

The **Minutes** of the **Annual Parish Council Meeting** held in
Upchurch Village Hall on **Thursday 16th May 2019** at 7.30pm.

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

Also present were twenty-one members of the public.

All Members signed their Declaration of Acceptance of Office in the presence of the Clerk.

1. Apologies for absence

Cllr Ripley welcomed everyone to the meeting.

Apologies had been received from Cllr Peter Masson (holiday) and Cllr Pam Denny (holiday); apologies accepted.

Apologies has also been received from KCC Mike Whiting and Ward Member Richard Palmer; apologies noted.

2. Election of Chairman

Cllr Rosewell **PROPOSED** Cllr Ripley for the Office of Chairman; **SECONDED** by Cllr Horton: **AGREED UNANIMOUSLY.**

Cllr Tyrone Ripley was elected Chairman and duly signed the Declaration of Acceptance of Office in the presence of the Clerk.

3. Election of Vice-Chairman

Cllr Rosewell **PROPOSED** Cllr Arnold for the Office of Vice- Chairman; **SECONDED** by Cllr Horton: **AGREED UNANIMOUSLY.**

Cllr John Arnold was elected Vice-Chairman and duly signed the Declaration of Acceptance of Office in the presence of the Clerk.

4. Election of Representatives to outside bodies

It was **AGREED UNANIMOUSLY** that the following be elected to represent Upchurch Parish Council on outside bodies:

- a) KALC: Cllr Masson
- b) Police Liaison Officer: Cllr Marshall
- c) Highways: Cllr Arnold

5. Allocation of Responsibilities – For the following:

It was **AGREED UNANIMOUSLY** that the following responsibilities be allocated:

- a) Paddock and Recreation Ground: Cllr Denny
- b) Allotments: Cllr Ripley and Cllr Masson
- c) Burial Ground and Churchyard: Cllr Marshall
- d) Internal Financial Controls (Internal Auditor): Mr Lionel Robbins

6. To appoint Committees, Committee Chairmen and Vice Chairmen

It was **AGREED UNANIMOUSLY** that the following be elected to committees:

- a) Planning Committee: Cllr Rosewell (Chairman), Cllr Denny, Cllr Lewin, Cllr Masson, Cllr Marshall and Cllr Ripley.

b) HR Committee: Cllr Ripley (Chairman), Cllr Arnold, Cllr Denny and Cllr Lewin.

c) General Purposes Committee: Cllr Ripley (Chairman), Cllr Arnold, Cllr Denny, Cllr Lewin, Cllr Marshall, Cllr Masson and Cllr Rosewell.

d) Finance Committee: Cllr Ripley (Chairman), Cllr Arnold, Cllr Horton and Cllr Lewin.

7. Confirmation of Responsible Financial Officer (RFO)

It was **AGREED UNANIMOUSLY** that the Clerk be the Responsible Finance Officer.

8. The General Power of Competence

It was resolved that Upchurch Council, having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, adopts the General Power of Competence until the next relevant Annual Meeting of the Parish Council.

This concluded the business of the Annual Meeting of the Parish Council, the evening continued with the Planning Committee meeting (minuted separately) followed by the monthly meeting of the Parish Council.

May Parish Council Meeting

9. Councillor Vacancy

Cllr Ripley reported that there is a vacancy on the Council due to insufficient candidates at the election. The vacancy does not have to be advertised.

It was **AGREED UNANIMOUSLY** to co-opt Mr Neil Sheppard to the Parish Council.

Cllr Sheppard duly signed a Declaration of Acceptance of Office.

10. Apologies for absence

Apologies had been received from Cllr Peter Masson (holiday) and Cllr Pam Denny (holiday); apologies accepted.

Apologies has also been received from KCC Mike Whiting and Ward Member Richard Palmer; apologies noted.

11. Declarations of interest

Cllr Horton declared an interest in item 17.i as there was a cheque payable to him.

12. Minutes of the meeting on 4th April 2019

Cllr Arnold **PROPOSED** to accept the minutes as a true record; **SECONDED** by Cllr Lewin: **AGREED UNANIMOUSLY**. Cllr Ripley duly signed the minutes as a true record of the meeting.

Public Time

The meeting was adjourned for the Public Time

A resident asked for an update on the issues on Horsham Hill. The demarcation line is on the wrong side of the drain due to vegetation encroachment.

Cllr Ripley said the Parish Council requested a road sweep.

Cllr Horton said KCCllr Whiting had arranged for vegetation clearance on the A2.

ACTION: Clerk to report to KCC and inform KCCllr Whiting.

The resident said this will make it safer to walk on the road and thanked Councillors for all they do for the village.

A resident asked if the Council had written to the chip shop regarding the lights.

The Clerk said she had but had not received a reply.

ACTION: Clerk to contact proprietor again to ask if he would be able to lower the lights.

The meeting was reconvened.

13. Correspondence

i) Resident email regarding boundary at the Recreation Ground

Cllr Ripley said the matter has been address as Cllr Denny has requested for the vegetation to be cut back.

Cllr Rosewell said the resident needs to contact the Scouts to obtain access to cut back the ivy.

ACTION: Clerk to respond to resident.

ii) Request from Sittingbourne Children's Centre to use Paddock

Councillors considered the request to use the Paddock and agreed to support the event.

ACTION: Clerk to request insurance details and Risk Assessment.

14. Planning

Cllr Rosewell said there was nothing to report.

