



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE
**FULL PARISH COUNCIL ON THURSDAY 07 MAY 2026 AT
7.30PM IN UPCHURCH VILLAGE HALL**

Members of the Public and Press are welcome to attend

Signed: Nina Henley Date of Issue: 30 April 2026
Clerk and Proper Officer
2 Alfriston Grove, West Malling,
ME194SR

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

- 507.FCA/05/26 **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.
- 508.FCA/05/26 **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.
- 509.FCA/05/26 **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.
- 510.FCA/05/26 **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.
- 511.FCA/05/26 **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 9 April 2026 and Extraordinary meeting held on 23 April 2026.

- 512.FCA/05/26 **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 and will provide an opportunity for parish electors to participate. Residents may speak for up to three minutes, and the public session is limited to 15 minutes, unless extended by the Chair.
- 513.FCA/05/26 **External Reports and Updates**
 To receive any external reports from County and Borough and Police Liaison.
- 514.FCA/05/26 **Membership of committees**
 I. To approve Councillor delegated responsibilities for UPC for 2025/26.
 Current roles and responsibility:
- Planning Cllr G Rosewell
 - Allotments Cllr J Bodycomb
 - Paddock and Recreation Ground Cllr P Denny
 - Burial Ground Cllr G Lewin Cllr P Denny
 - Highways Cllr A Horton
 - Streetlights Cllr E Berntsen
 - Defibrillators Cllr N Sheppard
 - HR Committee Cllr T Ripley, Cllr P Denny, Cllr G Lewin
 - 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
- 515.FCA/05/26 **Meeting Schedule**
 To agree meeting dates for 2025/26.
- 516.FCA/05/26 **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. Complaints Policy
 XI. Training and Development Policy
 XII. Code of Conduct
- 517.FCA/05/26 **Annual Return**
 I. To receive and note the Internal Auditors year-end report and completion of Annual Internal Audit Report 2025/26
 II. To approve Annual Governance Statement 2025/26 (Section 1)
 III. To note that the Responsible Finance Officer (Clerk) has signed (Section 2) of the Accounting Statements certifying the accounts for 2025/26
 IV. To approve The Accounts & Accounting Statements (Section 2) 2025/26
 V. To note the period for the exercise of public rights 3 June 26 – 14 July 26.
- 518.FCA/05/26 **Insurance**
 To approve renewal with Zurich – correspondence received.
- 519.FCA/05/26 **Correspondence – to note correspondence received.**
 I. Email correspondence from SBC Community Governance review consultation. Circulated.
 II. Email correspondence from SBC Areas Committee name change. Circulated.
 III. Email correspondence various from residents regarding planning application 26/500852/OUT
 IV. Email correspondence various from professional consultants regarding planning application 26/500842/OUT

- 520.FCA/05/26 **Planning – <https://pa.midkent.gov.uk/>**
Relevant Legislation: Town and Planning Act 1990
 To receive updates on planning matters
- I. 26/500852/OUT Land North of Forge Lane – to agree and approve official UPC response to the application on Swale Borough Council Planning Portal.
 - II. 22/503654/EIOUT Land to the West Of Bobbing Sittingbourne Kent ME9 8QL To ratify comments on SBC planning portal agreed under delegated authority.
Upchurch Parish Council strongly objects to this application. The Council has taken into consideration the concerns raised by local residents. The roads in and around the village are frequently gridlocked, resulting in increased pollution and heightened danger to pedestrians, horse riders, and residents. Traffic from within Swale travelling westbound already makes use of the narrow roads and lanes through Upchurch as a "rat run" to avoid congestion on the A2. These narrow rural lanes were not designed to accommodate the current volume of traffic or the increasing size of modern vehicles. This proposed development would further exacerbate these issues, increasing road safety risks, causing further damage to the highway network, and placing additional risk on the residents of Upchurch.
 - III. Any reports from Cllr Rosewell. Pre-application consultation: proposed base station upgrade at Canterbury Lane DNS, Canterbury Lane, Rainham,
- 521.FCA/05/26 **Upchurch Parish Council Reporting – Agree any actions**
- I. Paddock and Recreational Ground – to receive update.
 - (a) Tree survey St John's college
 - (b) Inspection of The Paddock BFT
 - II. Burial Ground & Churchyard – to receive update.
 - (a) Burial Ground works - update
 - (b) Request from resident for a memorial bench
 - III. Highways & Street Lighting – to receive update.
 - (a) Electricity suppliers – update
 - IV. Footpaths – to receive update.
 - V. Environment – to receive update
 - (a) Update on village floral displays June 2026
 - VI. Allotments – to receive update.
 - (a) The National Allotment Society consultation
 - VII. Village Defibrillators – to receive update
- 522.FCA/05/26 **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.
- 523.FCA/05/26 **Clerks Updates**
- I. Internal Audit – to confirm Lionel Robbins as UPC Internal Auditor and confirm audit dates of 19 October 2026 and 19 April 2027
 - II. Terms of reference to be confirmed in June meeting
- 524.FCA/05/26 **Items to be considered for inclusion on the next Full Council agenda**
 To receive any additions, for noting only, no discussion at this meeting.
- 525.FCA/05/26 **Date of next meeting -**
 Thursday 4 June 2026
- 526.FCA/05/26 Close of meeting.