



**YOU ARE SUMMONED TO ATTEND THE MEETING OF THE
FULL PARISH COUNCIL ON THURSDAY 6 OCTOBER 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
to the council
2 Alfriston Grove, West Malling,
ME194SR

Date of Issue: 30 Sept 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. **Minutes Silence**
To commemorate the passing of Her Late Majesty Queen Elizabeth II
Minuted
3. **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.
4. **Minutes**
To receive as correct and approve for signature the minutes of the meeting held on 1 Sept 2022
5. **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.
6. **Correspondence**
 - I. 15/9/22 Request from forestry commission to find out who is responsible for the oak trees on green adjacent to Oak Lane and Bishops Lane, this is due to presence of oak processionary

moths. Letter has been forwarded to SBC. Case 15177710. Swale have scheduled a detailed inspection.

Agree any action

- II. 26/9/22 Grant application correspondence from Queenborough Fisheries regarding successful progression for play area project. £3300.
- III. 22/9/22 Correspondence from PKF External Auditor with the successful conclusion of the audit. This has been published and completed.
- IV. 28/9/22 email from member of public regarding deteriorated road markings Jct Horsham La and Oak La. Issue reported to KCC for action. REF: 657148
- V. 28/9/22 Request from allotment holder, reimbursement for lock and chain on pedestrian gate. £39. This is following theft of produce.
- VI. 20/9/22 Request for funding from Upchurch choral society for November concert. Application form sent and returned.

7. Planning

To receive update on planning matters

Outline Planning Application for 200 dwellings, Lower Rainham Rd, Rainham.

<https://publicaccess1.medway.gov.uk/online-applications/applicationDetails.do?activeTab=relatedCases&keyVal=RDF6M6KNLNL00>

22/504539/DEMREQ I Prior Notification for proposed demolition of utility room. I Pear Tree House Otterham Quay Lane Upchurch Kent ME8 8QW

<https://pa.midkent.gov.uk/online-applications/applicationDetails.do?keyVal=RIAXLATYHIL00&activeTab=summary>

22/504523/LAWPRO I Lawful Development Certificate for proposed part garage conversion. I 20 Oak Lane Upchurch Kent ME9 7AT

<https://pa.midkent.gov.uk/online-applications/applicationDetails.do?keyVal=RI98JCTYHEE00&activeTab=summary>

8. External Reports

To receive any external reports from County and Borough

9. Upchurch Parish Council Reporting

- I. General Purpose Committee – to receive and approve minutes and any update
- II. Paddock and recreation ground – to receive update following inspection
- III. Burial Ground & Churchyard – to receive update
- IV. Highways and street lighting – to receive update
- V. Footpaths – to receive update
- VI. Environment – to receive update
- VII. Village Hall – to receive update
- VIII. Police Liaison – to receive update
- IX. KALC – to receive update
- X. Village Defibrillators – to receive update

10. Finance Reporting

- I. Access to banking for clerk is in progress no reporting was possible
- II. Budget Review
- III. Precept Committee Meeting – Setting parameters and dates
- IV. Cheques received – Interment fee £325.00
- V. Cheques for approval:
 - Clerk Salary / expenses
 - Caretaker DK Invoice TBA
 - EDF Energy £1038.51
 - Village Hall Hire £22
 - Clock Tower service £230
 - Allotment holder reimbursement, chain and lock £39

11. Clerk Updates

- I. Policies and Procedures Documents. Documents distributed to assess for adoption. Further document reviews will take place to update at November FC meeting.
 - Standing Orders
 - Financial Regulations

- Publication Policy
- Financial Risk assessment
- Agree any action
- II. Clerk IT Virus protection
 - This has been actioned
 - For noting
- III. Clerk IT Backup Facility
 - Update, this is in progress. Clerk to update in November FC meeting.
 - For noting
- IV. Unity Banking update
 - Clerk to present any update
 - Agree any action
- V. Unity Credit card application
 - Clerk to advise UPC requests for application for payment card, to minimise purchases outside the transparent UPC banking system.
 - Agree any action

12. Grant Application

Consider application from Upchurch Choral Society for £150 to support November concert.
Agree any action

13. Forge Lane Speed Bumps and other road issues

Markings on speed bumps are no longer visible. In addition, boundary hedges in Forge Lane are over grown. Receive update from clerk and Cllr Sheppard
Agree any action

14. Play Park Field Bins

Update on item deferred from previous meeting
Agree any action

15. Speed Survey

Receive update. Arranged for week commencing 3 October
Agree any action

16. Play Area Refurbishment Project

Receive update
Agree any action

17. Poppy Appeal

Update from clerk and councillors
Agree any action

18. Christmas Tree and Arrangements

Update and discussion
Agree any action

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

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

20. Staff Matters

Pensions KCC/Nest
No applicants for village caretaker
Agree any action

21. Date of next meeting

3 November 2022
If you would like any further information on any item on the agenda, please contact the clerk
Nina Henley clerk@upchurchparishcouncil.gov.uk