15. General Purposes Committee

It was **AGREED UNANIMOUSLY** to accept the minutes of the meeting held on 1st May as a true of the meeting, the minutes were duly signed by Cllr Ripley.

16. Allotments

Cllr Ripley said there was no further update.

17. Finance

i) Cheques for approval & signature

Chq no	Payee	Reason	Amount
3777 <i>Paid out of meeting</i>	Mr C Hansford	Village Caretaker (April)	£84.15
3778	Upchurch Village Hall	Hall hire April	£62.00
3779	Mrs W Licence	April expenses	£41.31
3780	HMRC	PAYE	£129.00
3781	Vincent James Landscapes	Grounds maintenance and removal of rosebeds	£1010.00
3782	Mr A Horton	APM expenses	£28.00
3783	Business Stream	Paddock water services 25.58 Allotments water 219.74 Total	£245.32
3784	Mr P Rayfield	Churchyard fence repairs	£120.00

3785	Zurich Municipal	Insurance	£1304.38
3786	CANCELLED		
3787	Mrs J Marshall	Councillor expenses	£6.50

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

ii) To consider the insurance renewal

Cllr Horton **PROPOSED** to accept a three year Long Term Agreement with Zurich Municipal, at a cost of £1304.38 for the first year; **SECONDED** by Cllr Lewin: **AGREED UNANIMOUSLY**.

18. Paddock and Recreation Ground

Cllr Ripley reported the old bin has been removed from the Paddock.

Cllr Lewin asked whether there will be a charge to the Children's Centre for the use of the Recreation ground.

It was **AGREED** that no charge would be made on this occasion.

Cllr Horton said it was providing a village amenity.

Cllr Ripley said quotations were being requested to repair or replace the picket fence at the Recreation ground opposite the allotments.

Item for next agenda.

19. Burial Ground and Churchyard

Cllr Marshall said the template of the letters for the Burial Ground inspection will be reviewed.

Cllr Ripley reported the fence between the church yard and The Crown has been repaired.

20. Highways and Street Lighting

Cllr Arnold reported three tenders have been received to upgrade the street lights and further information is being sought from a contractor who submitted his tender in a different format..

Cllr Horton said it was important to get a third quote as the project is for a substantial amount of money and there is a substantial difference between the quotations.

Cllr Ripley said the roundels have not been installed by KCC.

The Clerk reported that she had received an invoice for one although two had been requested and this has been queried.

Cllr Ripley asked if the order could be cancelled.

ACTION: Clerk to request a definitive start date.

Cllr Horton said £225 had been made available from his Ward Members' Grant Fund for a traffic survey, the money has been paid to the Parish Council. KCC have sent the invoice but will not start the work until they receive payment.

ACTION: Cllr Horton and Clerk to resolve.

21. Footpaths

Cllr Ripley said Cllr Denny has reported the footpath from Chaffes Lane (near Bradshaw Close) across to Forge Lane as it is very overgrown.

22. Environment

Cllr Ripley said the Tikspac dispensers have been delivered.

It was agreed to put one at Street Farm and one at the Chaffes Lane entrance near the bin.

Cllr Ripley said the planter will be delivered at the end of the month.

ACTION: Clerk to ascertain date and time of delivery.

Cllr Horton said that there are two people in the village who regularly litter pick. Cllr Horton **PROPOSED** the Parish Council offer the residents litter pickers, gloves and hi vis jackets; **SECONDED** by Cllr Ripley: **AGREED UNANIMOUSLY**.

ACTION: Clerk to write letter of thanks and offer PPE.

Cllr Rosewell said he is willing to donate equipment.

23. Reports from representatives

i) KALC

The next KALC Swale Area Committee meeting is on 17 June.

ii) Police Liaison Officer

Cllr Marshall said the next Police surgery is on 18 May at Snaffles and she will attend.

Cllr Lewin reported the Historical Research Group of Sittingbourne has contacted him to ascertain whether the Parish Council would like the railway bridge sign where residents can read them.

Cllr Sheppard said concern was expressed regarding the safety aspect of having the sign at the bridge where there is a 60mph speed limit and people would have to stand in the road to read it.

Cllr Horton said the sign should be on the buttress of the bridge.

Cllr Sheppard said if people are unable to be there safely it cannot be done.

Cllr Ripley said it could be creating a hazard. The Parish Council is fully supportive on the sign.

Cllr Lewin said the group has all the necessary permissions but want to know if there is another place to install the sign.

ACTION: Cllr Lewin to respond.

24. Church Clock

Cllr Horton informed Members that the clock is keeping good time and working well. It will be upgraded and a pulley system will be installed to enable the drive train to work better and this will be carried out when the clock is serviced in September. The repair to the prop shaft is holding out.

25. Matters arising

Cllr Ripley asked for an update on the pot hole in the car park.

Cllr Sheppard said it will be repaired on 20 May.

Cllr Ripley said the beacon basket is rusting, it was agreed not to paint or treat it as it would burn off.

Cllr Rosewell said it is natural patina.

Cllr Horton said the stone mason has looked at the original memorial plaque on the church for the end of the Great War. It was thought to be Portland limestone but it has been confirmed to be marble. The Church of England will not allow marble outside churches any more. The stone mason will give a quote to replace the lead letters on the original plaque and also for a quote for a new plaque in Portland stone.

26. Date of next meeting Thursday 6th June 2018 at 7.30pm in Upchurch Village Hall

There being no further business, the meeting closed at 8.54pm

Signed as a true record of the meeting

Chairman

Dated this 6th day of June 2019