



MINUTES OF UPCHURCH FULL PARISH COUNCIL HELD ON THURSDAY 03 JULY 2025 AT 19:30PM IN UPCHURCH VILLAGE HALL

Present: Cllr Ripley, Cllr Horton, Cllr Rosewell
Officer: Clerk, Nina Henley
External Attendees: Cllr C Palmer, Cllr R Palmer, PC
Apologies: Cllr Denny, Cllr Berntsen, Cllr Bodycomb, Cllr Lewin, Cllr Sheppard, Cllr Boakes

382-FCM/07/25 To receive apologies for absence

Cllr Denny (unavailable) Cllr Berntsen (work commitment) Cllr Lewin (prior commitment) Cllr Sheppard (unavailable) Cllr Boakes (unavailable) Cllr Bodycomb (unavailable) Members RESOLVED to accept apologies.

383-FCM/07/25 To receive declarations of interests and lobbying

None

384-FCM/07/25 Minutes

To receive as correct and approve for signature the minutes of the Full Council Meeting held on 05 June 2025.

Members RESOLVED to approve the minutes. Proposed by Cllr Ripley, seconded by Cllr Horton. Unanimous.

385-FCM/07/25 Public Participation

There were 2 members of the public present.

386-FCM/07/25 External Reports and Updates

Verbal report received from PC Chittim– Appendix 1

387-FCM/07/25 Correspondence

- I. Email correspondence from resident request to hold bookfair at recreation ground. Noted.
- II. Email correspondence from SBC Customer Access Strategy. Noted.
- III. Email correspondence from SBC Presentation slides from LGR meeting. Noted.
- IV. Email correspondence KCC community transport grant scheme. Noted.
- V. Email correspondence resident maintenance golf club trees. Noted.
- VI. Email correspondence Community Infrastructure Grants Scheme. Noted.
- VII. Email correspondence SBC Joint Transport Board 30 June. Noted.
- VIII. Email correspondence KCC Food Voucher Scheme. Noted.

388-FCM/07/25 Planning

To receive updates on planning matters

- I. 25/502349/FULL Ransom Motors, Ground Floor Breach Lane Upchurch. Erection of lean-to front extension of Auto-Evolution.
UPC supports this application and supports local businesses.
- II. 25/502443/SUB Land off Oak Lane, Upchurch. Submission of details pursuant to condition 3- (Noise Impact Assessment) subject to 23/505148/FULL
UPC has no objections
- III. Development Croudace Homes, Forge Lane – any updates. Drone Traffic Management Survey correspondence received. Noted. No further updates.
- IV. Any reports from Cllr Rosewell. Update on 25/500361/FULL - 116 Oak Lane, Upchurch.
UPC withdraws its objection on information from the Case Officer.

389-FCM/07/25 Upchurch Parish Council Reporting

- I. Paddock and Recreational Ground – to receive update.
 - (a) Quote received from Safeplay for equipment repairs following inspection. Members RESOLVED to accept quote and process repairs.
- II. Burial Ground & Churchyard – to receive update.
- III. Highways & Street Lighting – to receive update.
 - (a) Update on streetlight maintenance. Clerk reported streetlight repaired and in working order.
 - (b) Hedge junction of Forge Lane and Holywell Lane. Reported Enquiry Number: 876425. Clerk to chase work to be actioned.
 - (c) Review of street name plates. To be completed shortly.
- IV. Footpaths – to receive update.
- V. Environment – to receive update – Planters and Cascade reported as installed. Cllr Horton reported the church clock annual service booked for 15.07.25
- VI. Allotments – to receive update.
 - (a) Update on Tenant request for maintenance. Communication received Soft Landscaping Team. Circulated. Clerk to chase for more maintenance with KCC.
- VII. Village Defibrillators – update on replacement cabinet and pads. Pads and cabinet delivered and installed.

390-FCM/07/25 Finance Reporting

- I. Financial review – bank statement and reconciliation were received signed by Cllr Rosewell. Noted
- II. Cheques for approval litter picker: £ 37.80 Noted.
- III. Schedule of payments for approval:

Payee	Date	Method	Reference	Reason	Amount
Hugo Fox	18/06/25	PAID DD	15722	Website hosting	£ 11.99
Amethyst	03/07/25	BACS	27676	Village Planters	£ 2881.44
Defib WH (NH)	03/07/25	BACS	DW168582	Cabinet and pads	£ 957.10
The Country Wy	03/07/25	BACS	MAY	Grounds Maintenance	£ 1020.00
Langcorn Electrical	03/07/25	BACS	468	Street light repair	£ 183.04
Clerk Exp	03/07/25	BACS		Postage	£ 7.95
Lynne Balcomb	03/07/25	BACS		Caretaker	£ 163.80
Staff costs					£ 1480.62
Receipts				Allotments	£ 35.00
Interest				Unity Bank	£ 54..25

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

391-FCM/07/25 Clerk Updates

- I. New savings account Unity Trust Bank. Quarterly Interest received. Noted.
- II. Quarterly Budget Report. Noted.

392-FCM/07/25 Items to be considered for inclusion on the next Full Council agenda

None.

393-FCM/07/25 Date of next meeting

No meeting in August.
Parish Council Meeting Thursday 4 September 2025

394-FCM/07/25 Meeting closed 20.10