



**MINUTES OF UPCHURCH ANNUAL MEETING OF THE PARISH COUNCIL HELD ON THURSDAY 11 MAY 2023 AT 19:30PM IN UPCHURCH VILLAGE HALL**

**Present:** Cllr T Ripley, Cllr G Rosewell, Cllr A Horton, Cllr H Boakes  
Cllr Lewin

**Officer:** Clerk, Nina Henley

**External Attendees:** Cllr R Palmer, Cllr C Palmer

**Apologies:** Cllr P Denny

**External Apologies:** Cllr Baldock

**19-FCM/05/23 To elect a chair**

It was proposed by Cllr Boakes to elect Cllr Horton to chair the meeting. Seconded by Cllr Rosewell. Agreed unanimously.  
Cllr Horton proposed an amendment to the agenda to move agenda item 24-FCA/05/23 to item 20-FCA/05/23 seconded by Cllr Boakes. Agreed unanimously.

**20-FCM/05/23 Public Participation**

Cllr Horton announced that UPC has 4 vacant seats on the Council and asked the public present if there were any interested parties wishing to be considered for co-option. There were 4 applicants.  
Cllr R Palmer reported that there were issues with getting GP appointments locally.  
Cllr R Palmer also said he had residents contact him regarding a planning application not on the agenda. The clerk reported this planning application would be on the next agenda (Thursday 1 June 2023).  
Cllr C Palmer introduced herself as the newly elected ward councillor.  
Member of the Plymouth Brethren Christian Church offered help and support to the community.  
Member of public questioned the static caravan in Wallbridge Lane Cllr Rosewell reported that the Enforcement Officer was aware and was subject to anyone living in the caravan.  
Cllrs R and C Palmer left the meeting.

**21-FCM/05/23 Co-Option of vacancies**

Cllr Horton proposed an amendment to the agenda to move agenda item 25-FCA/05/23 to 21-FCA/05/02 Seconded by Cllr Rosewell. Agreed unanimously.  
There were 4 applicants for the vacancies.  
It was resolved to accept these 4 applicants onto Upchurch Parish Council proposed by Cllr Horton, seconded by Cllr Rosewell agreed unanimously.  
Tyrone Ripley, Neil Sheppard, Ernie Bernstein and John Bodycomb were duly co-opted.

**22-FCM/05/23 To elect a Chair / Vice Chair for the ensuing year.**

Cllr Horton proposed Cllr Ripley as Chair of UPC for the ensuing year. Seconded by Cllr Lewin. Agreed unanimously.  
Cllr Boakes proposed Cllr Denny as Vice Chair of UPC for the ensuing year. Seconded by Cllr Rosewell. Agreed unanimously.

**23-FCM/05/23 To receive apologies of absence.**

Cllr P Denny (Holiday) Cllr Baldock

**24-FCM/05/23 Declaration of interests and lobbying.**

There were none.



**25-FCM/05/23 Minutes**

Approval and signing of the minutes of the full council meeting Thursday 6 April 2023.  
Proposed by Cllr Lewin seconded by Cllr Bodycomb. Agreed Unanimously.  
Minutes of GPC & Planning meeting 19 April 2023 deferred to the next GPC & Planning meeting.

**26-FCM/05/23 External Reports.**

There were none.

**27-FCM/05/23 Meeting Schedule.**

It was resolved to hold the meetings for UPC Full Council on the first Thursday of the month and GPC and Planning meetings on the second Wednesday after FC.

FC	GPC
Thursday 1 June 2023	Wednesday 14 June 2023
Thursday 6 July 2023	Wednesday 12 July 2023
Thursday 7 Sept 2023	Wednesday 20 Sept 2023
Thursday 5 Oct 2023	Wednesday 25 Oct 2023
Thursday 2 Nov 2023	Wednesday 15 Nov 2023
Thursday 7 Dec 2023	Wednesday 20 Dec 2023
Thursday 4 Jan 2024	Wednesday 17 Jan 2024
Thursday 1 Feb 2024	Wednesday 14 Feb 2024
Thursday 7 March 2024	Wednesday 20 March 2024
Thursday 4 April 2024	Wednesday 17 April 2024

**28-FCM/05/23 Membership of committees**

GPC & Planning members Cllr Rosewell (Chair) Cllr Ripley Cllr Lewin, Cllr Bodycomb Cllr Denny, Cllr Boakes, Cllr Bernsten  
HR Committee Cllr Ripley, Cllr Denny, Cllr Lewin, Cllr Boakes  
Precept Working Group Cllr Lewin, Cllr Horton, Cllr Ripley, Cllr Bodycomb  
Councillor responsibilities  
Cllr Denny Paddock / Recreation Ground  
Cllr Boakes Burial Ground  
Cllr Bodycomb Allotments  
Cllr Horton Highways  
Cllr Bernsten Street Lighting.

**29-FCM/05/23 Correspondence**

Letter from resident thanking UPC for nomination to Kings Garden Party.  
Cllr Ripley read letter to council. Noted.

**30-FCM/05/23 Planning**

- I. 23/501726/FULL 130 Horsham Lane single storey rear extension  
UPC has no objections
- II. 23/501751/FULL Court Lodge, Breach Lane detached garage  
UPC has no objections
- III. 23/501110/FULL 19 Woods Edge garage door  
UPC has no objections
- IV. 23/501613/FULL land to East of Orchard House defer to next meeting.  
Clerk to get extension.

