

The **Minutes** of the meeting of **Upchurch Parish Council** held in Upchurch Village Hall on **3rd February 2022**

Present: Cllr Tyrone Ripley (Chairman), Cllr Ernie Berntsen, Cllr Helen Boakes, Cllr John Bodycomb, Cllr Pam Denny, Cllr Alan Horton, Cllr Gerry Lewin, Cllr Gary Rosewell and Cllr Neil Sheppard; and Mrs Wendy Licence (Clerk).

Also present were Ward Member Richard Palmer and seventeen members of the public.

Cllr Ripley welcomed everyone to the meeting.

135. Apologies for absence

All Members were present.

136. Declarations of interest

None were declared

137. Minutes of the meeting on 6th January 2022

Item 121 was amended to 121 Allotments was amended to 122.

Cllr Lewin **PROPOSED** to accept the minutes of the meeting held on 6th January 2022, as a true record; **SECONDED** by Cllr Horton: **AGREED UNANIMOUSLY**. Cllr Ripley duly signed the minutes as a true record.

Public Time

The meeting was adjourned for the Public Time

SBCllr Palmer informed Members that Swale Borough Council has grant funding available for events over the Jubilee weekend. There have been issues with water affecting residents in Newington and Hartlip, Southern Water is involved.

Cllr Ripley said Breach Lane had also been affected,

Cllr Ripley thanked Cllr Palmer for attending and for his report.

1- A resident gave an update on the Upchurch Knitters project to install a Tommy silhouette in the church yard. A metal Tommy would cost approximately £600 but it could not be put in the church yard. A wooden one could be made by a local carpenter and painted black and could be installed in the church yard as it would be portable. The knitters are not a proper group and do not have a bank account, how can they obtain a grant?

Cllr Horton said the church can work around this and submit an application.

#2- A resident expressed concern about the planning application at Burntwick, can this be taken further?

Cllr Rosewell said Upchurch Parish Council Planning Committee was aware of comments on the Planning Portal and has submitted comments. There has been an email with a quote purporting to be from the Parish Council, this is untrue as it did not come from the Parish Council. Councillors considered the application and looked at the objections and also the comments in support. If it is something which would have demonstrable harm, the Parish Council can comment; technical issues like the right to light and overlooking would be dealt with by the Swale Borough Council Planning Officer.

Cllr Ripley said the matter is not on the agenda and cannot be discussed by Councillors. The application was on the last Planning Committee meeting and residents could have attended.
#2- If residents were not aware, is it enough for the Parish Council to bring the matter back? Can the Parish Council, as our representatives, review this another time? I received something through my door stating the application was being discussed tonight.

#3- I have put a comment on the Planning Portal, I also received a note stating the matter was being considered tonight.

#4- I received a note last night stating we must attend tonight; this was the first I had heard of it.

SBCllr Palmer said there is an option for comments to be submitted on the Planning Portal even after the closing date, the comments need to be material considerations. SBCllr Horton and I have represented residents at the Swale Borough Council Planning Committee. SBCllr Horton said it is important to lodge comments on the Planning Portal. Ward Members can help residents with this if necessary.

#5- This is a quiet village; this proposal would affect residents.

#6- This will impact on the lives of neighbours.

#7- Letters delivered to The Poles stated we had to come tonight; we thought this is where we should come to raise our concerns.

#8- This development will affect the whole village. It will impact on neighbouring houses. There will be increased traffic coming out from the Village Hall which is used by children from the Nursery and the Breakfast Club. Vehicle will be coming out from behind a fence, this will be dangerous. Burntwick's garden is appropriate for the size of the house.

#9- Bungalows would be more suitable, not two-storey houses with gabled ends.

#10- The windows of the proposed building will look straight into my bedroom.
SBCllr Horton said lack of light and overlooking are material considerations.

#11- The person in agreement with the proposal does not live in the area.
Cllr Rosewell said the comment was that he would rather see infill than building on greenfield sites; that is his opinion.

#12- The Poles is two to three metres below the proposed houses which will look straight into my back bedroom.

#13- We will have no privacy in our back garden as we will be overlooked by the houses.

#14- What is the timetable for the installation of the bollards in Chaffes Lane?
Cllr Horton reported that KCC Highways had agreed to undertake the work; there has been a change of staff and also there is no money left in the budget for the end of this financial year.

#15- I live in The Street, there is a lot of traffic in particular there are a lot of HGVs which are fully laden and speeding, can speed humps be installed? The lorries drive so close that they have knocked Sky dishes off houses.
Cllr Horton said speed humps are not an ideal solution as the HGVs will shake nearby houses as they go over the bumps.

#16- Can there be speed restrictions?

Cllr Horton said this can be added to the Parish Highways Improvement Plan.

