



YOU ARE SUMMONED TO ATTEND THE ANNUAL MEETING OF THE **PARISH COUNCIL ON THURSDAY 09 MAY 2024 AT 19:30PM IN UPCHURCH VILLAGE HALL**

**Members of the Public and Press are welcome to attend**

Signed: Nina Henley Date of Issue: 01 May 2024  
Clerk and Proper Officer  
2 Alfriston Grove, West Malling,  
ME194SR

Members: Cllr T Ripley, Cllr P Denny, Cllr H Boakes, Cllr A Horton, Cllr G Lewin, Cllr G Rosewell, Cllr J Bodycomb, Cllr N Sheppard, Cllr E Berntsen

#### **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**

- 190-FCA/05/24 **To elect the chair of the council for the ensuing year**  
Nominations for the post will be requested and voted upon if there is more than one candidate. The incoming chair will read out and sign the declaration acceptance of office to be received and signed by the proper officer of the council.
- 191-FCA/05/24 **To elect the vice chair of the council for the ensuing year**  
Nominations for the post will be requested and voted upon if there is more than one candidate. The successful candidate will sign the declaration of interest.
- 192-FCA/05/24 **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  
Agree any action
- 193-FCA/05/24 **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.
- 194-FCA/05/24 **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 4 April 2024.
- 195-FCA/05/24 **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.

- 196-FCA/05/24 **External Reports and Updates**  
To receive any external reports from County and Borough and Police Liaison.
- 197-FCA/05/24 **Membership of committee**  
I. To consider options for General Purpose and Planning Committee 2024/25.  
II. To approve Councillor delegated responsibilities for UPC for 2024/25.  
Current roles and responsibility:  
  - Planning Cllr G Rosewell
  - Allotments Cllr J Bodycomb
  - Paddock and Recreation Ground Cllr P Denny
  - Burial Ground Cllr H Boakes
  - Highways Cllr A Horton
  - Streetlights Cllr E Berntsen
  - Defibrillators Cllr N Sheppard
  - HR Committee Cllr T Ripley, Cllr P Denny, Cllr G Lewin, Cllr H Boakes
  - Budget Working Group Cllr T Ripley, Cllr G Lewin, Cllr A Horton, Cllr J Bodycomb
  - Banking signatories Cllr P Denny, Cllr A Horton, Cllr G Lewin, Cllr J Bodycomb
- 198-FCA/05/24 **Meeting Schedule**  
To agree meeting dates for 2024/25.
- 199-FCA/05/24 **Adoption of Policies and documents for the ensuing year.**  
I. Standing Orders  
II. Financial Regulations  
III. Data Protection Policy  
IV. Equality Policy  
V. Grant Policy  
VI. Health and Safety Policy  
VII. Model Publication Scheme  
VIII. Persistent and Vexatious Policy  
IX. Privacy Notice  
X. Risk Assessment  
XI. Complaints Policy  
XII. Training and Development Policy  
XIII. Code of Conduct
- 200-FCA/05/24 **Annual Return**  
I. To receive and note the Internal Auditors year-end report and completion of Annual Internal Audit Report 2023-24  
II. To approve Annual Governance Statement 2023/24 (Section 1)  
III. To note that the Responsible Finance Officer (Clerk) has signed (Section 2) of the Accounting Statements certifying the accounts for 2023-24.  
IV. To approve The Accounts & Accounting Statements (Section 2) 2023/4  
V. To note the period for the exercise of public rights 3 June 24 – 12 July 24.
- 201-FCA/05/24 **Insurance**  
To approve renewal with Zurich – correspondence received renewal quote.
- 202-FCA/05/24 **Correspondence**  
I. Correspondence received Swale Borough Council regarding waste collection service  
II. Correspondence received KCC Guidance and validation requirements for planning.  
III. Correspondence received Swale Borough Council Precept remittance.
- 203-FCA/05/24 **Planning – <https://pa.midkent.gov.uk/>**  
**Relevant Legislation: Town and Planning Act 1990**  
To receive urgent updates on planning matters  
I. 24/501182/FULL Bell grove std farm, Halstow Lane, Upchurch. Replacement of existing permanent mobile home with a 2 bed bungalow.

- II. 24/501700/FULL 1 New Oast Cottages, Spade Lane, Upchurch. Erection of two storey side extension and new front porch.
- III. 24/501381/SUB Land to East of Orchard House, London Road, Upchurch. Submission of details pursuant to condition 4 (50% reduction in Dwelling Emission Rate) and 20 of application 23/501613/FULL
- IV. 24/501563/SUB 6 Wallbridge Lane, Upchurch. submission of details to discharge conditions 3 (emission rates), 4 (external finishing materials), 7 (water consumption rates) and 10 (landscape details) of planning application 23/502412/FULL.
- V. Reports from Cllr Rosewell

- 204-FCA/05/24     **Upchurch Parish Council Reporting** – Agree any actions.
- I. General Purpose & Planning Committee – to receive update.
  - II. Paddock and Recreational Ground – to receive update.
  - III. Burial Ground & Churchyard – to receive update.
  - IV. Highways & Street Lighting – to receive update.
    - (a) Update on streetlight repairs – Correspondence received resident and Prime
    - (b) Correspondence received KCC re Copper Beech hedge cut back
    - (c) Update on traffic calming Oak Lane
  - V. Footpaths – to receive update.
  - VI. Environment – to receive update.
  - VII. Church clock – to receive update
  - VIII. KALC – to receive update.
    - (a) Annual subscription invoice received
  - IX. Allotments – to receive update.
  - X. Village Defibrillators – to receive update.

- 205-FCA/05/24     **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 received various allotment rent.
  - III. Cheques for approval: Litter picker
  - IV. Payments for approval

- 206-FCA/05/24     **D-Day 80 Event**  
Any updates – volunteers / advertising  
Correspondence received SBC traffic management plan / road closures

- 207-FCA/05/24     **Projects 2024/25**  
Additional repair work car park

- 208-FCA/05/24     **Items to be considered for inclusion on the next Full Council agenda**  
To receive any additions, for noting only, no discussion at this meeting.

**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

- 209-FCA/05/24     **Staffing Matters**  
Members to consider Real Living Wage increase for litter picking contractors.

- 210-FCA/05/24     **Date of next meeting**  
Thursday 13 June 2024

- 211-FCA/05/24     **Time of Meeting Close**  
To receive any additions, for noting only, no discussion at this meeting.

If you would like any further information on any item on the agenda, please contact the clerk  
Nina Henley [clerk@upchurchparishcouncil.gov.uk](mailto:clerk@upchurchparishcouncil.gov.uk)