



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

Present: Cllr Ripley, Cllr Horton, Cllr Lewin, Cllr Bodycomb, Cllr Denny, Cllr Rosewell, Cllr Easton, Cllr Sheppard

Officer: Clerk, Nina Henley

External Attendees: None

Apologies: Cllr Berntsen

476-FCM/03/26 To receive apologies for absence

Cllr Berntsen (work commitment) Members RESOLVED to accept apologies.

477-FCM/03/26 To receive declarations of interests and lobbying

Cllr Sheppard declared a pecuniary interest in agenda item 483.FCA/03/26

478-FCM/03/26 Minutes

To receive as correct and approve for signature the minutes of the Full Council Meeting held on 5 Feb 2026.

Members RESOLVED to approve the minutes.

479-FCM/03/26 Public Participation

There were 7 members of the public present.

480-FCM/03/26 External Reports and Updates

Written report from PC Boosey – Appendix 1

Written report from Cllr Palmer – Appendix 2

481-FCM/03/26 Correspondence

- I. Email correspondence from SBC Local Government Review Consultation. Noted
- II. Email correspondence from Cllr Palmer KCC Government Consultation on the NPPF Noted.
- III. Email correspondence from resident re village sign. Noted.
- IV. Email correspondence from Cllr Palmer – KCC Lengthsman Scheme. Noted.
- V. Email correspondence from St John College – tree survey. Noted
- VI. Email correspondence from resident upgrade of goal posts at the Recreation Ground. Clerk to write to resident and explain that this has previously been discussed in detail and options reviewed. UPC has no plans to revisit this at present.
- VII. Email correspondence KCC Highways RSATG Seminar. Noted.

482-FCM/03/26 Planning

To receive updates on planning matters

- I. Development Croudace Homes, Forge Lane – any updates.
- II. 26/500709/FULL 10 Quilters Yard, Rainham ME8 8FE Conversion of detached car port into habitable space - update to previously granted scheme under reference 21/505558/FULL
UPC has no objections but would like views of neighbours to be taken into consideration.
- III. To note appeal 24/504410/OUT Land Adjacent To Holywell Primary School Forge Lane Upchurch Kent – Cllr Rosewell gave verbal report regarding the appeal.

- IV. 26/500184/FULL 128 Chaffes Lane Upchurch Kent ME9 7BD Erection of a new dwelling and associated parking.
Upchurch Parish Council does not object to this application subject to confirmation, that there is sufficient allocated parking designated for the existing bungalow separate to the new house and this be part of the conditions to permission.
- V. 26/500149/FULL 116 Oak Lane Upchurch Kent ME9 7AY Alterations to the dormer windows on the ancillary annexe building and changes to fenestration.
UPC has no objections but would like views of neighbours to be taken into consideration.
- VI. 26/500481/SUB Land off Otterham Quay Lane Submission of details pursuant to condition 23 Traffic Management plan 32 Environmental Management Plan.
UPC has no objections.
- VII. Communication from Stonebond regarding development at Otterham Quay Lane.
The Council considered a communication received from Stonebond, the housing developer for the proposed development of 74 houses at Otterham Quay Lane, regarding the possibility of Upchurch Parish Council taking on responsibility for the maintenance and upkeep of the open spaces within the development.
Stonebond indicated that they would provide financial assistance to support this arrangement and supplied a quote intended to cover the cost of maintenance for a period of 10 years. Councillors reviewed the information provided and discussed the proposal in detail. In doing so, the Council assessed the value of the proposed maintenance funding against the likely scope and long-term cost of the work required and considered the potential impact on the Parish Council's precept and financial commitments beyond the initial 10-year period. Consideration was also given to the location of the development and the potential use of the open space by residents across the parish.
Following discussion, it was proposed and seconded that the Parish Council decline Stonebond's offer to take on responsibility for the open space maintenance. The motion was carried.

