



MINUTES OF UPCHURCH FULL PARISH COUNCIL HELD ON THURSDAY 05 FEBRUARY 2026 AT 19:30PM IN UPCHURCH VILLAGE HALL

Present: Cllr Ripley, Cllr Horton, Cllr Lewin, Cllr Bodycomb, Cllr Sheppard
Officer: Clerk, Nina Henley
External Attendees: None
Apologies: Cllr Denny, Cllr Rosewell, Cllr Berntsen, Cllr Easton

463-FCM/02/26 To receive apologies for absence

Cllr Denny (holiday), Cllr Rosewell (SBC meeting), Cllr Berntsen (work commitment) Cllr Easton (work commitment). Members RESOLVED to accept apologies.

464-FCM/02/26 To receive declarations of interests and lobbying

None

465-FCM/02/26 Minutes

To receive as correct and approve for signature the minutes of the Full Council Meeting held on 8 Jan 2026.

Members RESOLVED to approve the minutes. Unanimous.

466-FCM/02/26 Public Participation

There were 2 members of the public present.

A resident reported a pothole on Oak Lane under bridge – Clerk to report.

Resident suggested area to site additional floral displays in Horsham Lane.

Resident from Plymouth Brethan Church offered to provide food for the village litter pick.

Resident to coordinate with Cllr Easton.

467-FCM/02/26 External Reports and Updates

Written report from PC Boosey – Appendix 1

468-FCM/02/26 Correspondence

- I. Email correspondence from Upchurch Players request to move Sept meeting. Noted. Clerk to discuss times with Upchurch Players and consider options.
- II. Email correspondence from Stonebond re Otterham Quay Lane. Noted.
- III. Email correspondence from SBC Local Council Liaison Forum to be rescheduled date TBC
- IV. Email correspondence from Kent Police free resilience training. Noted.
- V. Email correspondence from Kent Community Health NHS Foundation Trust Governors elections. Noted.
- VI. Email correspondence from SBC Public Consultation Local Plan Regulation 18. Noted.
- VII. Email correspondence from SBC Joint Transportation Board 09.03.26 Noted.
- VIII. Email correspondence from Southern Water -leak on Oak Lane. Noted.
- IX. Email correspondence from Cllr Palmer KCC draft budget. Noted.

469-FCM/02/26 Planning

To receive updates on planning matters

- I. Development Croudace Homes, Forge Lane – no updates.
- II. To note appeal 24/504410/OUT Land Adjacent To Holywell Primary School Forge Lane Upchurch Kent – Cllr Rosewell attended and report at March meeting.
- III. Cllr Rosewell sent report regarding other applications not for comment.

470-FCM/02/26 Upchurch Parish Council Reporting

- I. Paddock and Recreational Ground – no updates.
- II. Burial Ground & Churchyard – to receive update.
 - (a) Maintenance to tree / hedges in Burial Ground – work completed.
 - (b) Maintenance to paving slabs in Burial Ground – members RESOLVED to obtain three quotes for the work to report to March meeting.
 - (c) Clerk reported that the brown waste bin collection renewed.
- III. Highways & Street Lighting – to receive update.
 - (a) Update on streetlight maintenance. Damaged lamppost on Chaffes Lane Cllr Sheppard to review and report back.
 - (b) Drainage issues reported – no update received from Kent Drainage team on schedule for clearing drains.
 - (c) EDF billing issues – Cllr Berntsen joined the meeting remotely and reported that the contract needed to be renewed and discussed with EDF Account Manager. Members RESOLVED to delegate authority to Cllr Berntsen and the Clerk to review and negotiate the EDF contract. Unanimous.
- IV. Footpaths – no updates.
- V. Environment – to receive update
 - (a) Overflowing bins village centre – Clerk reported these are regularly reported to SBC using the online reporting system.
 - (b) Rubbish accumulation Oak Lane – no update.
 - (c) Additional floral displays – Cllr Horton reported that the project is progressing and will report to March meeting. Clerk to seek advice on siting of village gate from KCC.
 - (d) Village litter pick Sunday 22 February meeting at The Crown at 10am.
- VI. Allotments – no update.
- VII. Community Awards 2026 – nominations have been received. Closing date for nominations 28 February.
Village Defibrillators – Cllr Sheppard reported that the new defib and cabinet will be installed imminently and reported to March meeting.

471-FCM/02/26 Finance Reporting

- I. Financial review – bank statement and reconciliation were received and signed by Cllr Lewin. Noted
- II. Cheques for approval litter picker: £ 50.40
- III. Members RESOLVED to apply for a credit card with Unity Bank for Clerk use only. Credit limit to be agreed.
- IV. Schedule of payments for approval:

Payee	Date	Method	Reference	Reason	Amount
Hugo Fox	18/01/26	PAID DD	22388	Website hosting	£ 11.99
UVH	05/02/26	BACS		Hall Hire	£ 40.00
Langcorn Elect	05/02/26	BACS	681	Streetlight Maintenance	£ 863.70
DM Payroll	05/02/26	BACS	5002	Payroll Services	£ 122.40
Mazars	05/02/26	BACS		Audit Services	£ 504.00
Eco Green	05/02/26	BACS	17497	Waste Bags	£ 165.60
EDF	09/02/26	DD	26599788	Electricity	£ 2072.25
Business Strm	05/02/26	BACS	9744775	Water Bill	£ 34.39
Gary Pettett	05/02/26	BACS	001	Burial Ground Trees	£ 520.00
Lynne Balcomb	05/02/26	BACS		Caretaker	£ 201.60
Staff Costs					£ 1820.07

The schedule of payments was proposed by Cllr Horton seconded by Cllr Lewin and RESOLVED for approval.

472-FCM/02/26 Clerks Updates

- I. AGAR Assertion 10 – Risk Management and Cyber Security Arrangements. Clerk report noted.
- II. To consider and approve IT Policy (AGAR Assertion 10 compliant)
Members RESOLVED to adopt new IT Policy. Unanimous.
- III. To consider and approve Risk Assessment (AGAR Assertion 10 compliant)
Members RESOLVED to adopt amended Risk Assessment. Unanimous.

473-FCM/02/26 Items to be considered for inclusion on the next Full Council agenda
Otterham Quay Lane development proposal from Stonebond.

474-FCM/02/26 Date of next meeting
Thursday 5 March 2026
Parish Meeting Thursday 9 April 2026 - WI confirmed to provide refreshments – noted.

475-FCM/02/26 The meeting closed at 8.33pm
Appendix 1 – Report from PC Boosey

Upcoming surgeries:

- 15/02/2026 – Newington Pavillion Police Surgery
- 15/03/2026 – Newington Pavillion Police Surgery

**Your local
officer is Police
Officer Jacob
Boosey**

What's going on in your area

- In relation to Police Matters in the entire area this month, there does not appear to be any distinguishable or significant patterns in terms of Crime Type. The majority of recorded and investigated Crimes were of a Domestic Nature.
- As always with this time of year there were a number of reports of Poaching throughout the Ward and District. As such, just a reminder to keep alert to suspicious vehicles and or persons, particularly those with Sighthounds etc and alert authorities should you deem necessary. I am liaising with RTF as to what can be organised in the area.
- Trying to arrange with CCPT and Cadet Force to create a litter picking and Speed Watch system in the coming months. Also liaised with force Speedwatch to arrange on Oak Lane, Forge Lane and Horsham Lane.
- There are a number of incidents involving off-road motorbikes around the village. If anyone has any information regarding this then please do contact me and report all future incidents.