

The **Minutes** of the **Parish Council Meeting** held in Upchurch Village Hall on **Thursday 7th June 2019** at 7.30pm.

Present: Cllr John Arnold (Vice Chairman), Cllr Pam Denny, Cllr Alan Horton, Cllr Gerry Lewin, Cllr Janet Marshall, Cllr Peter Masson and Cllr Gary Rosewell; and Mrs Wendy Licence (Clerk).

Also present were three members of the public.

27. Apologies for absence

In the absence of the Chairman, Cllr Arnold took the Chair.

Apologies had been received from Cllr Tyrone Ripley and Cllr Neil Sheppard; apologies accepted.

Apologies had also been received from County Councillor Mike Whiting and Ward Member Richard Palmer; apologies noted.

28. Declarations of interest

None were declared.

29. Minutes of the meeting held on Thursday 16th May 2019

Cllr Masson **PROPOSED** to accept the minutes of the meeting held on 16th May as a true record; **SECONDED** by Cllr Marshall: **AGREED UNANIMOUSLY**. Cllr Arnold duly signed the minutes as a true record of the meeting.

Public Time

The meeting was adjourned for the Public Time.

A resident asked that in recognition of the date, could the Parish Council record thanks to the men who gave so much on the D-Day landings.

Councillors agreed to record their thanks to the men who took part in the D-Day invasion and the Battle of Normandy on 6 June 1944 and who gave so much for their countries.

A resident said that he continues to be concerned at the traffic issues in the village, in particular the junction at Oak Lane and the A2; the junction at the corner of the church; and the bottleneck in Oak Lane by Wallbridge Lane.

Cllr Horton said the Parish Council is in the process of drafting a Parish Highways Improvement Plan and that these areas will be added to the document. A speed survey has been requested in Horsham Lane and roundels will be installed.

A resident said he was concerned about inconsiderate parking in the village which makes it difficult to pull out of Chaffes Lane towards the Co-op.

Cllr Horton said residents will be consulted regarding the Parish Highways Improvement Plan.

A resident said the Gabriel report says there is a new bin in the Recreation Ground but it is in the Paddock. The compost bin in the Burial Ground is quite full.

Cllr Masson said that he and Cllr Ripley will deal with the Burial Ground bins.

KCCllr Whiting was unable to attend the meeting and sent a summary of his work on behalf of the residents since his last report:

Some families were disappointed their children were not offered the secondary school of their choice, with some being allocated to the Isle of Sheppey Academy. Many have successfully

appealed with a number now being offered places at Westlands and other schools on the mainland.

The pothole blitz continues and a further £5m has been allocated for phase five which will run through to the end of the year. This is in addition to the previously allocated funds and general maintenance funding which has doubled in recent years.

Medway Council has reversed its decision to ban Kent residents from using its waste tips, and residents can now use the tips across the border in Medway but will need to show ID. Despite having three waste sites in Swale, the Borough suffers some of the worse fly tipping in Kent. KCC is working with the police, the NFU and other partners to increase enforcement activity to prevent illegal fly tipping and bring the criminals who fly tip to justice. A reminder is also going out to householders that if they pay someone to dispose of rubbish and it ends up being fly tipped then the householder is also liable to a hefty fine, so please ensure any disposal company you use is properly registered and licensed.

I have alerted Highways to residents' concerns regarding the vegetation and lining in Horsham Hill. Work has been planned and they expect to start shortly.

My member grant funding pot has been refilled and I would welcome grant requests from any local organisations in the village.

SBCllr Palmer was unable to attend the meeting and sent the following report:
I attended Holywell School re Air Quality with Alan Horton

There have been issues of Quad Bikes

Raising an issue, following lack of appropriate care on discharge. This is being raised with Swale CCG re cross border patients - ie Swale / Medway

The meeting was reconvened.

30. Correspondence

It was **AGREED UNANIMOUSLY** to give Swale Citizens Advice Bureau a grant of £65 (cheque no 3798) and this will be reviewed in the next budget.

31. Planning

Cllr Masson **PROPOSED** to accept the minutes of the Planning Committee Meetings held on 16th and 22nd May as a true record; **SECONDED** by Cllr Marshall: **AGREED UNANIMOUSLY**. Cllr Rosewell duly signed the minutes as a true record of the meetings.

Cllr Rosewell reported that as a result of informing Hartlip Parish Council about the application for Antolin Interiors and being given their comments, Upchurch Parish Council's response was amended to request no more exterior lighting.

Cllr Denny said there has been drilling in the land off Jubilee Fields and also a JCB at work, residents have asked for information.

