



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE
FULL PARISH COUNCIL ON THURSDAY 07 NOVEMBER 2024
AT 19:30PM IN UPCHURCH VILLAGE HALL

Members of the Public and Press are welcome to attend

Signed: Nina Henley
Clerk and Proper Officer
2 Alfriston Grove, West Malling,
ME194SR

Date of Issue: 1 Nov 2024

Members: Cllr T Ripley (Chair), Cllr P Denny (V Chair), Cllr E Berntsen, Cllr H Boakes,
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

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

- 266.FCA/11/24 **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.
- 267.FCA/11/24 **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.
- 268.FCA/11/24 **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 03 Oct 2024.
- 269.FCA/11/24 **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.

- 270.FCA/11/24 **External Reports and Updates**
To receive any external reports from County and Borough and Police Liaison.
- 271.FCA/11/24 **Correspondence for noting.**
I. Email correspondence from SBC Local council Forum Meeting. Circulated.
II. Email correspondence from Swale Borough Council – review of polling districts. Circulated.
III. Email correspondence from KCC Rail Summit. Circulated.
IV. Email correspondence from KCC Minerals and Waste Local Plan. Circulated.
V. Email correspondence from resident re parking in the bus stop. Circulated.
VI. Email correspondence from Cllr Palmer offering grant support for parish initiatives to support loneliness and isolation within the community.
VII. Copy of email from resident sent to SBC planning breach Poot Lane. Circulated.
- 272.FCA/11/24 **Planning – <https://pa.midkent.gov.uk/>**
Relevant Legislation: Town and Planning Act 1990
To receive updates on planning matters
I. 24/504336/FULL Yew Tree Cottage Poot Lane Upchurch Kent ME9 7HJ Conversion of garage to form elderly persons annexe with extension to rear and replacement of log store with side extension.
II. 24/504410/OUT Land East of Holywell Primary School, Forge Lane, Upchurch. ME9 7AD Outline application (access and layout sought) for the erection of 16 dwellings with associated parking and gardens and formulation of additional dual purpose fenced parking / drop off area for Holywell Primary School with creation of new access and egress points onto Forge Lane.
III. Any reports from Cllr Rosewell.
- 273.FCA/11/24 **Upchurch Parish Council Reporting – Agree any actions**
I. Paddock and Recreational Ground – to receive update.
 (a) Update on project for new play equipment in The Paddock.
 (b) Update on play area new signs.
 (c) Recreation groundwork on entrance barriers.
 (d) Update on options for goal posts.
 (e) Update on new tree.
II. Burial Ground & Churchyard – to receive update.
 (a) Request for interment of ashes non resident.
III. Highways & Street Lighting – to receive update.
 (a) Update on traffic calming Oak Lane.
IV. Footpaths – to receive update.
V. Environment – to receive update.
 (a) Hedge trimming update.
VI. Allotments – to receive update.
VII. Village Defibrillators – any updates.
VIII. Community Events
 (a) VE Day May 2025
 (b) Remembrance Day
 (c) Supporting community initiatives to combat loneliness and isolation.
 (d) Christmas – village Christmas tree.
- 274.FCA/11/24 **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.
- 275.FCA/11/24 **Budget 2025/26**
Budget Working Group meeting Monday 11 November – Members to advise any budgetary requirements for 2025/26
- 276.FCA/11/24 **Clerks updates**
I. Audit – Internal Audit – Interim 6 month audit report from Clerk Mon 7 October
II. Audit - External Audit - Members to review comments from Mazars Minor Scope for Improvement.
III. Staff appraisal confirmed 11 November 2024.

- 277.FCA/11/24 **Items to be considered for inclusion on the next Full Council agenda**
To receive any additions, for noting only, no discussion at this meeting.
- 278.FCA/11/24 **Date of next meeting -** Thursday 5 December 2024
Confirm date for January meeting.
- 279.FCA/11/24 **Close of Meeting**