

The Minutes of the Parish Council Meeting held in Upchurch Village Hall on 7th November 2019 at 7.30pm.

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

Also present were Ward Member Richard Palmer, PCSO John Cork, PCSO Lee and five members of the public.

106. Apologies for absence

Cllr Ripley welcomed everyone to the meeting.

Apologies had been received from Cllr Janet Marshall; apologies accepted.

Apologies had also been received from County Councillor Mike Whiting; apologies noted.

107. Declarations of interest

None were declared.

108. Minutes of the meeting held on Thursday 3rd October 2019

Cllr Lewin **PROPOSED** to accept the minutes of the meeting held on 3rd October; **SECONDED** by Cllr Masson: **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

SBCllr Palmer apologized for being unable to attend the last two meetings, this was due to Swale Borough Council meetings.

SBCllr Palmer reported that he had raised the issue of the signage with Southern Gas Works who have promised to address the problem. The problem with the collection of the green and blue bins has been resolved and there are now problems with the brown bins not being emptied.

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

A resident raised concern about the flytipping in Seymour Lane, Halstow Lane and Canterbury Lane.

ACTION: Clerk to report.

A resident asked for a copy of the letter sent to the chip shop regarding the lights.

Cllr Ripley said that this would be sent.

PCSO Cork reported that he had attended the road works at the top of Oak Lane and the member of staff dedicated to working the traffic lights would not help and list the registration numbers of the cars which breached the no entry into Oak Lane. The signage for the gas main replacement work is poor.

There have been no issues regarding Halloween in Upchurch or any of the surrounding villages.

A car was damaged in Chaffes Lane.

There has been an incident of young people going through the Golf Course with knives and slashing the hedges.

The Three Sisters Pub was egged on Halloween. The Landlord has made the pub a family friendly pub and has a policy of not allowing anyone who is disruptive into the pub. An enforcement notice was served on the caravans from the Orchard View traveller site in Otterham Quay Lane and they have moved to a car park in Chatham. The Police attended the Orchard View traveller site in Otterham Quay Lane following reports of fireworks being thrown into the road. Cllr Masson said the law regarding illegal incursions by travelers has changed and this is now a criminal offence. SBCllr Horton reported that he, SBCllr Palmer, Cllr Rosewell and a member of the public attended the site visit at Orchard View. PCSO Cork said the travelers have been using it as a transit site. Cllr Rosewell said the site was granted planning permission for four static and four touring caravans. There were fourteen on the site and an enforcement notice was served. The travelers moved to the car park at Rainham precinct and then to Chatham. Cllr Ripley thanked PCSO Cork for his report and for attending.

The meeting was reconvened.

109. Correspondence

Cllr Horton said that he had received correspondence from more than one resident concerning the inconsiderate letting off of fireworks near to livestock, especially horses. Neighbours need to inform each other if they are having fireworks. The issue is a matter for Swale Borough Council which will review the situation and adopt a position regarding considerate fireworks.

Cllr Horton said that there is an issue at Kent Terrace regarding the construction of the Four Gun Field development, the lorry tarmacking the road has broken the water main. KCCllr Whiting is pursuing the matter.

Cllr Horton reported that he has been requested details of an update on the Parish Highways Improvement Plan and has responded.

Councillors agreed for Cllr Horton to write an update to be published on the Parish Council website, Upchurch Matters and in The Gabriel.

Cllr Horton said the vehicles which turn right from The Street into Horsham Lane often cut across the front of vehicles in Horsham Lane and the situation is made worse because often they are already in the middle of the Street as they are going around vehicles parked opposite the junction which are actually contravening the Highway Code. He also highlighted that the plan for the narrow section of Oak Lane just the village side of the junction of Wallbridge Lane was to clearly mark priority for vehicles leaving the village (travelling south).

Cllr Denny reported that she has had a request for the allotment hedge opposite Bishops Lane be cut back to improve sightlines.

ACTION: Clerk to request contractor to cut the hedge.

Cllr Lewin reported that he had received a number of concerns from residents regarding the rubbish by the Orchard View site and this has been resolved by Swale Borough Council.

110. Planning

Cllr Lewin **PROPOSED** to accept the minutes of the meeting held on 16th October; **SECONDED** by Cllr Masson: **AGREED UNANIMOUSLY**. Cllr Lewin duly signed the minutes of the meeting as a true record.

