



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE
**FULL PARISH COUNCIL ON THURSDAY 09 APRIL 2026 AT
7PM 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: 1 April 2026

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 mobile phones must be switched to silent during meetings.

Agenda

- 490.FCA/04/26 **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.
- 491.FCA/04/26 **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.
- 492.FCA/04/26 **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 5 March 2026.
- 493.FCA/04/26 **Correspondence – to note correspondence received.**
- I. Email correspondence from Citizens Advice funding request. Circulated.
 - II. Email correspondence from resident re mobile home transportation. Circulated.
 - III. Email correspondence from resident re use of Recreation Ground. Circulated.
 - IV. Email correspondence from SBC Community Governance Review. Circulated.
 - V. Email correspondence from KCC water supply issues questionnaire. Circulated.
 - VI. Email correspondence Cllr Palmer Designation of an Area of Special Control of Advertisements (ASCA)
 - VII. Email correspondence Cllr Palmer Reforms to Planning Committees
 - VIII. Email correspondence Cllr Palmer Email consultation Houses in Multiple Occupation (HMO), Supplementary Planning Document (SPD).

- 494.FCA/04/26 **Planning – <https://pa.midkent.gov.uk/>**
Relevant Legislation: Town and Planning Act 1990
 To receive updates on planning matters
- I. Update on development from Croudace Homes land north of Forge Lane. To discuss potential funds allocation.
 - II. 26/501000/SUB Land Off Otterham Quay Lane Upchurch Kent Submission of details pursuant to conditions 15 (piling risk assessment), 29 (fixed telecommunication infrastructure and High-Speed Fibre Optic), 30 (energy efficiency and thermal performance) and 35 (local equipped area for play) subject to application 21/501839/OUT (approved at appeal APP/V2255/W/22/3301685).
 - III. 26/501037/NMAMD Land Adjacent Chaffes Lane Upchurch Sittingbourne ME9 7BB Non material to application 23/502056/OUT to change plots 6 and 7 from semi-detached to detached dwellings, reduce the distance between plots 4 and 7 to 1m, increase the depth of plots 2,3,4 and 5 and add an additional parking space for plot 6..
 - IV. 26/501040/SUB Land Off Otterham Quay Lane Upchurch Kent Submission of details pursuant to condition 34 (site-wide phasing plan), subject to 21/501839/OUT.
 - V. Any reports from Cllr Rosewell.
- 495.FCA/04/26 **Upchurch Parish Council Reporting – Agree any actions**
- I. Paddock and Recreational Ground – to receive update.
 - (a) Use of Recreation Ground request - to ratify approval and allocation of car park key.
 - II. Burial Ground & Churchyard – to receive update.
 - (a) Burial Ground works - update
 - III. Highways & Street Lighting – to receive update.
 - IV. Environment – to receive update
 - (a) Rubbish accumulation Oak Lane – update
- 496.FCA/04/26 **Finance Reporting**
Relevant Legislation: Accounts and Audit Regulations 2015; Local Audit and Accountability 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.
 - IV. To confirm funding request to Citizens Advice.
- 497.FCA/04/26 **Clerks Updates**
- I. To consider adoption of following policies:
 - (a) Records Retention Policy
 - (b) Personal Data Breach Procedure
 - (c) Data Map / Information Register.
 - (d) To note Internal Audit scheduled 13.04.26
- 498.FCA/04/26 **Items to be considered for inclusion on the next Full Council agenda**
 To receive any additions, for noting only, no discussion at this meeting.
- 499.FCA/04/26 **Date of next meeting -**
 Thursday 23 April 2026 Full Council Planning Meeting
 Thursday 7 May 2026 Annual Parish Council Meeting
- 500.FCA/04/26 Close of meeting.