



**YOU ARE SUMMONED TO ATTEND THE MEETING OF THE
FULL PARISH COUNCIL ON THURSDAY 8 DECEMBER 2022
AT 19:30PM IN UPCHURCH VILLAGE HALL**

Members of the Public and Press are welcome to attend

Signed:

Nina Henley
Clerk and Proper Officer
2 Alfriston Grove, West Malling,
ME194SR

Date of Issue: 30 Nov 2022

Members:

Cllr T Ripley (Chairman), Cllr P Denny (V Chair), Cllr E Berntsen, Cllr H Boakes, Cllr J Bodycomb, Cllr A Horton, Cllr G Lewin, Cllr G Rosewell, Cllr N Sheppard

PUBLIC PARTICIPATION IN GENERAL

Members of the public may also be allowed to speak during the meeting, on agenda items only and with express permission from the Chairman. Anyone wishing to attend and/or speak on the agenda item during Public Participation should book in prior to the meeting. Please contact clerk@upchurchparishcouncil.gov.uk

RECORDING (AUDIO AND /OR VIDEO OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

During the meeting the public are allowed to record the Committee and Officers from the front of the public seating area only, providing it does not disrupt the meeting. Any items in the exempt part of the agenda cannot be recorded and no recording device is to be left behind. If another member of the public objects to being recorded, the person(s) recording must stop doing so until the member of the public has finished speaking. The use of social media is permitted, but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

MOBILE PHONES

Member of the public are reminded that the use of mobile phones (other than silent) is prohibited at all Parish Council meetings.

Agenda

1. To receive apologies for absence

Members not in attendance must tender their apologies to the clerk and reason for absence to the clerk on the summons prior to the meeting
Agree any action

2. To receive declarations of interests and lobbying

In accordance with the Localism Act 2011, members are to disclose pecuniary or any other interests in any item on the agenda. The members are individually responsible for declaring their position.

3. Minutes

To receive as correct and approve for signature the minutes of the meeting held on 3 Nov 2022
To receive as correct and approve minutes of the GP & Planning Committee Meeting held on 16 Nov 2022

4. Public Participation

In accordance with LGA 1972 S100, the meeting will be adjourned for item 5 to take place.
Will then resume for the remainder of the meeting.
The council is keen to encourage public attendance at meetings and will therefore provide an opportunity to parish registered electors, to participate in meetings. Residents are permitted 3 minutes to speak and the public session is restricted to 15 minutes, unless extended by the chairman.

5. External Reports and Updates

To receive any external reports from County and Borough
Police Liaison surgeries See email from PCSO Appendix 1

6. Correspondence

- I. 19/11/22 Correspondence from Upchurch Horticultural Society request to hold plant sale 22 April 2023. Appendix 2

7. Planning

To receive urgent updates on planning matters

8. Upchurch Parish Council Reporting

- I. General Purpose & Planning Committee – update
- II. Paddock and recreation ground – to receive update following inspection
 - (a) Woodland trail project
 - (b) Bins update email from Swale Appendix 3
- III. Burial Ground & Churchyard – to receive update
 - (a) Bank works
 - (b) Clerk and Cllr Boakes attend burial law management course run by KALC
- IV. Highways and street lighting – to receive update
 - (a) Speed survey Appendix 4
 - (b) Road reports to KCC from clerk
 - (c) EDF Update
 - (d) Street Signs
- V. Footpaths – to receive update
- VI. Environment – to receive update
 - (a) Flood preparations consider email from Environment Agency raising awareness on flood issues with Parish template and training for flood wardens. Appendix 5 and 6
 - (b) Consider Kent Minerals and Waste Local Plan. Appendix 7 and 8
- VII. Village Hall – to receive update
 - (a) Christmas Market 10th December any updates
- VIII. KALC – to receive update
- IX. Allotments – To receive update
 - (a) Water isolation issue, reported to Southern Water
- X. Village Defibrillators – to receive update

9. Finance Reporting

- I. Financial review
- II. Cheques received - £50 Headstone fee £325.00 Interment fee £650.00 Interment fee
- III. Cheques for approval:
Caretaker DK Invoice
- IV. Approved Payments:
Clerk Salary / expenses
EDF Energy £1020.56
Scribe £700.80
DM Payroll £70
Playdale £2931.35
Business stream £27.28
Business stream £540.22
Village Hall £60

10. Precept Working Group

Receive recommendations from the working group to approve for presenting to the borough

11. Standing Orders

Consider adoption of the reviewed policy document
Agree any action

12. Financial Risk Assessment

Consider adoption of the new policy document following Cllr Horton suggested amendments
Agree any action

13. Terms of Reference

Consider adoption of the new policy document following Cllr Horton suggested amendments
Agree any action

14. Equality Policy

Consider adoption of the new policy document, this policy is considered best practice but not law
Agree any action

15. Persistent and Vexacious Policy

Consider re-adoption of this policy document.
Agree any action

16. Clerk Updates

- I. Council Software package Scribe update
For noting

17. Items to be considered for inclusion on the next Full Council agenda

To receive any additions, for noting only, no discussion at this meeting.

18. Staff Matters

Clerk appraisal on 22 Nov
For noting
NJC Local Gov pay scales increase
For noting
Pensions Nest is being progressed
For noting
Village caretaker adverts being progressed locally
For noting

19. Date of next meeting

5 January 2023

If you would like any further information on any item on the agenda, please contact the clerk
Nina Henley clerk@upchurchparishcouncil.gov.uk