Ref: 19/502283/FULL Address: Land Adjacent To Crescent House Otterham Quay Lane

Proposal: Erection of a block of 7 no. dwellings with parking, refuse and cycle store.

Cllr Lewin said that the housing development has been approved and this is a matter of regret.

Cllr Rosewell said he had sat through a Swale Planning Committee meeting only for it to be deferred. The Committee questioned the size of the gardens and the amenities but they still passed the application.

111. General Purposes Committee

Item 61 i and ii were amended.

Cllr Denny **PROPOSED** to accept the minutes, as amended, of the meeting held on 16th October: **SECONDED** by Cllr Arnold: **AGREED UNANIMOUSLY**. Cllr Ripley duly signed the minutes as a true record of the meeting.

112. Allotments

Cllr Masson said there was nothing to report.

113. Paddock and Recreation Ground

Cllr Denny said the matting under the swings is lifting and this had been reported by the Village Caretaker during his sight check. A temporary repair has been made and the contractor will be contacted to repair the matting.

ACTION: Cllr Denny to liaise with the contractor.

Cllr Denny said there are pot holes in the car park.

ACTION: Cllr Sheppard to repair the pot holes.

Cllr Denny said the play area inspection is due.

The Clerk said Wicksteed Leisure Ltd has been instructed and they have indicated there is an eight week lead time for this.

ACTION: Clerk to contact the inspector again.

Cllr Denny reported that there is a dead branch in a tree in The Paddock near Chaffes Lane.

ACTION: Cllr Ripley and Cllr Sheppard to resolve.

Cllr Denny said the Parish Council has quotations for three different types of fences for the Recreation Ground. There is a quote to repair and re-strain the fence on the Oak Lane side and this could be a resolution, the fence was only installed about three years ago.

Cllr Horton said a proper wooden fence would look better. The Parish Council has consistently set a strategy of doing a job promptly and properly. The project needs to be appropriately budgeted for and possibly over two years with Chaffes Lane being renewed first.

Cllr Denny said a van parking on the verge in Chaffes Lane has caused the verge to erode which has resulted in the fence falling. The Council needs to ensure there is no parking on the verge if putting in a new fence.

ACTION 1: Clerk to ask KCC again for signs.

ACTION 2: Clerk to contact UKPN and Cllr Denny to provide photographs.

Councillors **AGREED UNANIMOUSLY** to replace the fence with chestnut fencing with Rylock.

Cllr Ripley said the quotations need to be revisited and the Clerk to be informed of budget requirements.

114. Burial Ground and Churchyard

Cllr Ripley said a budget to remove the laurel bushes needs to be considered.

115. Church Clock

Cllr Ripley said the Clerk is waiting to hear from the Diocese if documents are acceptable to apply for a Faculty for the Centenary plaque.

Cllr Horton said the clock is working well and is keeping good time.

Cllr Masson said the bell ringers have cleaned the bells, vacuumed the tower and put up mesh to keep out pigeons.

116. VE Day 75th Anniversary 8th May 2020

Cllr Horton said there was nothing to report and the Working Group will meet after Christmas.

117. Highways and Street Lighting

Cllr Horton reported the speed survey in Horsham Lane showed that vehicles travelled within the limit. The problem is that there is no footpath and a blind bend. Vehicles sweep into Horsham Lane from The Street. The 30mph roundel before the apex to Horsham Hill has a moderate effect. There will be another 30mph roundel by the bus stop opposite the church and SLOW signs either side of Crosier Court. There will be an additional roundel in Oak Lane near the Chaffes Lane junction.

Cllr Horton said that he and Cllr Ripley had met the engineering manager from Swale Borough Council who conducted a site survey. Proposals have been submitted to KCC Highways to start the process to deal with the parking in The Street opposite the junction with Horsham Lane, although there are difficulties and conflicting views about the best approach and to ensure the impact on residents is fully understood, any developments involved parking in that section of The Street will require a formal public consultation and consideration by the KCC Highways and Swale Borough Council Joint Transportation Board.

Cllr Horton said the issue where the road narrows in Oak Lane will be resolved with priority symbols giving priority to vehicles leaving the village. KCCllr Whiting has agreed to pay for the work. Speed bumps have been suggested to address speeding vehicles in Horsham but these are not always very effective, an island could be placed near the junction to prevent vehicles cutting across the road. KCCllr Whiting could help with this project.

