



YOU ARE SUMMONED TO ATTEND THE ANNUAL MEETING OF THE **PARISH COUNCIL ON THURSDAY 01 MAY 2025 AT 19:30PM AT HOLYWELL SCHOOL, FORGE LANE.**

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: 25 Apr 2025

Members:

Cllr T Ripley, Cllr P Denny, Cllr H Boakes, Cllr A Horton, Cllr G Lewin, Cllr G Rosewell, Cllr J Bodycomb, Cllr N Sheppard, Cllr E Berntsen

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 Chair. 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

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

Agenda

- 348-FCA/05/25 **To elect the chair of the council for the ensuing year**
Nominations for the post will be requested and voted upon if there is more than one candidate. The incoming chair will read out and sign the declaration acceptance of office to be received and signed by the proper officer of the council.
- 349-FCA/05/25 **To elect the vice chair of the council for the ensuing year**
Nominations for the post will be requested and voted upon if there is more than one candidate. The successful candidate will sign the declaration of interest.
- 350-FCA/05/25 **To receive apologies for absence**
Relevant Legislation: Local Government Act 1972, s85
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
- 351-FCA/05/25 **To receive declarations of interests and lobbying**
Relevant Legislation: Localism Act 2011, s31
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.
- 352-FCA/05/25 **Minutes**
Relevant Legislation: Local Government Act 1972, sch 12, p 41
To receive as correct and approve for signature the minutes of the Full Council Meeting held on 3 April 2025.

- 353-FCA/05/25 **Public Participation**
Relevant Legislation: Local Government Act, s100
 In accordance with LGA 1972 S100, the meeting will be adjourned for this item 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 Chair.
- 354-FCA/05/25 **External Reports and Updates**
 To receive any external reports from County and Borough and Police Liaison.
- 355-FCA/05/25 **Membership of committee**
 I. To approve Councillor delegated responsibilities for UPC for 2025/26.
 Current roles and responsibility:
- Planning Cllr G Rosewell
 - Allotments Cllr J Bodycomb
 - Paddock and Recreation Ground Cllr P Denny
 - Burial Ground Cllr H Boakes
 - Highways Cllr A Horton
 - Streetlights Cllr E Berntsen
 - Defibrillators Cllr N Sheppard
 - HR Committee Cllr T Ripley, Cllr P Denny, Cllr G Lewin, Cllr H Boakes
 - Budget Working Group Cllr T Ripley, Cllr G Lewin, Cllr A Horton, Cllr J Bodycomb
 - Banking signatories Cllr P Denny, Cllr A Horton, Cllr G Lewin, Cllr J Bodycomb
- 356-FCA/05/25 **Meeting Schedule**
 To agree meeting dates for 2025/26.
- 357-FCA/05/25 **Adoption of Policies and documents for the ensuing year.**
- I. Standing Orders
 - II. Financial Regulations
 - III. Data Protection Policy
 - IV. Equality Policy
 - V. Grant Policy
 - VI. Health and Safety Policy
 - VII. Model Publication Scheme
 - VIII. Persistent and Vexatious Policy
 - IX. Privacy Notice
 - X. Risk Assessment
 - XI. Complaints Policy
 - XII. Training and Development Policy
 - XIII. Code of Conduct
- 358-FCA/05/25 **Annual Return**
- I. To receive and note the Internal Auditors year-end report and completion of Annual Internal Audit Report 2024/25
 - II. To approve Annual Governance Statement 2024/25 (Section 1)
 - III. To note that the Responsible Finance Officer (Clerk) has signed (Section 2) of the Accounting Statements certifying the accounts for 2024/25
 - IV. To approve The Accounts & Accounting Statements (Section 2) 2024/25
 - V. To note the period for the exercise of public rights 3 June 25 – 14 July 25.
- 359-FCA/05/25 **Insurance**
 To approve renewal with Zurich – correspondence received.
- 360-FCA/05/25 **Correspondence**
- I. Email communication Citizens Advice – request for funding. Circulated.
 - II. Email communication KCC Adoption of the Kent Minerals and Waste Local Plan 2024-39. Circulated.
 - III. Email communication resident potential planning application in Forge Lane. Circulated.
 - IV. Email communication Cllr Palmer info Highways Consultant. Circulated.
 - V. Correspondence received Swale Borough Council Precept remittance.

- 361-FCA/05/25 **Planning – <https://pa.midkent.gov.uk/>**
Relevant Legislation: Town and Planning Act 1990
To receive urgent updates on planning matters
- I. 25/501392/FULL Jack Russell Place, Halstow Lane, Upchurch ME9 7AB. Section 73 - Application for Variation of Condition 3 (to change the wording to state: No more than nine mobile homes and four touring caravans shall be stationed on the site at any one time, laid out in accordance with drawing 779/02) pursuant to application 15/510676/FULL for Change of use of land to extend an existing gypsy caravan site to provide for two additional pitches and addition of a dayroom.
 - II. 25/500533/FULL 128 Chaffes Lane, Upchurch ME9 7BD. Demolition of existing conservatory and erection of a rear and side extension with roof extension. Relocation of main entrance and new vehicular access and proposed dropped kerb. Amended submission to review comments.
 - III. 25/500988/FULL 39 Drakes Close, Upchurch, Kent ME9 7BL Removal of existing conservatory and outbuilding and erection of a single storey extension.
 - IV. Reports from Cllr Rosewell
- 362-FCA/05/25 **Upchurch Parish Council Reporting – Agree any actions.**
- I. Paddock and Recreational Ground – to receive update.
 - II. Burial Ground & Churchyard – to receive update.
 (a) Update on fence repair
 - III. Highways & Street Lighting – to receive update.
 (a) Update on streetlight repairs / new maintenance contract.
 - IV. Footpaths – to receive update.
 - V. Environment – to receive update.
 - VI. Allotments – to receive update.
 (a) Request from tenant for maintenance.
 - VII. Village Defibrillators – to receive update.
 - VIII. Community Events - to receive update
 (a) VE Day Event Thursday 8 May 2025 Upchurch Recreation Ground
- 363-FCA/05/25 **Finance Reporting**
Relevant Legislation: Acts and Audit Reg 2015, Lcl Audit and Ac'bility Act 2014
- I. Financial review bank statements and bank reconciliation -Councillor to view and sign.
 - II. Cheques / Payments received / cheques for approval.
 - III. Payments for approval
- 364-FCA/05/25 **Projects 2025/26**
To review any projects for 2025/26
- 365-FCA/05/25 **Items to be considered for inclusion on the next Full Council agenda**
To receive any additions, for noting only, no discussion at this meeting.
- To agree the public's exclusion from the confidential part of the meeting.**
That in view of the confidential nature of the business (employment/legal issues) about to be transacted it was resolved under the provisions of Public Bodies admissions to meetings Act 1960 s.1 that the press and public be temporarily excluded, and they are instructed to withdraw
- 366-FCA/05/25 **Staffing Matters**
Members to consider Real Living Wage increase for litter picking contractors.
- 367-FCA/05/25 **Date of next meeting**
Thursday 5 June 2025
- 368-FCA/05/25 **Time of Meeting Close**

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