

## The **Minutes** of the **Annual Upchurch Parish Council Meeting** held remotely via Zoom on **Thursday 6<sup>th</sup> May 2021**

**Present:** Cllr Tyrone Ripley (Chairman), Cllr John Arnold (Vice Chairman), Cllr John Bodycomb, Cllr Pam Denny, Cllr Alan Horton, Cllr Gerry Lewin and Cllr Gary Rosewell;  
and Mrs Wendy Licence (Clerk).

### **1. Apologies for absence**

Cllr Ripley welcomed everyone to the meeting.

Apologies had been received from Cllr Neil Sheppard (work); apologies accepted.

Apologies had also been received from Ward Member Richard Palmer; apologies noted.

### **2. Election of Chairman**

Cllr Horton **PROPOSED** Cllr Ripley for the Office of Chairman; **AGREED UNANIMOUSLY**.

Cllr Ripley was elected Chairman and will sign the Declaration of Acceptance of Office in the presence of the Clerk at the next physical Council meeting.

### **3. Election of Vice-Chairman**

Cllr Ripley **PROPOSED** Cllr Arnold for the Office of Vice- Chairman; **SECONDED** by Cllr Lewin: **AGREED UNANIMOUSLY**.

Cllr John Arnold was elected Vice-Chairman and will sign the Declaration of Acceptance of Office in the presence of the Clerk at the next physical Council meeting.

### **4. Election of Representatives to outside bodies**

It was **AGREED UNANIMOUSLY** that the following be elected to represent Upchurch Parish Council on outside bodies:

- a) KALC: Cllr Ripley and one other Councillors to be confirmed.
- b) Police Liaison Officer: Cllr Lewin
- c) Highways: Cllr Arnold
- d) Village Hall Committee: Cllr Lewin

### **5. Allocation of Responsibilities – For the following:**

It was **AGREED UNANIMOUSLY** that the following be elected to represent Upchurch Parish Council on outside bodies:

- a) Paddock and Recreation Ground: Cllr Denny
- b) Allotments: Cllr Ripley and Cllr Bodycomb
- c) Burial Ground and Churchyard: Cllr Denny
- d) Internal Financial Controls (Internal Auditor): Lionel Robbins

### **6. To appoint Committees, Committee Chairmen and Vice Chairmen**

a) Planning Committee: Cllr Rosewell (Chairman), Cllr Bodycomb, Cllr Denny, Cllr Lewin and Cllr Ripley.

b) HR Committee: Cllr Ripley (Chairman), Cllr Arnold and Cllr Lewin.

c) General Purposes Committee: Cllr Ripley (Chairman), Cllr Arnold, Cllr Denny, Cllr Lewin and Cllr Rosewell.

d) Finance Committee: Cllr Ripley (Chairman), Cllr Arnold, Cllr Horton and Cllr Lewin.

### **7. Confirmation of Responsible Financial Officer (RFO)**

It was **AGREED UNANIMOUSLY** that the Clerk be the Responsible Finance Officer.

## **8. The General Power of Competence**

It was **AGREED UNANIMOUSLY** that Upchurch Council, having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, adopts the General Power of Competence until the next relevant Annual Meeting of the Parish Council.

This concluded the business of the Annual Meeting of the Parish Council at 7.41pm, the evening continued with the monthly meeting of the Parish Council.

## **MAY MONTHLY MEETING**

### **9. Apologies for absence**

Cllr Ripley reported that Janet Marshall had resigned from the Parish Council, Swale Borough Council has been informed and a notice of vacancy has been posted.

Councillors noted the sterling contribution made and expressed their gratitude to her for her sterling work.

Apologies had been received from Cllr Neil Sheppard (work); apologies accepted.

Apologies had also been received from Ward Member Richard Palmer; apologies noted.

### **10. Declarations of interest**

None were declared.

### **11. Minutes of the meeting on 1<sup>st</sup> April 2021**

Cllr Arnold **PROPOSED** to accept the minutes of the meeting held on 1<sup>st</sup> April 2020 as a true record; **SECONDED** by Cllr Bodycomb: **AGREED UNANIMOUSLY**. Cllr Ripley will sign the minutes as a true record of the meeting at the next physical Council meeting.

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### **Public Time**

No members of the public were present.

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### **12. Correspondence**

- a) Cllr Ripley reported that a letter of thanks for the litter bin in Oak Lane has been received.