The meeting was reconvened

Ref: 21/506474/FULL

Address: Burntwick The Street Upchurch Sittingbourne Kent ME9 7EU

Proposal: Erection of 2no. four bedroom detached dwellings and 2no. detached garages, with associated front canopy, fencing, gates, access and parking.

Cllr Rosewell **PROPOSED** that the application be added to the next Planning Committee agenda for 16 February: **AGREED UNANIMOUSLY**.

138. Correspondence

Cllr Horton **PROPOSED** that Upchurch Horticultural Society be permitted to hold annual plant sale in the Paddock on Saturday 30th April 2022; **SECONDED** by Cllr Denny: **AGREED UNANIMOUSLY**.

There has been a request to purchase a memorial bench to replace the one in the Burial Ground.

Cllr Ripley said there has been a request to purchase a memorial bench to replace the dilapidated bench which the family does not want to replace.

It was **AGREED UNANIMOUSLY** to permit the purchase of a memorial bench for the Burial Ground.

139. Planning

Cllr Ripley **PROPOSED** to accept the minutes of the Meeting held on 19th January 2022 as a true record; **SECONDED** by Cllr Bodycomb: **AGREED UNANIMOUSLY**. The minutes were duly signed by Cllr Rosewell.

Cllr Rosewell said the application for Burntwick will be on the next agenda for the Planning Committee.

Ref: 21/503638/FULL

Address: Ridgedale Riding School Halstow Lane Upchurch Sittingbourne Kent ME9 7AB

Proposal: Erection of a detached day room for associated ancillary use to previously approved mobile homes.

Cllr Rosewell reported that amended details have been lodged in respect of the application.

140. General Purposes Committee

i. To receive the minutes of the Meeting held on 19th January 2022 and receive an update

Item 158.iii was amended to read: *Cllr Lewin said the decision of the Queenborough Fishery Trust was to give further funds if the balance was not there.*

It was **AGREED UNANIMOUSLY** to accept the amended minutes of the Meeting held on 19th January 2022 as a true record. The minutes were duly signed by Cllr Ripley.

ii. To consider recommendation for tree survey

It was **AGREED UNANIMOUSLY** to accept the recommendation from the General Purposes Committee to accept the quotation from P Wilson for £950

iii. To consider recommendation for mail boxes and IT support

Cllr Lewin **PROPOSED** to accept the recommendation from the General Purposes Committee to accept the quotation from ADM for £1186.80 for mail boxes and IT support; **SECONDED** by Cllr Berntsen: **AGREED UNANIMOUSLY**.

141. Allotments

i. To receive an update

Cllr Bodycomb reported there were no issues.

ii. To consider recommendation for allotment rent

Cllr Bodycomb **PROPOSED** to accept the recommendation for allotment rents from the General Purposes Committee being rent for newer tenancies at £68 for a resident and £80 for a non-resident; and for those on the old rate at £35 for residents and £48 for non-residents: **AGREED UNANIMOUSLY**.

142. Finance

Payee	Reason	Amount
Mr T Honeyman	Litter picker- December	£133.65
Safeplay PS Ltd	Safety inspection	£166.80
Mr D Kew <i>Chq no 3000014</i>	Wheelie bins and waste bags	£28.96
Business Stream	Allotment water (standing charge)	£13.74
Business Stream	Paddock water (standing charge)	£10.10
EDF	Footway lighting electricity- December	£941.61
Staff	Salary	£600.34
HMRC	PAYE & NI	£164.58
Mrs W Licence	Expenses	£21.41
Mrs W Licence	Reimbursement – defibrillator/ cabinet for surgery	£1,612.80
Mrs W Licence	2 Brown bins	£80.00
Mr T Honeyman	Litter picker- January	£118.72
Upchurch Village Hall	Hall hire- January	£56.00
EDF	Footway lighting electricity- January	£1,045.40

It was **AGREED UNANIMOUSLY** to make the payments.

143. Paddock and Recreation Ground

i. To receive an update

Cllr Denny reported to Members that she had met with June Felix from Koolplay to discuss options for a low maintenance trim trail and multi-use games area (MUGA). Figures are needed to apply for funding. There is a meeting with another contractor at the end of the month.

Cllr Ripley said GPC had discussed a MUGA and this was well-received, permission would be needed from St John's College.

Cllr Horton said it would be good to consult with the village which would help with a funding application.

Cllr Sheppard said the MUGA should have a football goal as well as a basket ball hoop .

ACTION 1: Clerk to submit grant application for The Paddock.

ACTION 2: Clerk to seek permission for a MUGA at the Recreation Ground.

Cllr Berntsen said the cost to lift, clean and relay matting under the multi-play unit was high.

Cllr Denny said the safety inspection said it was a low risk.

