



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE  
**FULL PARISH COUNCIL ON THURSDAY 05 SEPTEMBER  
2024 AT 19:30PM 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: 29 Aug 2024

Members: Cllr T Ripley (Chair), 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 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 the use of mobile phones (other than silent) is prohibited at all Parish Council meetings.

#### **Agenda**

- 239.FCA/09/24 **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.
- 240.FCA/09/24 **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.
- 241.FCA/09/24 **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 11 July 2024.
- 242.FCA/09/24 **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 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 Chair.
- 243.FCA/09/24 **External Reports and Updates**

To receive any external reports from County and Borough and Police Liaison.

- 244.FCA/09/24    **Correspondence for noting.**
- I. Email correspondence from resident regarding Woodgers Wharf. Circulated.
  - II. Email correspondence regarding Swale West Parish Meeting Thur 26 Sept 7.30pm.Circ.
  - III. Email correspondence from KCC regarding Local Transport Plan. Circulated.
  - IV. Email correspondence Swale Joint Transport Board meeting Thurs 7 Oct 5.30pm.
  - V. Email correspondence from resident regarding change of use for 2-4 The Street.
  - VI. Email correspondence from PC Chittim with resident request for Speedwatch in Upchurch.
- 245.FCA/09/24    **Planning – <https://pa.midkent.gov.uk/>**  
**Relevant Legislation: Town and Planning Act 1990**  
To receive updates on planning matters
- I. 24/503019/FULL Pear Tree House, Otterham Quay Lane, Upchurch ME8 8QW Demolition of 4no former agricultural buildings and erection of 1no self-build dwelling and car port with associated hard and soft landscaping.
  - II. 24/503340/REM Land off Otterham Quay Lane, Approval of reserved matters (Appearance, Landscaping, Layout and scale) for the erection of 74no. dwellings with public open space, landscaping and sustainable drainage system (SuDS) and vehicular access point pursuant to 21/501839/OUT
  - III. Any reports from Cllr Rosewell.
- 246.FCA/09/24    **Upchurch Parish Council Reporting – Agree any actions**
- I. Paddock and Recreational Ground – to receive update.
    - (a) Update on project for new play equipment in The Paddock – Cllr Denny to report.
    - (b) Update on play area new signs..
    - (c) Recreation Ground work on entrance barriers.
    - (d) Update on equipment – cross trainer / goal posts
    - (e) Update on car park maintenance work – completed.
    - (f) Report from resident regarding overnight camping in The Paddock.
    - (g) Update on bins over flowing.
    - (h) Update on new tree.
  - II. Burial Ground & Churchyard – to receive update.
    - (a) Update on Burial Ground Churchyard maintenance.
    - (b) Update on Memorial H&S check.
    - (c) Communication from contractor re work in the Churchyard by the community team.
    - (d) Update on progress with new Cemetery software package.
  - III. Highways & Street Lighting – to receive update..
  - IV. Footpaths – to receive update.
  - V. Environment – to receive update.
  - VI. Allotments – to receive update.
    - (a) Update on allotment maintenance.
    - (b) To discuss allotment holder suggestion for review of contract dates.
  - VII. Village Defibrillators – any updates.
  - VIII. Community Events
    - (a) VE Day May 2025
    - (b) Remembrance Day
- 247.FCA/09/24    **Finance Reporting**  
**Relevant Legislation: Acts and Audit Reg 2015, Lcl Audit and Ac'bility 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.
- 248.FCA/09/24    **Clerks updates**
- I. Notice of Conclusion of Audit 23/24
  - II. New contract for payroll agent for review.
- 249.FCA/09/24    **Items to be considered for inclusion on the next Full Council agenda**  
To receive any additions, for noting only, no discussion at this meeting.
- 250.FCA/09/24    **Date of next meeting - Thursday 3 October 2024**
- 251.FCA/09/24    **Close of Meeting**