



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE
FULL PARISH COUNCIL ON THURSDAY 6 NOVEMBER 2025
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: 30 Oct 2025

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

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

- 422.FCA/11/25 **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.
- 423.FCA/11/25 **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.
- 424.FCA/11/25 **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 2 Oct 2025.
- 425.FCA/11/25 **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.
- 426.FCA/11/25 **External Reports and Updates**

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

427.FCA/11/25 **Correspondence for noting.**

- I. Email correspondence from SBC Community Governance Review. Circulated.
- II. Email correspondence from SBC Local Parish Council Liaison Forum Meeting. Circulated.
- III. Email correspondence from Rural and community Housing Manager. Circulated.
- IV. Email correspondence from KCC Opposition Newsletter. Circulated.
- V. Email correspondence from Upchurch Cricket Club. Circulated.
- VI. Email correspondence from SBC Resilience webinars. Circulated.
- VII. Email correspondence from KCC Walking / Cycling itineraries. Circulated.

428.FCA/11/25 **Planning – <https://pa.midkent.gov.uk/>
Relevant Legislation: Town and Planning Act 1990**

To receive updates on planning matters

- I. 25/504256/FULL 39 Woolbrook Close Upchurch Kent ME8 8ST Conversion of existing garage into habitable space and erection of a single storey rear extension including 2no.rooflights..
- II. Development Croudace Homes, Forge Lane – any updates.
- III. Email communication received from Stonebond Properties regarding allotments / open spaces at development Otterham Quay Lane.
- IV. Any reports from Cllr Rosewell. Update on multi agency response Woodger's Wharf.

429.FCA/11/25 **Upchurch Parish Council Reporting – Agree any actions**

- I. Paddock and Recreational Ground – to receive update.
 - (a) Play area inspection booked for December 2025.
- II. Burial Ground & Churchyard – to receive update.
 - (a) Maintenance to tree / hedges in Burial Ground
- III. Highways & Street Lighting – to receive update.
 - (a) Update on streetlight maintenance. Quote received for repairs.
 - (b) Update on hedge maintenance.
 - (c) Review of street name plates.
- IV. Footpaths – to receive update.
- V. Environment – to receive update
 - (a) Additional floral displays – quote received.
- VI. Allotments – to receive update.
 - (a) Request for maintenance – update.
- VII. Remembrance Day – to receive update
- VIII. Christmas Tree 2025 installation.
- IX. Village Defibrillators – to receive update

430.FCA/11/25 **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.

431.FCA/11/25 **Clerk updates**

- I. Report of meeting with Kevin McKenna MP 27.10.25
- II. To consider any comments on External Audit report and Internal Audit report.
- III. To confirm dates for Budget Working Group / HR Committee meetings.
- IV. New legislation 'Martyn's Law' members to review and note.

432.FCA/11/25 **Items to be considered for inclusion on the next Full Council agenda**

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

433.FCA/11/25 **Date of next meeting -**

To consider Thursday 4 December / Thursday 11 December – venue to be decided.

434.FCA/11/25 **Close of meeting.**