483-FCM/03/26 Upchurch Parish Council Reporting

- I. Paddock and Recreational Ground – to receive update.
Members noted that a section of the fence at the Paddock has significantly deteriorated and partially collapsed, leaving it leaning and no longer properly supported.
The Council's landscape contractor has carried out a temporary repair, installing several posts to stabilise and support the affected section of fencing. This work was undertaken free of charge, and the Council wished to record its thanks and appreciation to the contractor for addressing the issue promptly.
It was noted that the current repair is provisional, and Members agreed that the condition of the fence should be reviewed in due course, with consideration given to budgeting for a full replacement or upgrade of the fencing in the future.
- II. Burial Ground & Churchyard – to receive update.
- (a) Repairs to pathways – Members noted that three quotes had been received for the proposed pathway works, and these were reviewed and considered by the Council. Following discussion, Members agreed that Quote 2 represented the best value for money. It was RESOLVED to accept Quote 2 in the sum of £3,950 plus VAT.
- III. Highways & Street Lighting – to receive update.
- (a) Update on streetlight maintenance – noted all completed.
- (b) EDF billing issues – Cllr Berntsen joined the meeting remotely. Members were advised that EDF would not renegotiate the current contract, and it was therefore recommended that the Council review alternative supplier options. Following discussion, Members RESOLVED to delegate authority to the Clerk to engage an external company to review all available supplier options and identify the most cost-effective arrangement for the Council. Members also authorised the Clerk to sign a Letter of Authority to allow the company access to the Council's streetlighting details, enabling them to approach and obtain quotations from suppliers in order to secure best value for money for the Council.
- (c) Update on KCC regarding village gate installation. Cllr Horton to report.
Members received an update following a meeting between Cllr Horton and the Clerk with Kent County Council Highways regarding the proposal for new village gates. It was reported that KCC advised the gates must be installed by KCC to ensure compliance with insurance and highway requirements, and that the gate type would need to be a standard bar gate as used by the authority. KCC confirmed that it would fund the installation of one gate in the current financial year, and the proposed location at Oak Lane was reviewed. Given that this area is due to experience a

forthcoming housing development, Members agreed with KCC that installation should be deferred until completion of the development to avoid potential disruption and damage. Discussions also included a request for KCC to review the existing 30mph speed limit and consider relocating the limit point by approximately 12 metres, so that the new development would fall within the 30mph zone. This proposal was received positively by KCC, and it was noted that any associated Traffic Regulation Order (TRO) process would be funded by KCC. Members further noted that as KCC would fund only one gate, it was proposed and RESOLVED that Upchurch Parish Council fund the second gate, planned for installation at the village's other entrance on Horsham Lane. The indicative cost is approximately £1,500, to be funded through a combination of the Council's budget and reserves. It was also noted that a potential third gate at the Holywell Lane entrance could be considered in 2028/29, subject to future review. This proposal will be added to the Highways Improvement Plan (HIP) for consideration

(d) Cllr Denny reported a large pothole on Bishop Lane. Clerk to report to KCC.

IV. Footpaths – no updates

V. Environment – to receive update

(a) Rubbish accumulation Oak Lane – It was reported that Southern Housing has agreed to arrange and fund the clearance of the waste, however the work has not yet been undertaken. The Clerk was instructed to chase Southern Housing for an update and confirmation of when the rubbish will be removed.

(b) Additional floral displays – Members considered the proposal for additional floral displays and noted that a final quotation had been received from Amethyst. The quotation was reviewed and confirmed to be within the approved budget. Members therefore approved the quote and resolved to proceed with the additional floral display works.

(c) Update on Village litter pick – Members received an update from Cllr Easton on the village litter pick. It was reported that the event was successful, with 15 adults and children from the village taking part. A total of 47 bags of rubbish were collected, demonstrating strong community involvement and making a significant improvement to the local environment. The Council wished to record its thanks to all those who attended and supported the litter pick, and noted the positive contribution made by volunteers to keeping the village clean and tidy.

(d) Village Sign – Cllr Rosewell reported that the village sign, although slightly deteriorating at the base, has been inspected and is currently considered safe. Cllr Rosewell will investigate all repair options, including the installation of a metal sleeve and replacement posts, and will obtain relevant quotes. These will be reviewed at a future meeting and be included in future budget requirements.

