



**MINUTES OF UPCHURCH FULL PARISH COUNCIL HELD ON
THURSDAY 5 OCTOBER 2023 AT 19:30PM IN UPCHURCH
VILLAGE HALL**

Present: Cllr Ripley, Cllr Denny, Cllr Horton, Cllr Sheppard, Cllr Rosewell, Cllr Lewin
Officer: Clerk, Nina Henley
External Attendees: Cllr C Palmer Cllr R Palmer
Apologies: Cllr Berntsen, Cllr Bodycomb, Cllr Boakes
External Apologies: None

84-FCM/10/23 To receive apologies for absence

Cllr Berntsen (work) Cllr Bodycomb (unwell) Cllr Boakes (family)

85-FCM/10/23 To receive declarations of interests and lobbying

Cllr Sheppard declared pecuniary interest in agenda item 91.FCA/10/23 .
Cllr Lewin declared a non-pecuniary interest in agenda item 93.FCA/10/23

86-FCM/10/23 Minutes

To receive as correct and approve for signature the minutes of the Full Council Meeting held on 7 September 2023.
It was proposed subject to minor word amendment. Proposed by Cllr Rosewell, seconded by Cllr Lewin.
Unanimous.

87-FCM/10/23 Public Participation

There were 5 members of the public present.
Resident reported issues with tenants in neighbouring property. UPC advised to speak to Swale Borough Council Community Safety Partnership.
Resident from Plymouth Brethren Christian Church offered help and support to the community.

88-FCM/10/23 External Reports and Updates

Cllr R Palmer gave verbal report. Cllr Palmer reported that the Canterbury Lane planning officer had been sent details of UPC concerns and this has been highlighted to head of Planning. Cllr Palmer advised that a report from a resident leading to police intervention would be shared confidentially with councillors. Cllr Palmer reported he had received communication from resident regarding highways issue and had advised resident to speak to UPC direct.
Cllr C Palmer gave verbal report. Cllr Palmer advised that a meeting has been scheduled for 17 October at Newington Village Hall for a Q&A session with Head of Planning at SBC and an environment officer she invited any UPC Councillors to attend. Cllr Rosewell confirmed he would attend. Cllr Palmer advised the overgrown hedges in Otterham Quay Lane has been reported to KCC. Cllr Palmer reported that the NHS integrated services complaints are still on going and she has nothing new to report.
PC Chittam gave written report. Appendix 1

89-FCM/10/23 Correspondence

- I. Email correspondence from SAC KALC regarding meeting 26 September circulated. Noted
- II. Email correspondence from KCC Cllr Baldock regarding meeting 21 November 7pm Iwade Village Hall, circulated. Noted.

90-FCM/10/23 Planning

- I. 23/504130/FULL Colts Field, Poots Lane. Change of use existing agricultural building to light industrial unit with buildings works parking and landscaping.
UPC usually supports applications that provides economic benefit to the community however UPC share concerns highlighted by the Environment Officer that the application could extend the use of machinery and disturb the tranquillity of the surrounding area.
- II. 23/502412/FULL 6 Wallbridge Lane Upchurch. Demolition of existing 3 storey dwelling erection of replacement 2 storey dwelling.
UPC has no further comments to add the existing comments made.
- III. Cllr Rosewell reported residents have spoken to him regarding the ongoing issues with 116 Oak Lane and he has escalated these concerns with Ward Cllr Palmer. UPC has been advised by the Planning Officer that the issues have been raised with enforcement.

91-FCM/10/23 Upchurch Parish Council Reporting

- I. General Purpose & Planning Committee
Next meeting Wednesday 18 October 2023. Noted.
- II. Paddock and recreation ground
 - (a) Cllr Sheppard left the meeting. Full Council received recommendation from the General Purpose and Planning Committee to approve option 1 First Highways for the repairs on car park access road. Option 1 offered the most competitive quote. Proposed by Cllr Rosewell seconded by Cllr Denny – unanimous. Cllr Sheppard re-entered the meeting.
 - (b) Update on Oak Tree. Cllr Denny reported that the Oak tree is looking slightly better. Cllr Denny reported that UPC has received an offer from supplier for 50% discount on a new tree if it needs replacing. Clerk to write and confirm if this discount can be held for a year to give the tree more time to develop. It was noted that UPC should consider budgeting for a replacement tree in 24/25 budget.
- III. Burial Ground & Churchyard
 - (a) Bank works. Clerk reported that grant funding options were being reviewed for the works. Noted.
 - (b) Risk assessment. Clerk reported that the risk assessment had been updated and circulated. It was resolved to approved updates. Proposed by Cllr Horton seconded by Cllr Denny. Unanimous. It was resolved for the Clerk to attend Burial Ground inspection workshop. Proposed by Cllr Horton, seconded by Cllr Denny. By Majority. It was agreed that the Clerk will action bi-annual risk assessment of the Burial ground and to liaise with the Church.
- IV. Highways and street lighting
 - (a) Update on HIP. Cllr Horton gave full update on the Highways Improvement Plan and it was resolved to remove all completed projects. Proposed by Cllr Horton, seconded by Cllr Denny unanimous. Clerk to email KCC and arrange site visit with UPC councillors.
 - (b) Update from Cllr Horton on options for KCC including public consultation. It was resolved to add 3 options for public consultation. Clerk to action.
 1. Road narrowing at Oak Lane
 2. Horsham Lane junc with The Street.
 3. Forge Lane junc with Holywell Lane.
- V. Footpaths
 - (a) Cllr Sheppard reported the bus stop at Wallbridge Lane is still overgrown. Clerk to escalate to KCC.
- VI. Environment
 - (a) Village Clock. It was reported the clock now working.. It was reported by Cllr Horton that works needs to be arranged to have the electric motors upgraded. This can be actioned at the same time as the annual service to save an additional call out fee to the engineer. Cllr Horton proposed that this work is agreed at cost of £750 plus the service and added to the budget, seconded by Cllr Ripley . Unanimous. *PWS LABOUR*
 - (b) Cllr Denny reported that the drains are still blocked on Oak Lane. Clerk to escalate.
- VII. Allotments
 - (a) Repairs to fence – Update on work. It was reported that work is due to start November. Noted.
- VIII. Village Defibrillators

