



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE  
**FULL PARISH COUNCIL ON THURSDAY 2 OCTOBER 2025**  
AT 19:30PM IN UPCHURCH VILLAGE HALL

**Members of the Public and Press are welcome to attend**

Signed: Nina Henley Date of Issue: 26 Sept 2025  
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

#### **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](mailto: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 the use of mobile phones (other than silent) is prohibited at all Parish Council meetings.

#### **Agenda**

- 408.FCA/10/25 **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.
- 409.FCA/10/25 **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.
- 410.FCA/10/25 **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 4 Sept 2025.
- 411.FCA/10/25 **Councillor Vacancy**  
Review applicants and agree process going forward with co-option.
- 412.FCA/10/25 **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 at meetings and will therefore provide an opportunity to parish registered electors,

to participate in meetings. Residents are permitted 3 minutes to speak, and the public session is restricted to 15 minutes, unless extended by the Chair.

- 413.FCA/10/25 **External Reports and Updates**  
To receive any external reports from County and Borough and Police Liaison.
- 414.FCA/10/25 **Correspondence for noting.**  
I. Email correspondence from SBC LGR Engagement Letter. Circulated.  
II. Email correspondence from PC Chittim – new Ward Officer. Circulated.  
III. Email correspondence from SBC LGR Workshop 4 November. Circulated.
- 415.FCA/10/25 **Planning – <https://pa.midkent.gov.uk/>**  
**Relevant Legislation: Town and Planning Act 1990**  
To receive updates on planning matters  
I. 25/503371/FULL 15 Horsham Lane Upchurch Kent ME9 7AN Creation of first floor including alterations to roof and insertion of front dormers. Erection of front extension to existing garage. Install new obscured glass window to side. Changes to fenestration.  
II. 25/503427/FULL Sedgemoor House Stables Holywell Lane Upchurch Kent ME9 7HN Retrospective change of use of former menage area (sand school) for operation of scaffolding yard.  
III. 25/503485/FULL 34 Oak Lane Upchurch Kent ME9 7AU Erection of first floor extension over existing porch.  
IV. 25/503523/FULL 101 Oak Lane Upchurch Kent ME9 7AY Demolition of existing store and erection of a single storey rear extension including 1no. rooflight (retrospective).  
V. Development Croudace Homes, Forge Lane – any updates.  
VI. Any reports from Cllr Rosewell.
- 416.FCA/10/25 **Upchurch Parish Council Reporting – Agree any actions**  
I. Paddock and Recreational Ground – to receive update.  
II. Burial Ground & Churchyard – to receive update.  
(a) Maintenance to tree / hedges in Burial Ground / Village Hall car park – quote received.  
III. Highways & Street Lighting – to receive update.  
(a) Update on streetlight maintenance.  
(b) Update on hedge maintenance.  
(c) Review of street name plates.  
IV. Footpaths – to receive update.  
V. Environment – to receive update  
(a) Additional floral displays  
VI. Allotments – to receive update.  
(a) Request for maintenance – quote received.  
VII. Remembrance Day – to receive update  
VIII. Village Defibrillators – to receive update
- 417.FCA/10/25 **Finance Reporting**  
**Relevant Legislation: Acts and Audit Reg 2015, Lcl Audit and Ac'bility 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.
- 418.FCA/10/25 **Clerk updates**  
I. Conclusion of Audit and External Auditor certificate on the website.  
II. To confirm dates for Budget Working Group / HR Committee meetings.  
III. Internal Audit dates confirmed 13.10.25 / 13.04.26 for noting.
- 419.FCA/10/25 **Items to be considered for inclusion on the next Full Council agenda**  
To receive any additions, for noting only, no discussion at this meeting.
- 420.FCA/10/25 **Date of next meeting -**  
Thursday 6 November 2025 – Upchurch Village Hall
- 421.FCA/10/25 Close of meeting.