VI. Allotments – no updates.

VII. Village Hall – Access Road. Members received representations from representatives of the Village Hall Committee regarding the access road maintenance and liability for repairs. The Committee advised that the deeds indicate responsibility for repairs is split, with the Village Hall liable for 50% of the costs and the remaining 50% falling to the landowner. However, it was noted that the Committee does not currently know the identity of the landowner. Members of Upchurch Parish Council advised the Village Hall Committee to seek clarification of land ownership through HM Land Registry and to obtain quotations for the necessary repair works. It was agreed that once costings and ownership details have been established, the matter could be brought back for further discussion. It was noted that the Parish Council does not accept any legal liability for the costs of the access road repairs, but that consideration of any potential contribution could not be undertaken until full information on costs and responsibilities is available.

VIII. Village Defibrillators – It was reported that the new defibrillator has now been successfully installed. The Council wished to record its thanks to Cllr Shepperd, who undertook the installation at no cost to the parish

484-FCM/03/26 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 authorised bank mandate to apply for UPC Credit Card.
- IV. Schedule of payments for approval:

Payee	Date	Method	Reference	Reason	Amount
Hugo Fox	18/02/26	PAID DD	23495	Website hosting	£ 11.99

UVH	05/03/26	BACS	7311	Hall Hire	£ 40.00
UPC WI	05/03/26	BACS		Donation refreshments	£ 50.00
Safeplay	05/03/26	PAID	32365	Repairs to play area	£ 201.60
Eco Green	05/03/26	BACS	2149	Waste bags	£ 174.60
Scribe	01/04/26	BACS	15015	Accounting Software	£ 662.40
Invicta IT	01/04/26	BACS	28829	IT Support	£ 576.00
EDF	05/03/26	BACS	26715025	Electricity	£ 529.36
EDF	05/03/26	BACS	27070723	Electricity	£ 480.45
Clerks exp	05/03/26	BACS		SBC waste collection	£ 62.00
Clerks exp	05/03/26	BACS		Stationary	£ 4.40
Clerks exp	05/03/26	BACS		Postage	£ 2.29
Lynne Balcomb	05/03/26	BACS		Caretaker	£ 163.80
Staff Costs					£ 1820.07
RECEIPTS					
John Weir	24/02/26			Interment	£ 550.00

All Payments agreed proposed by Cllr Horton seconded by Cllr Lewin.
Members resolved to approve the schedule of payments.

485-FCM/03/26 Clerks Updates

Local Parish Forum 09.02.26 presentation slides Noted.

486-FCM/03/26 Items to be considered for inclusion on the next Full Council agenda

None

487-FCM/03/26 Date of next meeting

Thursday 9 April 2026 at 7pm followed by Parish Meeting at 8pm Upchurch Village Hall

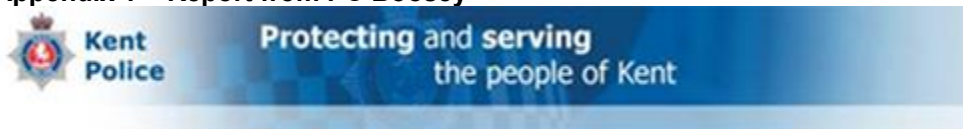
In view of the confidential nature of the business to be transacted, it is proposed that the public and press be excluded from the meeting under the provisions of the Local Government Act 1972, Schedule 12A

488-FCM/03/26 Community Award

Members reviewed all nominations. A total of 14 nominations were received for four worthy candidates. All nominations were carefully considered and discussed, after which a ballot was held. The successful nominee will be announced at the Parish Meeting on 9 April.

489-FCM/03/26 Meeting closed 21.20

Appendix 1 – Report from PC Boosey



Due to the Nature of this Ward, my events are often spread out between the villages. Do not hesitate to contact me via MCV or email as required. Upcoming surgeries:

- 04/03/2026 – Hartlip Coffee Morning
- 15/03/2026 – Newington Pavillion Police Surgery March 2025
- 01/04/2026 – Hartlip Coffee Morning

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.
- There were a few incidents of burglaries to outbuildings and sheds. Please remind residents that sheds by their very nature are often not ideal to store high value items so please keep these inside the home address or more secure storage. Furthermore, should anyone wish for tailored safeguarding advice then please do contact me.