Cllr Sheppard gave update on new defib project. Cllr Sheppard proposed UPC install the new AEDs Clerk to order. Seconded by Cllr Ripley. Unanimous. Clerk to investigate grant funding and obtain members grant from KCC Ward Cllr Baldock for £350.00. Noted.

92-FCM/10/23 Finance Reporting

- I. Financial review – bank statement and reconciliation were received signed by Cllr Ripley. Noted.
- II. Payments received – £1200.00 R High and Son.
- III. Cheques for approval litter picker: £ 43.60 Noted.
- IV. Schedule of payments for approval:

Payee	Date	Method	Reference	Reason	Amount
Les Oxley	12/09/23	PAID		Bat box install	£ 50.00
Scribe	05/10/23	BACS	4655	Accounting software	£ 417.60
Keith Budden	05/10/23	BACS		Tap replacement	£ 17.92
RBL / NH	05/10/23	BACS		Poppy Wreath	£ 52.25
UVH	05/10/23	BACS	6742	Hall Hire	£ 60.00
St Johns College	05/10/23	BACS	28928	Recreation Grd Rent	£ 681.50
Defib Warehouse	05/10/23	BACS		New Pads	£ 128.80
Staff costs					

All Payments agreed proposed by Cllr Horton seconded by Cllr Lewin
Members resolved to approve the schedule of payments.

93-FCM/10/23 Remembrance Day

It was agreed for lamp post poppy working party to install poppies Sunday 29 October. Wreath has been ordered and dispatched to Cllr Lewin. Donation to Royal British Legion agreed and cheque for £67.65 approved proposed by Cllr Horton seconded by Cllr Denny unanimous.

94-FCM/10/23 D-Day Anniversary

It was reported that the Scouts have agreed, subject to risk assessment, to provide hot drinks for the event. It was suggested the clerk to contact the WI too. Noted. It was reported by the clerk that event is logged with SBC and risk assessment / road closures being actioned. Cllr Ripley asked for costs for catering to be requested and distributed. Noted.

95-FCM/10/23 Budget Working Group

It was confirmed that meeting of BWG to take place Wednesday 18 October 18.30.

96-FCM/10/23 Clerk Updates

- I. Conclusion of Audit received and published on website. Noted.
- II. Audit Date confirmed interim audit 16 October 2023 full audit 9 April 2024
- III. HR Meeting for Clerk Annual Appraisal to be arranged. Date to be confirmed Clerk to circulate options to the HR Committee.

97-FCM/10/23 Items to be considered for inclusion on the next Full Council agenda

Christmas Santa times to confirm.

98-FCM/10/23 Date of next meeting

Full Council Thursday 2 November 2023
GPC & Planning Wednesday 18 October 2023

99-FCM/10/23 Meeting closed 21.35pm



Prepared on
Tuesday 3rd
October 2023

Upchurch

Information provided by: PC 13369 Jez Chittim

Crimes of note:

- None

Anti-social behaviour and other incidents of note:

- None reported in the last month.

Items of good work:

- I am currently in the process of setting up police surgeries in primary schools whereby the focus will be on engagement with parents, children and staff at school drop off time, followed by the opportunity for parents to see me afterwards to discuss any issues they may have in their local area. This will be advertised by the school newsletter and whilst open to all parents, staff and children, I would hope it may encourage sufferers of domestic abuse to take an opportunity to engage with me whilst on the school run and fit in with our aim of education and reduction around violence against women and girls (VAWG). I have liaised with the family liaison officer at Holywell Primary School to try and have this up and running by the end of this year. Owing to the focus around VAWG, I am formulating a direct partnership with SATEDA; the domestic abuse charity for Swale to aid me with this.

Any other business

- I wish to host a police surgery for the wider members of public once a month, however I would like to tie this in with an existing event so that it encourages people to come and speak with me. If you have any events and venues, you feel this would be suitable for me to do, please can I have some suggestions.

Unfortunately I can't attend this evening's Parish Council meeting owing to it being my rest day. If you have anything for me or any questions, please feel free to make contact via email following the meeting.

Kind regards,

Jez

PC 13369 Chittim