ITEM FOR GPC TO ASSESS RISK

ii. Woodland Trail- to consider quotation and receive an update

Cllr Ripley said the Council has received a grant of £2349.70 from Queenborough Fishery Trust. An application for the balance has been made to the Swale Western Area Committee

144. Burial Ground and Churchyard

Cllr Ripley informed Councillors that the cost of emptying the compost bins has increased to £80 per time. Two garden waste bins have been ordered from Swale at a cost of £80 per annum. Mr Kew has kindly agreed to put them out for collection.

Cllr Boakes said that there will be a handover from Cllr Denny of the responsibility of the Burial Ground and Churchyard this week.

145. Highways and Street Lighting

Cllr Berntsen said he is looking at the EDF invoices to try to get a refund of charges. The light at the bottom of Horsham Hill is working intermittently.

ACTION: Cllr Berntsen to ascertain if a Practical Completion Certificate has been issued.

Cllr Berntsen said the maintenance contract for the street lighting is still being negotiated.

Cllr Horton said a light will be installed near 116 Oak Lane for the traffic calming and consideration is being given as to where it will draw the power from.

146. Footpaths

There was nothing to report.

147. Environment

i. To receive an update

Cllr Ripley informed Members that the Tikspac bags have been received. Swale Borough Council has swept the area by the bus shelter.

Cllr Ripley thanked Cllr Sheppard for taking the village sign down. The sign has gone to be refurbished and a photo will be taken for use by village groups.

Cllr Horton reported that the church clock is four minutes fast as it has lost the radio signal, this will be rectified shortly.

Cllr Ripley said the relocation of the notice board is ongoing.

ii. To consider quotations for planters

Cllr Ripley said the floral displays are always well received by residents.

Cllr Horton **PROPOSED** to accept the quotation from Amethyst Horticulture for £1,642.00 for the hire of a cascade planter, replanting 8 barrier baskets and maintenance; **SECONDED** by Cllr Lewin: **AGREED UNANIMOUSLY**.

148. Defibrillator

Cllr Ripley informed Members that the defibrillator for the surgery has been received and has been mounted by Mr Arnold.

Cllr Sheppard **PROPOSED** to accept the quotation from Oakleaf Electrical for £383.00: **SECONDED** by Cllr Denny: **AGREED UNANIMOUSLY**.

Cllr Sheppard reported that the defibrillator at Beckenham Park has been flashing red; the defibrillator has been reset. Lights have been installed and need to be adjusted. There needs to be a sign.

ACTION: Cllr Sheppard to contact Beckenham Park.

149. The Queen's Platinum Jubilee Celebrations 2022

Cllr Ripley informed Councillors that the Council has secured a bugler, ice cream van and bar for the beacon lighting ceremony. The ice cream van will give 20% of taking to the Council.

ACTION 1: Clerk to contact further vendors for the beacon lighting ceremony.

ACTION 2: Clerk to ask The Crown if they wish to have a bar on the Sunday.

Cllr Horton said the Council has agreed to make the Recreation Ground available to residents who cannot have a street party, it would be good to open it up to everyone.

Cllr Ripley informed Members that Swale Borough Council has a grant fund for Jubilee celebrations.

ACTION: Clerk to apply for £500 for village celebrations at the beacon lighting.

150. Reports from representatives

i) Village Hall Representative

Cllr Lewin said there was nothing to report, the Management Committee meets next week.

ii) KALC

Cllr Ripley said newsletters and communications are circulated.

iii) Police Liaison Officer

PCSO Lorraine Holmes was unable to attend and sent the following report:

Crimes of note (05/01/22 – 02/02/22):

- *No Burglary offences reported*
- *No Vehicle Crime offences reported*
- *No Criminal Damage offences reported*
- *No Fraud offences reported*

Anti-social behaviour and other incidents of note:

- *17/01/22: Possible drug dealing outside the CO-OP involving a dark blue Ford Transit van. From review of the CO-OP CCTV, I now have a vehicle registration and have submitted an intelligence report to our Intelligence Department.*

Other items of note:

- *I will be holding a drop-in surgery at Snaffles Equestrian shop on Friday 25th February between 2 & 3pm.*
- *Following the launch of My Community Voice I have signed up all the local Parish Council clerks so please look out for emails relating to the local area and ward. We will be updating the Police Parish newsletter to incorporate the My Community Voice format.*

Updates of previous reported issues:

- *Nothing to report*

151. Matters arising

Cllr Ripley informed Members that there will be no Gabriel for February due to technical issues

152. Date of next meeting- Thursday 3rd March 2022 at 7.30pm at Upchurch Village Hall

Pursuant to the Public Bodies (Admission to Meetings) Act 1960, Councillors resolved that the public and representatives of the press and broadcast media were 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.

Upchurch Awards

There being no further business, the meeting closed at 9.30pm

Signed as a true record of the meeting:

Chairman

Date: 3rd March 2022