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## UPCHURCH PARISH COUNCIL

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Clerk to the Council:

Mrs W Licence

14 Trapfield Close, Bearsted Maidstone, Kent, ME14 4HT

Tel: 01622 739324 e-mail: clerkupc@outlookcom

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To All Members of the Council, Press and Public

Members are hereby summoned and notice is given that the **Annual Parish Council Meeting** will be held virtually and will be followed by the monthly meeting of the Upchurch Parish Council on **Thursday 7<sup>th</sup> May 2020 at 7.30pm** when it is proposed to transact the following business:

### ANNUAL PARISH COUNCIL MEETING

**1. Apologies for absence**

**2. Election of Chairman**

To elect a Chairman and receive their declaration of acceptance of office

**3. Election of Vice-Chairman**

To elect a Vice-Chairman and receive their declaration of acceptance of office

**4. Election of Representatives to outside bodies**

- a) Village Hall Representative
- b) KALC
- c) Police Liaison Officer
- d) Highways

**5. Allocation of Responsibilities – For the following:**

- a) Paddock and Recreation Ground
- b) Allotments
- c) Burial Ground and Churchyard
- d) Internal Financial Controls (Internal Auditor)

**6. To appoint Committees, Committee Chairmen and Vice Chairmen**

- a) Planning Committee
- b) HR Committee
- c) General Purposes Committee
- d) Finance Committee

**7. Confirmation of Responsible Financial Officer (RFO)**

**8. The General Power of Competence**

To resolve 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.

### MAY MONTHLY MEETING

**1. Apologies for absence**

To receive and accept apologies for absence.

**2. Declarations of interest**

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Upchurch Parish Council Code of Conduct for Members and by the Localism Act 2011.

**3. Minutes of the meeting on 5<sup>th</sup> March 2020**

To consider the minutes of the meeting and if in order sign as a true record

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**Public Time** – This is a concessionary short session and will be limited to thirty minutes.

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#### **4. Correspondence**

#### **5. Planning**

- i) To receive the minutes of the Meeting held on 23<sup>rd</sup> April 2020 and receive an update on planning matters
- ii) 20/501701/FULL | Minor material amendment to 16/506986/FULL (Demolition of no. 116 Oak Lane and construction of 2 no. three bedroom houses and 1 no. four bedroom with associated garages and parking.) to allow amendments to the proposed road widening and traffic calming measures. | 116 Oak Lane Upchurch Kent ME9 7AY

#### **6. Allotments**

To receive an update

#### **7. Finance**

- i) Cheques for approval and signature
- ii) To consider the insurance renewal

#### **8. Paddock and Recreation Ground**

- i) To receive an update
- ii) To consider quotation for adult fitness equipment in The Paddock

#### **11. Burial Ground and Churchyard**

To receive an update

#### **12. Church Clock**

To receive an update

#### **13. Highways and Street Lighting**

To receive an update

#### **14. Footpaths**

To receive an update

#### **15. Environment**

To receive an update

#### **16. Church Clock**

#### **17. Reports from representatives**

- i) Village Hall Representative
- ii) KALC
- iii) Police Liaison Officer

#### **18. Matters arising** - not already covered in this meeting

#### **19. Date of next meeting Thursday 4<sup>th</sup> June 2020 at 7.30pm**

*WLicence*

Wendy Licence (Mrs)  
Clerk to the Parish Council  
Dated this 1<sup>st</sup> day of May 2020

**Please contact the Clerk for login details to this meeting.**

Legislation allows for meetings to be recorded. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.