Cllr Lewin said that a landowner does not always need planning permission to do this.

ACTION: Cllr Rosewell to contact the Planning Officer.

32. General Purposes Committee

Cllr Rosewell **PROPOSED** to accept the minutes of the Planning Committee Meetings held on 22nd May as a true record; **SECONDED** by Cllr Denny: **AGREED UNANIMOUSLY**. Cllr Arnold duly signed the minutes as a true record of the meetings.

Cllr Denny informed Councillors that she has the yellow paint and will paint the steps to the Burial Ground. The bush has been cut back at the Recreation Ground and the weeds by the fence near the Scout Hut have been cut back and treated with weedkiller.

33. Allotments

Cllr Masson reported that all is well at the allotments and there is only one half plot vacant.

34. Paddock and Recreation Ground

i. To receive an update

Cllr Denny reported that everything has been cut back. The new Rainbow leader has contacted Cllr Denny about flints by the entrance to the Scout Hut and that that a girl had fallen over and hurt herself.

ACTION: Cllr Rosewell to investigate.

Cllr Denny said the area by the fence in Bradshaw Close is very overgrown under the trees. The contractor is responsible for the peripheral areas.

ACTION: Cllr Denny to contact contractor.

ii. To consider quotations to repair the fence

Cllr Arnold reported that only two quotes have been received so far.

Cllr Horton said a third quote needs to be obtained.

ACTION: Item for GPC to make recommendation to Full Council.

35. Burial Ground and Churchyard

Cllr Marshall reported that the letter regarding regulation contravention is being revised and will be ready to be sent soon.

Cllr Marshall said the former rose beds are full of weeds and the grass seed is not growing, one of the rose bushes has died. If the weeds were removed it would give the grass chance to grow, should the Council consider using a gardener?

Cllr Arnold said the area could be turfed.

ACTION: Clerk to contact the contractor for advice and to obtain quotations for turf.

36. Church Clock

Cllr Horton reported that the clock is keeping good time and that it will have an annual service in September.

37. VE Day 75th Anniversary 8th May 2020

Cllr Horton said this will be a national recognition of the seventy-fifth anniversary of Victory in Europe and will be the same format as the Battle's Over commemorations. It will be held over the weekend of the 8th May 2020 and will be a combination of commemoration and celebration. There could be a "street" party at the Recreation Ground and the beacon could be lit. The Parish Council had a budget of £2,000 for the Peace Party celebrations in 2019 but it has been decided not to hold this event.

Cllr Horton **PROPOSED** that the Peace Party budget be transferred to the VE Day 75th Anniversary celebrations; **SECONDED** by Cllr Marshall: **AGREED UNANIMOUSLY**.

It was **AGREED UNANIMOUSLY** to have a working party consisting of Cllr Ripley (Chairman), Cllr Horton, Cllr Rosewell and Cllr Sheppard.

38. Highways and Street Lighting

Cllr Arnold reported to Members that of the two tenders received, two have met the requirements. The contractors will be invited for interview with a panel of three Councillors who will put forward a recommendation to Full Council.

It was **AGREED UNANIMOUSLY** that the panel will consist of Cllr Ripley, Cllr Sheppard and Cllr Arnold, with Cllr Lewin as a reserve member.

39. Footpaths

Cllr Masson had nothing to report.

Cllr Marshall said she was informed that the bridge on the Saxon Shore Way would be repaired in two weeks.

40. Finance**i. Cheques for approval and signature**

Chq no	Payee	Reason	Amount
3788	Kent County Council <i>Paid out of meeting</i>	Traffic survey	£224.00
3789	Mr C Hansford	Village Caretaker	£94.42
3790	Upchurch Village Hall	Hall hire (April cheque re-issued) and May	£133.00
3791	Mrs W Licence	Expenses May	£39.93
3792	Vincent James Landscapes	Grounds maintenance	£590.00
3793	HMRC	PAYE	£129.00
3794	Mr K Budden	Allotment expenses	£21.00
3795	Mr L Robbins	Internal Audit fee	£100.00
3796	CPRE	Subscription	£36.00
3797	Mr A Smith	Installation of litter bin	£75.00
3787	Swale CAB	Grant	£65.00

Councillors **AGREED UNANIMOUSLY** to the signing of the cheques.

ii. Annual Governance Statement

Councillors agreed the Annual Governance Statement which was duly signed by Cllr Arnold and the Clerk.

iii. Annual Return for Year End 31 March 2019

The Accounting Statement was approved by Councillors and it was duly signed by Cllr Arnold and the Clerk.

iv. To consider quotation for renovation of Great War memorial plaque and for a Centenary memorial plaque

Cllr Horton informed Members that only one stone mason was prepared to quote for the work and that he is a local person in Sittingbourne. The original plaque is white marble with the letters engraved and infilled with lead. The second plaque will be a commemoration of the centenary of the Great War and will be on the left hand side of the church door. It will be the same size as the original plaque and will be made of Portland stone as the Church of England no longer permits marble memorials. The Parish Council will need to apply for a Faculty.