- b) Burial Ground fees query

Pursuant to the Public Bodies (Admission to Meetings) Act 1960, it was unanimously resolved that the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of this item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

*The meeting returned to open session.*

It was **AGREED UNANIMOUSLY** that as the parties involved had entered into an arrangement with the Council and had understood the fee schedule at that time; the fee for a non-resident stood.

### **13. Planning**

- i) To receive the minutes of the Meeting held on 14<sup>th</sup> April 2021 and receive an update on planning matters

It was **AGREED UNANIMOUSLY** to accept the minutes of the meeting held on 14<sup>th</sup> April as a true record.

Cllr Lewin asked that the Council's response to the Local Plan Review be circulated.

*ACTION: Clerk.*

SBCllr Horton reported that he had highlighted the error in the within the Local Plan document regarding the omission of the Creek at Otterham Creek, as part of his response as a Ward Councillor.

ii) Ref: 21/501839/OUT

Address: Land Off Otterham Quay Lane Upchurch Kent

Proposal: Outline application for up to 74no. dwellings with public open space, landscaping and sustainable drainage system (SuDS) and vehicular access point. (All matters reserved except for means of access).

Councillors considered the application and **AGREED UNANIMOUSLY** to object to the proposal; this site is not within the current adopted Local Plan; this area is regarded as countryside being outside of any built up environment of Upchurch; this is a loss of Agricultural land that has recently had a replanted Orchard; the development is remote from both the village of Upchurch and Rainham which will encourage use of private cars and increase pollution; with 40% affordable housing the public transport for this area is limited and will not support the residents; this and the other developments currently either underway or due to start shortly will only add to the already overloaded and over stretched highway and infrastructure in this area and again raises concerns over air quality; Swale Borough Council has in the past refused permissions in the area such as Tranquillity Otterham Quay Lane with the exception of the reuse of "brown field sites"; developer contributions cannot begin to resolve the issues of demonstrable harm caused by this development; this development pays no regards to the settlement gaps between Medway and Swale

*ACTION: Clerk to send copy of response to Medway Council*

ii) Ref: 21/501973/FULL

Address: 9 Woolbrook Close Upchurch Gillingham Kent ME8 8ST

Proposal: Single storey side/rear extension and partial conversion of existing attached garage

Councillors considered the application and noted that there were no objections on the portal. Councillors had no objections to the proposal.

iii) Ref: 21/501979/FULL

Address: Ebenezer Chapel Halstow Lane Upchurch Sittingbourne Kent ME9 7AA

Proposal: Change of use and conversion of existing workshop (Use Class B1c) to 3no. residential units, together with creation of parking area, associated external alterations including insertion of rooflights, replacement windows and reinstatement of windows to front elevation.

Councillors considered the application and noted that there was one objection on the portal. It was acknowledged that the proposal was sympathetic and an improvement to the Victorian building. It was **AGREED UNANIMOUSLY** to support the proposal.

iv. Ref: 20/505046/FULL

Location: High Hopes Poot Lane Upchurch Sittingbourne Kent

Proposal: Erection of 2no. holiday homes (Revised Plans)

Councillors considered the revised plans and the applicant's view of the Heritage Statement. The proposal supports the local economy and local services. Councillors **AGREED UNANIMOUSLY** to support the application.

v. Ref: 21/502113/FULL

Address: 5 Littlefield Road Upchurch Gillingham Kent ME8 8SE

Proposal: Proposed single storey rear extension and partial garage conversion.

Councillors considered the application and noted that there were no objections on the portal. Councillors had no objections to the proposal.

Cllr Horton reported that the Secretary of State has published his findings on the appeal of Wises Lane and found in favour of the Planning Inspector's view that the appeal is upheld and the Wises Lane development should therefore go ahead.

Cllr Horton inform Members that a judge has ruled on the Judicial Review on the Local Plan Review on the basis that Swale Borough Council has failed to consult properly as it did not carry out a Regulation 18b consultation and did not properly engage with the community before publishing the Regulation 19 consultation, Furthermore there was inadequate traffic modelling and transport modelling, the judge found that there was, in his view, a case to answer on the first one although less convinced with the second but thought it appropriate to let both go through to a Judicial Review.

Cllr Lewin said the Regulation 19, which is being challenged, did not contain options for residents to comment.

