PROPOSED** to accept the minutes of the meeting held on 2nd September 2021 as a true record; **SECONDED** by Cllr Arnold: **AGREED UNANIMOUSLY**. Cllr Ripley duly signed the minutes as a true record.

66. Allotments

Cllr Ripley reported that Cllr Bodycomb is meeting prospective new tenant next week to show him an allotment.

67. Finance

i. To receive finance report

Cllr Lewin said budget items for projects in 2022-23 need to be brought to the next Council meeting. The next report should show forecasts for 2021-22. There needs to be a meeting of the Precept Working Group.

i. Payments for approval and signature

Payee	Reason	Amount
EDF	Street lighting	£469.65
St Johns College <i>Chq no 300003</i>	Balance of rent due	£288.66
Mr G Lewin	Reimbursement of poppy wreaths	£104.50
Royal British Legion <i>Chq no 300004</i>	Donation	£65.50
Royal British Legion <i>Chq no 300005</i>	Poppies for lamp posts	£300.00
Upchurch Village Hall	Hall hire	£52.00
Mr D Kew <i>Chq no 300006</i>	Wheelie bins and waste bags	£31.19
Mrs W Licence	Expenses and Salary adjustment	£166.67
HMRC	PAYE & NI	£153.25
Upchurch Scouts	December hall hire	£20.00
Vincent James Landscapes <i>Chq no 300007</i>	Recreation Ground cuts 200.00 Paddock 110.00 Churchyard and Burial Ground cuts 350.00 Total	£660.00
Lindsay & Co	Paddock hedge cutting	£280.00
EDF	Street lighting	£29.40
Mr T Honeyman	Litter picker	£133.65

The payments were approved. It was agreed to pay the Information Commissioner's Office £35.00 per annum for the Data Protection fee by Direct Debit to receive a discount in the fee. It was agreed to cancel the Barclays Bank Standing Orders for staff salary and St John's College and for the payment to be made through Unity Trust Bank. It was agreed to transfer £20,000.00 to Unity Trust Bank.

iii. External Auditor report

Cllr Lewin said the comments on the report are addressed to the Parish Council not an individual. The comment on public rights is a process item that can be corrected in current and future years. The correction of the AGAR, which was accompanied by a written explanation from the Council. The matter is then closed when they acknowledged receipt. Cllr Lewin agreed with their view that repayment of an insurance claim should not be recorded as

income but should be offset against the relevant expenditure item and recommended that the Council does this for all insurance claims for the current and future financial years. This recommendation for a change to financial policy was agreed by those present.

68. Paddock and Recreation Ground

i. To receive an update

Cllr Denny reported that the application to the Swale Welcome Back Fund for four benches has been successful and orders have been placed.

ACTION: Clerk to check the installation quote includes the removal of the old benches.

Cllr Denny said she is waiting for a date to meet with the contractor regarding the Nature Trail.

ACTION: Clerk to check regarding the play equipment report.

Cllr Denny said there were issues with the trees in front of the retirement bungalows in Oak Lane.

Cllr Ripley reported that Cllr Arnold has removed the lights to enable works to be carried out.

Cllr Denny said the contractor reported that the lime trees by the beacon have become diseased from the other trees. The trees may need to be reduced or removed and if removed, it needs to be ascertained how long the area has to be left before planting another tree.

ACTION: Cllr Denny to discuss the issue with the contractor and obtain a quotation to remove the trees.

ITEM FOR GPC

Councillors **AGREED UNANIMOUSLY** to accept the quotation from Lindsay & Co for £65.00 to remove the ivy from the church yard wall.

ii. To consider quotations for Recreation Ground maintenance and tree work

Councillors considered the quotation for tree work at the Recreation Ground.

Cllr Horton **PROPOSED** to accept the quotation from Lindsay & Co for £4,550.00 to fell the trees: **AGREED UNANIMOUSLY**.

Cllr Ripley reported that seven companies have been contacted regarding tenders for grounds maintenance; two have quoted, one has declined to quote and four have not responded despite being chased. There may need to be extra cuts of the Burial Ground and churchyard depending on conditions.

Cllr Horton **PROPOSED** to accept the quotation from Landscape Services for £8,932.99; **SECONDED** by Cllr Lewin: **AGREED UNANIMOUSLY**.

Cllr Horton said the quotation is the best deal the Council could obtain.

69. Burial Ground and Churchyard

Cllr Denny asked for an update on the Burial Ground gate.

The Clerk said the quotation had been accepted.

Cllr Denny asked for an update of the trees growing in the graves.

The Clerk reported that she had contacted the church.

Cllr Denny asked what the plans are to remove the dilapidated bench.

Cllr Ripley said he will remove the bench.

Cllr Denny asked when the work on the ash trees would begin.

The Clerk reported that she had accepted the quotation.

ACTION: Clerk to chase.

Cllr Horton asked the Clerk to check with the horologist regarding his invoice for the annual service of the clock.

ACTION: Clerk

70. Highways and Street Lighting

Cllr Arnold reported that the last light at the bottom of Windmill Hill is still to be connected and asked for an update on the insurance claim.

The Clerk said she has chased the insurer.

Cllr Lewin asked for an analysis of the electricity consumption for the budget setting.

Cllr Arnold said he will obtain this.

