



**YOU ARE SUMMONED TO ATTEND THE MEETING OF THE
FULL PARISH COUNCIL ON THURSDAY 1 SEPTEMBER 2022
AT 19:30PM IN UPCHURCH VILLAGE HALL**

Members of the Public and Press are welcome to attend

Signed:

Nina Henley
Clerk and Proper Officer
to the council
2 Alfriston Grove, West Malling,
ME194SR

Date of Issue: 26 Aug 2022

Members:

Cllr T Ripley (Chairman), Cllr P Denny (V Chair), Cllr E Berntsen, Cllr H Boakes, Cllr J Bodycomb, Cllr A Horton, Cllr G Lewin, Cllr G Rosewell, Cllr N Sheppard

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 Chairman. 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

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

Member of the public are reminded that the use of mobile phones (other than silent) is prohibited at all Parish Council meetings.

Agenda

1. To receive apologies for absence

Members not in attendance must tender their apologies and reason for absence to the clerk on the summons prior to the meeting
Agree any action

2. To receive declarations of interests and lobbying

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.

3. Minutes

To receive as correct and approve for signature the minutes of the meeting held on 7 July 2022

4. Public Participation

In accordance with LGA 1972 S100, the meeting will be adjourned for item 4 to take place.
Will then resume for the remainder of the meeting.

The council is keen to encourage public attendance at meetings and will therefore provide an opportunity to parish registered electors, to participate in meetings. Residents are permitted 3 minutes to speak and the public session is restricted to 15 minutes, unless extended by the chairman.

5. Correspondence

- I. 8/8/22 Request from resident on Oak Lane to register a new vehicle for the recreation ground parking

- II. 15/8/22 Request from BTF Land and Property to inspect the Glebe. Clerk has replied requesting further information but not received a response.
- III. 12/8/22 Request from PKF External Auditor for additional information surrounding capital expenditure regarding street lighting. Clerk has replied with requested information, PKF have not requested anything further.
- IV. 18/8/22 National Association of Local Council Dementia survey. Request from NALC and KALC to fill out the national dementia survey deadline 30 September 2022. Clerk to suggest that hand in hand with this survey Upchurch PC prepare a Dementia Policy and work towards becoming a dementia friendly council for approval and adoption at the November FC meeting
Agree any action

6. Planning

To receive update on planning matters

Outline Planning Application for 200 dwellings, Lower Rainham Rd, Rainham.

[https://publicaccess1.medway.gov.uk/online-](https://publicaccess1.medway.gov.uk/online-applications/applicationDetails.do?activeTab=relatedCases&keyVal=RDF6M6KNLNL00)

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7. External Reports

To receive any external reports from County and Borough

8. Upchurch Parish Council Reporting

- I. General Purpose Committee – to receive and approve minutes and any update
- II. Paddock and recreation ground – to receive update
- III. Burial Ground & Churchyard – to receive update
- IV. Highways and street lighting – to receive update
- V. Footpaths – to receive update
- VI. Environment – to receive update
- VII. Village Hall – to receive update
- VIII. Police Liaison – to receive update
- IX. KALC – to receive update
- X. Village Defibrillators – to receive update

9. Finance Reporting

- I. Access to banking for clerk is in progress no reporting was possible
- II. Cheques received – J. Weir undertakers £1200
- III. Cheques for approval – Clerk Salary, Clerks expenses, Clerks Conference £60, Cllr Denny expenses £44.48, Litter Picking Invoice TBA
- IV. Overdue invoice –
Commercial Services Trading Ltd quarterly grounds maintenance £3954.10
Agree any actions

10. Forge Lane Speed Bumps and other road issues

Markings on speed bumps are no longer visible. In addition, boundary hedges in Forge Lane are over grown. School sign appears to have been hit and spun around.

Agree any action

11. Clerk Updates

- I. Policies and Procedures Documents
Standing Orders and Financial Regulations documents require a full review and readopting. Clerk to update documents and any other policies and procedures that require attention and present to councillors for approval at October Full Council meeting.
- II. Website
Clerk to prepare a proposal to upgrade the PC website, this is to improve user experience and ease of use by residents. Suggest this is looked at during the next 6 months.
Agree any action
- III. Draft Minutes
Clerk to propose meeting draft minutes are uploaded to the website after the meetings. The draft copy will be replaced by the validated (and amended if appropriate) version following approval. Agree any action
- IV. General Purpose and Planning Committees

Clerk to propose the merging / combining of the General Purpose and Planning Committees. In practice the committees act as one already. This process will just tidy up the committees and agendas to make community engagement clear and concise. Supporting Document to show how new unified committee agenda could appear available at meeting.

Agree any action

V. Upchurch Parish Council email Addresses

Clerk to propose the UPC email addresses are rationalised to remove the old non-government email addresses. Clerk to propose the councillor addresses are also set up correctly detailing a unified UPC signature and confidentiality statement. The clerk and IT support to assist the councillors with this process.

Agree any action

VI. Clerk IT Virus protection

The clerk computer virus protection is out of date and requires updating, cost circa £34.99 for 2 year term.

Agree any action

VII. Clerk IT Backup Facility

Clerk IT system currently does not have an adequate back up facility. Clerk to propose finding a suitable solution and presenting costs to councillors at October FC meeting.

Agree any action

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

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

13. Staff Matters

To note the commencement of employment of Clerk, Proper Office, RFO

Request from Clerk, to allow time in short term to update Policies and Procedures

Agree any action

14. Date of next meeting

6 October 2022

If you would like any further information on any item on the agenda, please contact the clerk

Nina Henley clerk@upchurchparishcouncil.gov.uk