- I am in contact with the Upchurch Scouts and will look to be meeting up with them to assist them with their efforts to keep Upchurch as the pleasant place it is, particularly in regards to litter picking efforts in targeted areas.

Appendix 2 Report from Cllr Palmer

KCC REPORT March 2026 *Parish Newsletter Insert*

Kent County Council is expanding Family Hub services across the county, with many services to be delivered through local libraries, making support easier for families to access within their own communities.

Family Hubs provide a single place where families can receive advice, guidance, and early support for children and young people from pregnancy through to age 19, or up to 25 for young people with Special Educational Needs and Disabilities (SEND).

Services available through Family Hubs include parenting advice, early years support, youth services, wellbeing guidance, and help accessing local services — all aimed at supporting families early and preventing problems from escalating.

Sittingbourne Library, currently undergoing refurbishment, is expected to reopen in April, offering improved facilities alongside enhanced Family Hub services for residents.

Family Hubs form part of Kent County Council's commitment to keeping services local and accessible by using trusted community spaces such as libraries.

Footnote: Previous administration proposals identified 35 libraries for potential closure. These were not taken forward by the current administration, and libraries are now being strengthened through expanded community services such as Family Hubs.

Potholes remain a problem and the Parish Council can share the Pothole reporting tool.

Report or track a problem on the road or pavement

If the problem may cause an accident, call us on 03000 41 81 81 between 9am and 5pm, Monday to Friday or on 03000 41 91 91 at all other times.

Report a pothole

https://kentcc-self.achieveservice.com/en/service/Report_a_pothole?consentMessage=yes&noLoginPrompt=2

Report a problem with a streetlight, bollard or lit sign

https://kentcc-self.achieveservice.com/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-8a242d77-e3f5-42d9-a305-df46099d31be/AF-Stage-6852e951-6910-4363-b26e-d8a5ff610678/definition.json&redirectlink=%2Fen&cancelRedirectLink=%2Fen&consentMessage=yes&noLoginPrompt=2

Other Reports or to Track a Fault

<https://webapps.kent.gov.uk/KCC.KHSFaultsGIS.Web.Sites.Public/ReportAFault.aspx>

The web addresses are a bit long but if you could highlight them to residents to use to report issues.

Local Government Reform (LGR)

Payback periods (years) by proposal

KCC: 1 unitary (Kent + Medway)	1A	3.3
F&H + Maidstone + Sevenoaks + T&M + Tunbridge Wells: 3 unitaries (North/West/East)	Option 3A	5.4–6.7
Dover + Swale + Thanet: 4 unitaries (North/West/Mid/ East – no district splits)	Option 4B	7.8–14.3
Medway + Ashford + Canterbury: 4 unitaries with district splits (North Kent / West Kent / East Kent / Mid Kent)	Option 4D	7.9–14.5
Dartford + Gravesham: 5 unitaries with district splits (North/West/East/Mid/South)	Option 5A	14.0 – no pyaback

Ranges reflect different assumptions on disaggregation costs.

Swale Council

It's been a quiet month in Upchurch. Chris and I have been looking at Section 106 and how it's being applied to developments. The weakness at Swale Council is the lack of a) an up-to-date local plan and b) the lack of a 5-year housing supply. However section 106 is often for infrastructure away from the development as is the case in the Holywell development and we are challenging that with KCC and SBC. More to follow.

Below are things/links that residents should be encouraged to use to report and request such things as street cleaning etc.

Request a deep clean

If you have streets that the PC or resident's thing need a Deep Clean please complete the online form.

https://forms.swale.gov.uk/service/request_street_cleaning

Use this service if your street is littered and your road is highly trafficked.

Before you get started

To request a deep clean, you'll need to email our environmental projects officer at environmentalprojects@swale.gov.uk. You'll need to include:

- the name of the road
- to tell us if the road is in a permit area, if you know

For alternative ways to request a deep clean, including by phone, you can visit our contact us page.

What happens next

Once you've requested a deep clean, we'll:

- arrange a litter pick of your street
- keep you updated
- inspect your street and may add it to our next deep clean schedule

The more who request and area the better.