Councillors agreed for Cllr Horton to write an update on the Parish Highways Improvement Plan to be published on the website, Upchurch Matters and in The Gabriel.

The Clerk said she has been asked by KALC for a written report given to the Parish Council regarding the streetlight upgrade but only a verbal report was made.

Cllr Horton said that the Council must inform KALC that there was no written report.

Cllr Horton reported that there is a light out in Bradshaw Close.

Cllr Arnold said it is getting harder to resolve issues with the old lighting.

Cllr Ripley reported the hedge by the Cricket Club has been cut.

Cllr Horton informed Members that he has received a request for a new item on the Parish Highways Improvement Plan. The sharp bend south of Church Farm Road in Chaffes Lane has problems at school time due to inconsiderate parking resulting in drivers being unable to see around the bend. The problem could be resolved by installing posts around the bend, to match those at the other end of Church Farm Road, to prevent parking, KCCllr Whiting has agreed to help with funding.

ACTION: Clerk to obtain quotation for 6 posts.

118. Footpaths

There was nothing to report.

119. Finance

i. Cheques for approval and signature

Chq no	Payee	Reason	Amount
3832	Sittingbourne Lights	Santa Sleigh	£300.00
3833	Fasthosts Internet Ltd	Domain name	£130.80
3834	Upchurch Village Hall	Hall hire	£41.00
3835	Vincent James Landscapes	Grounds maintenance	£630.00
3836	HMRC	PAYE	£135.60
3837	Mrs W Licence	Expenses and Salary adjustment	£51.90

3838	Mr T Honeyman	Village caretaker		£98.52
3839	Business Stream	Water supply: Allotment Paddock	451.78 20.81 Total	£472.59

Cllr Lewin asked that the invoice for the water supply to the allotments be checked.
Cllr Arnold said some people had left hosepipes running overnight.

Councillors agreed to the signing of the cheques.

ii. Information Commissioner's Office registration

Cllr Horton said the Parish Council must register with the Information Commissioner's Office.
Councillors agreed **UNANIMOUSLY** to pay the fee of £40 (cheque no 3840).

Cllr Ripley said Councillors must submit details of any currently known "bids" for one-off expenditure to be taken into account by the Precept Working Group.
It was agreed that the Precept Working Group will meet on 27 November at 7pm.

120. Website Provision

Cllr Ripley reported that the .gov.uk domain name has been registered, an account has been set up with Hugofox and the domain name needs to be linked.
It was agreed that the email address for Councillors be first name/surname@upchurchparishcouncil.gov.uk.

121. Christmas

i. Santa Sleigh

Cllr Ripley informed Members that the Santa Sleigh has been secured for 15 December at 4pm for two hours.
Cllr Horton said the sleigh will visit the same areas as before.
Cllr Sheppard said that it might take longer to go round as more children will be up.
Cllr Rosewell said that knocking on doors brought in a good amount of donations.

ii. Christmas Tree

Cllr Ripley said that £399 has been applied for from the Swale Festive Grant Fund. The planter was replanted by mistake and will be removed shortly. The Christmas tree and lights are usually put up on the first Sunday in December.

122. Defibrillator

Cllr Sheppard said there were no issues to report.

123. Reports from representatives

Cllr Ripley said the KALC AGM is on 30 November at Ditton Community Centre and the next KALC Swale Area Committee is on 9 December.

124. Matters arising

Cllr Lewin said that the Parish Council wreath will be laid on Remembrance Sunday at the church and there will be a ceremony at the Burial Ground.
Cllr Denny asked if there would be anything at the beacon.
Cllr Horton said there is a poppy trail at Newington and Lower Halstow and Upchurch should consider doing something in 2020. Four poppies could be put on each side of the beacon. The ladies of the knitting group have created a wonderful display of poppies in the village centre.
Cllr Masson said some poppies were stolen from the bus shelter.

Cllr Ripley said that an application has been made to the Swale Environment Fund for £610 for four barrier baskets. Councillors will meet Ali Corbel on 15 November at 2.30pm to discuss Upchurch in Bloom

125. Date of next meeting Thursday 5th December 2019 at 7.30pm in the Scout Hut

Signed as a true record of the meeting:

Chairman
Dated this 5th day of December 2019