**31-FCM/05/23 Upchurch Parish Council reporting**

- I. General Purpose & Planning Committee – no updates
- II. Paddock and Recreational Ground  
Bat boxes – Cllr Ripley to arrange with Les Oxley to start the work when Cllr Denny returns.
- III. Burial Ground & Churchyard  
(a) Consider request from resident for ashes interment in burial plot.  
It was resolved to allow ashes interment as long as all rules regarding interments are met.
- IV. Highways & Street Lighting  
(a) EDF - it was proposed by Cllr Bernsten and seconded by Cllr Horton and resolved to speak to EDF and hold all payments until issue on estimated annual consumption are resolved with EDF. Clerk to report next meeting.



(b) Highways – Cllr Horton reported that residents have commented about Upchurch Village following other local areas and introducing 20 miles an hour zone. UPC has already had a consultation with the public regarding this and UPC has no plans to consider this at the present time.

(c) Clerk to chase KCC regarding the warning signs for horse riders in the village.

(d) Loose kerbs reported on Oak Lane

(e) Clerk to chase planning officer for any updates on the traffic calming in Oak Lane.

V. Footpaths – no updates

VI. Environment – clerk to chase date for planters. Cllr Bernstein to chase Co-op for sponsorship.

VII. Village Hall – Cllr Lewin reported new planting outside UVH.

Cllr Horton reported the use of the village litter pickers for village litter picks.

VIII. KALC – Cllr Lewin reported the lack of local plan causing issues. Cllr Ripley reported any councillor can attend the KALC meetings if needed. Clerk to speak to KALC about adding comments to agenda for meetings.

IX. Allotments – to receive update.

(a) Clerk has visited site and confirmed plots available. Clerk to investigate a new numbering display.

(b) Repairs to fence, one quote received, clerk to ask for 2 more quotes.

X. Village Defibrillators

(a) Cllr Sheppard to report to next meeting with options to consider updating the units. It was proposed by Cllr Rosewell seconded by Cllr Ripley and resolved to arrange a schedule for the upgrades.

(b) Clerk to investigate grant options for the upgrades.

### 32-FCM/05/23 Finance Reporting

I. Bank statement and reconciliation were received.

Signed by Cllr Lewin

II. Cheques received –

(a) Cheques received various allotments holders

(b) Cheques received for burials £50.00 x2 £325.00

Noted.

III. Payment received various allotment holders.

IV. Cheques for approval for Burial ground caretaker £49.05

Noted.

V. Credit received Business Stream £139.70

VI. Schedule of payments for approval:

VII. Payee	Date	Method	Reference	Reason	Amount
Business Stream	11/05/23	BACS		Water supply	£13.24
Resident expenses	11/05/23	BACS		Bat Boxes	£79.60
St John College	11/05/23	BACS		Rent	£681.50
N Henley Admin Exp	11/05/23	BACS		Expenses – office	£16.65
Lionel Robbins	11/05/23	BACS		Audit fee	£150.00
Village Hall	11/05/23	BACS		Hire charges	£98.00
KALC	11/05/23	BACS		Subscription	£954.42
Village Caretaker	11/05/23	BACS		Litter picking	£141.70

All Payments agreed proposed by Cllr Horton seconded by Cllr Lewin  
Members resolved to approve the schedule of payments.

### 33-FCM/05/23 Insurance

It was proposed by Cllr Horton, seconded by Cllr Ripley and resolved to renew the Insurance.

### 34-FCM/05/23 Grant Application

Clerk reported this was still on going with no updates.

Noted.

### 35-FCM/05/23 Adoption of Policies and documents for the ensuing year.

Policies :

I.Data Protection Policy

II.Equality Policy

III.Standing Orders

IV.Financial Regs

V.Grant Policy



- VI. Health and Safety Policy
- VII. Model Publication Scheme
- VIII. Persistent and Vexatious Policy
- IX. Privacy Notice
- X. Risk Assessment
- XI. Complaints Policy
- XII. Training and Development Policy
- XIII. Code of Conduct

It was proposed by Cllr Horton, seconded by Cllr Ripley and resolved to approve and re-adopt all policies.

**36-FCM/05/23 Annual Return**

- I. To approve the Annual Governance Statement for 2022/23 Section 1 of the Agar for the year ending 31 March 2023. The council considered and approved section 1 of the AGAR the Chair and Clerk signed and dated on behalf of the Council.
- II. To approve the Accounting Statements for 2022/23 Section 2 of the AGAR for the year ending 2022/23 with the supporting Bank reconciliation to 31 March 2023 and the explanation of variances. The council considered and approved section 2 of the AGAR. The Chair and the Clerk signed and dated on behalf of the council.

**37-FCM/05/23 Clerk Updates**

- I. Clerk noted UPC is no longer eligible for General Power of Competence.

**38-FCM/05/23 Items to be considered for inclusion on the next Full Council agenda**

Planning 113 Chaffes Lane 23/501613/FULL  
Quotes for the Scout road resurfacing  
Access issues to the Scout Hut / Gates

**39-FCM/05/23 Date of next meeting**

Thursday 1 June 2023

**40-FCM/05/23 Meeting closed 8.59pm**