Cllr Horton reported that he has not had a response from KCC contractors regarding the bollards. KCC will also carry out a speed survey, they have suggested a full village survey. The survey in Oak Lane needs to be carried out when the building works have been completed and the traffic calming measures have been installed. Hartlip has a 20mph limit in The Street and to enable this the country lanes have been reduced from the national speed limit to 40mph; this has caused concern as residents think the limit is too fast. There does not appear to be a strong desire within the residents of Upchurch for a 20mph limit in the centre of the village. The rest of the work is progressing. The budget for this year has not been spent. The bollards should have been installed in August.

ACTION: Clerk to chase Sarah-Jayne Ellcock, KCC Highways.

71. Footpaths

Cllr Denny reported the footpath between Chaffes Lane & Bishops Lane is still overgrown. Cllr Arnold said that he had sent details to County Councillor Mike Baldock who is looking into the matter. It is a Public Right of Way ZR13 and is KCC's responsibility.

72. Environment

i. To receive an update

Cllr Ripley said the oak trees on Grannies Green have been reported to Swale Borough Council and that the lights have been removed to enable works. Cllr Ripley thanked Cllr Arnold for removing the lights in the tree.

ii. To consider refurbishment and better siting of the notice board by the Co-op

Cllr Ripley said agendas and notices have to be published in the parish. Quotations are needed to refurbish and re-site the notice board.

Cllr Lewin **PROPOSED** that there be a budget of £300 for the work: **AGREED UNANIMOUSLY.**

ACTION: Cllr Ripley to seek tenders for the work.

73. Reports from representatives

i. Village Hall Representative

Cllr Lewin reported he had requested details of how the hall calculates its charges and a schedule of fees and adjustments has been drawn up. If everything goes according to budget there will be a surplus to allow for works.

ii. KALC

Cllr Ripley reported that there has been correspondence regarding meetings and training. Training is available to Councillors.

iii. Police Liaison Officer

PCSO John Cork was unable to attend the meeting and sent the following report:

Crime Reports

27/09/21 .Bishop Lane, shed had been forced open and a ferret was taken and found on the green .

04/09/21 Car damaged at Gore Farm.

13/09/21 Scrap metal stolen from a skip at Gore House

Anti-social behaviour and other incidents of note:

- Anti-social behaviour in the car park of the village hall including smoking cannabis, small silver gas bottles left behind and general rubbish left .Area is patrolled ever night and if any residents sees any incidents happening is to report it to Kent Police .
- Reports of incidents happening at Woodgers Warf which is being investigated.
- No issues reported from The Paddock

Updates of previous reported issues

No problems reported about the Car Transporter.

Cllr Lewin said there were minor issues in the report. The Police and Crime Commissioner has issued a survey, Councillors should respond individually.

Remembrance Sunday

Cllr Lewin reported the service is on 14 November at 10.15pm. the Parish Council's wreaths have been delivered and the wreath for Ferques will be posted. If the Ferques representative is unable to come to Upchurch, the Council could arrange for a wreath on their behalf, the Continentals have floral wreaths. The Parish Council wreath will be laid by a veteran.

74. The Queen's Platinum Jubilee Beacons 2nd June 2022

Cllr Horton reported that Swale Borough Council is collating the Jubilee events of the weekend.

ACTION: Clerk to inform Swale Borough Council of the events.

Cllr Ripley said the beacon lighting will be on 2nd June and street parties will be on Sunday 5th June.

Cllr Horton said the beacon will be lit at 9.15pm, the piper will play as part of the ceremony. People need to gather beforehand and there will be burgers and ice creams stalls to give a festival feel. It would be helpful if residents notify the Council if they are having street parties. Some street will not be able to hold street parties and residents could be encouraged to use the Recreation Ground, this may need to be booked in advance.

ACTION: Clerk to put on the website and reports.

75. Matters arising

Cllr Horton reported that the issue regarding residents in The Poles not wanting telegraph poles in the road to deliver high-speed broadband, has been concluded for the moment, with the outcome that BT Openreach has been clear it will not put the service underground despite the residents wishes and this means that for some time The Poles will not have access to high-speed broad band like the rest of the village will. BT Openreach has not said how long that will remain the case, they described the situation as being 'for now' and they explained that, 'using an underground solution isn't an option right now. But we will still build fibre capacity for all properties in the area so that this can be revisited at a later phase of {the} project'. There is no indication or guarantee that the revisit will take place or when it might be.

76. Date of next meeting Thursday 4th November 2021 at 7.30pm

Pursuant to the Public Bodies (Admission to Meetings) Act 1960, Councillors resolved that the public and representatives of the press and broadcast media were excluded from the meeting during the consideration of this item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

77. Councillor Vacancy

Cllr Horton declared a non-pecuniary interest as residents may perceive he knew both candidates.

Councillors considered the applications and **AGREED UNANIMOUSLY** to co-opt Mr Ernie Bernstein to the Parish Council and the General Purposes Committee. Mr Bernstein signed the Declaration of Acceptance of Office in the presence of the Clerk.

Councillors **AGREED UNANIMOUSLY** to co-opt Helen Boakes to the General Purposes Committee.

There being no further business, the meeting closed at 9.35pm.

Signed as a true record of the meeting:

Chairman

Dated this 4th day of November 2021