

**The Minutes of the Meeting of the General Purposes Committee of
Upchurch Parish Council held in Upchurch Village Hall on
Wednesday 16th October 2019**

Present: Cllr John Arnold, Cllr Pam Denny, Cllr Gerry Lewin, Cllr Janet Marshall and Cllr Peter Masson; and Mrs Wendy Licence (Clerk).

59. Apologies for absence

In the absence of the Chairman, Cllr Arnold took the Chair.

Apologies had been received from Cllr Gary Rosewell (work) and Cllr Tyrone Ripley (work); apologies accepted.

60. Declarations of Interests

None were declared.

Public Time

No members of the public were present

61. Paddock and Recreation Ground

i. To receive an update

Cllr Denny said the fence had been tied up by the gateway to the Recreation Ground. A vehicle is parking in Chaffes Lane on the grass verge near the Recreation Ground fence and causing the verge to push down creating flooding on the road when it rains. Cllr Denny has requested a sign be positioned requesting no parking on the verge.

ACTION: Clerk to contact KCC again.

ii. To consider quotations for Recreation Ground Fencing

Cllr Denny said a fence to support barrier baskets could be too expensive and Cllr Ripley had explained that the beacon is too wide for the baskets.

Cllr Arnold explained they could be supported by framework.

Cllr Arnold said details of the different types of fencing needs to be obtained for further discussion.

ITEM DEFERRED TO NEXT MEETING

iii. To consider the terms of The Paddock lease

The Clerk reported that she is waiting to receive the lease which was due for renewal on 1 August 2018. The agent has since requested the rent be increased to £750pa and back dated to 2018. He has been told the invoice has been paid.

Cllr Lewin said he had been involved previously in the lease renewal.

62. Allotments

Cllr Masson reported that all is well at the allotments. There is a slight issue with the gate and the post made need replacing in due course.

Cllr Denny said the fence near the cottages may have been knocked down.

ACTION: Cllr Masson to investigate.

63. Burial Ground and Churchyard

i. To receive an update

Cllr Marshall asked about the regulations for the churchyard as it is a closed churchyard with the Parish Council being responsible for it.

The Clerk said it would be covered by the Diocese Churchyard Regulations.

ACTION: Clerk to obtain details of the regulations.

ii. To consider works for trees and fencing

Cllr Marshall said it has been suggested it is more important to trim the laurel bushes than treat the fence and work on the trees.

The Clerk said some works may have to wait until the next financial year.

Cllr Lewin said budget holders must submit their wish list for the 2020/21 precept to the Finance Committee at, or by the date of, the November Council meeting.

64. Highways and Street lighting

The Clerk reported that she has sent further documents to KALC to support the Council's application for borrowing approval.

Cllr Arnold said most street lights are working.

65. Footpaths

Cllr Marshall said the sea wall is usually mown but this has not been done this year and the grass is getting long.

ACTION: Cllr Marshall to report.

66. Environment

The Clerk reported that she has obtained a quotation for barrier baskets and has applied for a grant from the Swale Environment Fund for £610.

Cllr Lewin said the baskets could be hung on the church wall and this would put a focus on the village centre.

Cllr Denny said the paving slabs near the planter are getting green and weeds are growing up.

Cllr Arnold said Swale Borough Council will deal with the problem.

ACTION: Clerk to ascertain when the planter will be removed.

67. GDPR

i. Data Protection Policy

ii. Subject Access Request Policy

iii. General Privacy Notice

iv. Completion of Data Audit

The Clerk said the Council needs to be aware of data being held and ensure it is only kept for as long as is needed.

Cllr Lewin said KALC had sent information to the Council and the Data Audit form gives the Council a trail. Councillors need to be mindful of blind copying emails rather than copying all.

It was agreed to recommend to Full Council the adoption of the policies and for Councillors to complete the data Audit form.

68. Any other matter arising

The Clerk reported that she had applied for a Festive Grant of £399.

69. Date of next meeting: Wednesday 20th November 2019 at 7.30pm

There being no further business, the meeting closed at 8.52pm

Signed as a true record of the meeting

Chairman

Dated this 7th day of November 2019