Cllr Horton **PROPOSED** to accept the quotation from Set in Stone to clean and replace the missing letters on the original plaque for £70 and a new memorial at a cost of £544.80; **SECONDED** by Cllr Masson; **AGREED UNANIMOUSLY**.

Cllr Lewin said the new plaque will be a memorial to the enduring power of remembrance.

ACTION: Clerk to apply for a Faculty.

ACTION 2: Clerk to apply for a grant.

Cllr Arnold thanked Cllr Horton for his sterling work.

v. To consider quotations for notice board in Four Gun Field

Cllr Arnold informed Councillors that four companies have been contacted but no quotes have been received yet.

Cllr Rosewell said the best site would be near the new play area, the landowner's permission will need to be obtained.

Cllr Horton said there is an outstanding issue with the foot path to the play area in Four Gun Field and also the ramp by Kent Terrace has not been installed.

Cllr Arnold said that when the noticeboard by the Co-op was removed in error, it had not been replaced straight and the paintwork had been damaged.

ACTION: Clerk to contact the contractor.

41. Defibrillator

There was no report.

42. Reports from representatives

i. KALC

Cllr Masson said there had been no meetings.

ii. Police Liaison Officer

Cllr Marshall said PCSO John Cork was unable to attend the meeting due to his shift pattern and had sent the following report:

Burglary- Co-op pop-up shop had been broken into, CCTV footage has been collected from the Post Office and is still being investigated .

Youths with Catapults shooting birds, the youths are believed to come from the site in Holywell Lane.

Youths riding off-road bikes in the Orchard behind Forge Lane .Patrols attended and bikes had gone.

Driver of vehicle blocking a drive of a property in Church Farm has been spoken to and warned about their parking.

Cllr Marshall said she had met with PCSO Cork and he has suggested contacting Swale Parking Enforcement regarding the issue with inconsiderate parking near the school.

The Clerk said she has already contacted Swale Parking Enforcement who are attending on an ad hoc basis to monitor the area.

ACTION: Clerk to contact SBCllr Richard Palmer regarding the issue.

Cllr Horton said he had attended a meeting at Holywell School and heard the children's presentation to MPs at the Houses of Parliament.

ACTION: Inform PCSO Cork of the Council's meeting dates.

43. Matters arising

Cllr Horton said the planter has not been delivered.

ACTION: Clerk to follow up.

Cllr Lewin said he had liaised with Cllr Sheppard regarding the location of the roundels and the site has been marked with temporary paint.

Cllr Denny asked for the progress on signs for the verge in Chaffes Lane.
The Clerk said she had spoken to Swale Borough Council who are unable to help as it is not their land, Kent County Council has been approached and are looking into the matter.

Cllr Denny informed Members that the leak from the fire hydrant in Oak Lane was repaired today.

Cllr Rosewell said he had reported the incident of the child falling near the Scout Hut to the Group Scout Leader and the Group Guide Leader earlier in the meeting and both were unaware of the incident and there is nothing reported in the accident book.

The Village Caretaker reported that there is a pot hole near Holywell School.
ACTION: Cllr Arnold to report to KCC Highways.

Cllr Denny said one of the car park key holders is moving. The facility for the property needs to be reviewed.
ACTION: Clerk to request return of the key.

Cllr Denny said she had received a complaint about overgrown vegetation from a property in Chaffes Lane.
ACTION: Cllr Arnold to report.

Cllr Horton asked whether there will be a Full Council meeting in August.
It was agreed to cancel the scheduled meeting.

Cllr Denny asked about the cover for the Village Caretaker when on holiday.
The Clerk said the contractor has been taken ill and is unable to do this now.
ACTION: Advertise on Upchurch Matters.

44. Staffing Matters

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

Councillors **AGREED** to adopt the National Salary Award 2019-20 with effect from 1st April 2019.

Councillors **AGREED** to receive papers by email and for Councillors to post the agendas on the notice boards.

45. Date of next meeting Thursday 4th July 2019 at 7.30pm in Upchurch Village Hall

There being no further business, the meeting was closed at 8.50pm.

Signed as a true record of the meeting

Chairman

Dated this 4th day of July 2019

Upchurch Parish Council