#### **14. General Purposes Committee**

It was **AGREED UNANIMOUSLY** to accept the minutes of the meeting held on 14<sup>th</sup> April as a true record.

#### **15. Allotments**

Cllr Ripley reported that four plot holders have not paid and have been chased; prospective tenants being contacted to take on vacant plots.

Cllr Bodycomb said a tenant has asked him if there can be a 5mph sign on the gate, there are children at the allotments and some cars travel too fast.

*Item for General Purposes Committee*

#### **16. Finance**

##### i) Cheques for approval and signature

<b>Chq no</b>	<b>Payee</b>	<b>Reason</b>	<b>Amount</b>
3985	Signs & Imaging	Signage delivery	<b>£18.00</b>
3986	Imperative Training Ltd	Defibrillator battery	<b>£92.40</b>
3987	Mrs W Licence	Expenses and adjustment	<b>£128.50</b>
3988	HMRC	PAYE & NI	<b>£164.58</b>
3989	Mrs W Licence	Reimbursement for Tikspac station rental (cheque 3978 cancelled as company will not accept cheques)	<b>£720.00</b>
3990	Business Stream	Allotments water 35.95 Paddock water 14.59 <b>Total</b>	<b>£50.54</b>
3991	Vincent James Landscapes	Recreation Ground 290.00 Paddock 160.00 Churchyard and Burial Ground 425.00 <b>Total</b>	<b>£875.00</b>
3992	Upchurch Village Hall	Hall hire	<b>£68.00</b>
3993	Mr T Honeyman	Litter picker	<b>£130.80</b>

3994	EDF	Street lighting electricity	<b>£499.63</b>
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Councillors agreed to the signing of the cheques.

ii) To consider internet banking

Cllr Arnold **PROPOSED** that the Council open an online bank account with Unity Trust bank:  
**SECONDED** by Cllr Ripley: **AGREED UNANIMOUSLY**.

**17. Paddock and Recreation Ground**

Cllr Denny reported that someone had caught their finger in the gate to the car park and other concerns have been raised. The draw bar is bent and needs attention. The contractor has cut back the bush.

*ACTION: Cllr Rosewell to obtain a quotation.*

Cllr Denny said there were no issues at the Recreation Ground. A tree has come down behind Bradshaw Close and needs to be dealt with as it is blocking the footpath around the back.

*ACTION: Cllr Ripley to liaise with the contractor.*

**18. Burial Ground and Churchyard**

Cllr Ripley reported that the wheelie bin area has been completed, this will help the caretaker to put the bins out and also encourage visitors to separate their rubbish.

*Burial Ground bank- ITEM FOR GPC*

**19. Highways and Street Lighting**

i. To receive an update

Cllr Arnold informed Members that nine of the old lights have been removed and the new lights have been connected by UK Power Networks; there is a slight delay in the remainder being commissioned.

ii. To consider the quotations for bollards on Chaffes Lane

Cllr Ripley said that only one quote has been received so far and KCC Highways has been approached for funding.

*ACTION 1: Clerk to contact Sarah-Jayne Ellcock, KCC Highways again, regarding funding.*

*ACTION 2: Clerk to contact contractors to ascertain if they wish to quote.*

Cllr Horton said this is on the Parish Highways Improvement Plan as well as the junction of Horsham Lane with the Street. The Council has had roundels and SLOW signs installed and refreshed. There needs to be a speed survey in Oak lane and also in Horsham lane where the green boxes are, this can be funded from the Ward members grant.

**20. Footpaths**

There was nothing to report.

**21. Environment**

Cllr Ripley said the planters will be delivered at the end of the month/ beginning of June, the cold weather has put the plants back.

*ACTION: Clerk to ascertain where the Council's baskets should be delivered to for replanting.*

**22. Reports from representatives**

i) Village Hall Representative

Cllr Lewin said the Committee has considered the fee schedule for users. The project upgrades completed during lockdown have been successful. There will be a "thank you day" on 21 August to thank residents for their support.

ii) KALC

There was nothing to report.

iii) Police Liaison Officer  
There was no report.

**23. Matters arising**

**24. Date of next meeting Thursday 24<sup>th</sup> June 2021 at 7.30pm**

There being no further business, the meeting was closed at 8.41pm

Signed as a true record of the meeting:

Chairman  
Dated this 24<sup>th</sup> day of June 2021