



MINUTES OF UPCHURCH FULL PARISH COUNCIL HELD ON THURSDAY 12 DECEMBER 2024 AT 19:30PM IN UPCHURCH VILLAGE HALL

Present: Cllr Ripley, Cllr Lewin, Cllr Rosewell, Cllr Bodycomb
Officer: Clerk, Nina Henley
External Attendees: None
Apologies: Cllr Horton, Cllr Boakes, Cllr Denny, Cllr Sheppard, Cllr Berntsen
External Apologies: Cllr C Palmer, Cllr R Palmer, Cllr Baldock

280-FCM/12/24 To receive apologies for absence

Cllr Denny (holiday) Cllr Horton (unavailable) Cllr Boakes (unwell) Cllr Sheppard (unavailable) Cllr Berntsen (work) Members RESOLVED to accept apologies.

281-FCM/12/24 To receive declarations of interests and lobbying

None

282-FCM/12/24 Minutes

To receive as correct and approve for signature the minutes of the Full Council Meeting held on 07 November 2024.

Members RESOLVED to approve the minutes. Proposed by Cllr Lewin, seconded by Cllr Bodycomb. Unanimous.

283-FCM/12/24 Public Participation

There were 2 members of the public present.

284-FCM/12/24 External Reports and Updates

Cllr Palmer sent report and PC Chittim sent report Appendix 1

285-FCM/12/24 Correspondence

- I. Email correspondence from SBC regarding Lighting Grant. Noted.
- II. Email correspondence from Cllr Palmer with residents highways concerns. Noted.
- III. Email correspondence from resident regarding hedge in Chaffes Lane. Noted.
- IV. Email correspondence from Finns request to meeting UPC regarding development. Noted.
- V. Email correspondence from Swale Borough Council re Budget. Noted.
- VI. Email correspondence resident re parking. Noted.

286-FCM/12/24 Planning

To receive updates on planning matters

- I. 24/504862/FULL 65 Chaffes Lane Upchurch Kent ME9 7BH Erection of a two-storey side and rear extension with single storey front extension. (Removal of existing outbuilding and conservatory).
UPC has no objections but asks for neighbours views to be taken into consideration.
- II. Any reports from Cllr Rosewell. Including SBC Planning Meetings for applications 22/502132/ADV and 24/501182/FULL. Cllr Rosewell gave verbal report on SBC planning meetings attended on behalf of UPC.

287-FCM/12/24 Upchurch Parish Council Reporting

- I. Paddock and Recreational Ground – to receive update.

- (a) Update on project for new play equipment in The Paddock. Clerk reported that work had started on new equipment project and was expected to be completed by 18 December. Noted.
- (b) Update on play area new signs. Cllr Rosewell reported that the signs will be installed next week. Noted.
- (c) Recreation groundwork on entrance barriers. Deferred to January.
- (d) Update on tree work Paddock – contractor has completed all work on trees in Paddock. Noted.
- (e) Update on new tree – new tree installed and Cllr Denny to review watering instructions in Spring.
- (f) Update on tap disconnection – to review costs. Members RESOLVED not to accept costs for disconnection. Clerk to review other options and report to next meeting.
- II. Burial Ground & Churchyard – Clerk reported tree that fell in Churchyard has been cleared. The damage to grave reported to church. Noted.
- III. Highways & Street Lighting – to receive update.
 - (a) Update on traffic calming Oak Lane. Work due to commence January 2025. Road closure will be in place 13 Jan – 3 Feb 2025. Noted.
- IV. Footpaths – resident highlighted new notices at Street Farm. UPC to monitor.
- V. Environment – Cllr Rosewell reported that new village poppies needed for 2025. Clerk to order. Noted.
- VI. Allotments – Cllr Bodycomb reported the tree that came down in storm was cleared and removed. Noted.
- VII. Village Defibrillators – Clerk reported that Cllr Sheppard has checked all defibrillators as working. The Circuit has been updated. Noted.
- VIII. Community Events
 - (a) VE Day May 2025. Cllr Rosewell reported that event has now booked food vendors and bar. Event has been updated on Apply4 at SBC with road closures planned for Beacon Lighting. Noted.
 - (b) Supporting community initiatives to combat loneliness and isolation. Deferred to January.
 - (c) Christmas – village Christmas tree. Cllr Ripley reported tree was installed and gave thanks to the team of Councillors who assisted. Clerk to purchase new star and new weatherproof plug box for 2025. Noted.
 - (d) Community Awards – Members RESOLVED to instigate Upchurch Parish Council Community Award in conjunction with Upchurch Matters. Clerk to action. To be presented at the Parish Meeting April 2025.

288-FCM/12/24 Finance Reporting

- I. Financial review – bank statement and reconciliation were received signed by Cllr Lewin. Noted
- II. Payments received – SBC Grant £10,000.00
- III. Cheques for approval litter picker: £ 72.00 Noted.
- IV. Schedule of payments for approval:

Payee	Date	Method	Reference	Reason	Amount
Hugo Fox	18/11/24	PAID DD	10064	Website hosting	£ 11.99
Playdale	15/11/24	PAID	58019	Play area deposit inv	£17999.44
Amethyst	20/11/24	PAID	5897	Christmas	£ 228.00
The Country Wy	12/12/24	BACS		Landscape Contract	£ 180.00
UVH	12/12/24	BACS	7014	Hall hire	£ 40.00
Safeplay	12/12/24	BACS	28571	Play area inspection	£ 169.80
Lynne Balcombe	12/12/24	BACS		Caretaker	£ 192.00
Staff costs					£ 1436.53

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

289-FCM/12/24 Budget 2025/26

Budget Working Group – Cllr Lewin gave verbal report from BWG. Clerk to investigate costs for swing matting repair. Precept to be agreed in January meeting. Members RESOLVED to accept recommendation to increase Allotment Fees by 3% - Clerk to adjust the budget accordingly.

290-FCM/12/24 Items to be considered for inclusion on the next Full Council agenda

Approve Precept for 2025/26.

291-FCM/12/24 Date of next meeting

Thursday 9 January 2025. Parish Meeting scheduled for 10 April 2025. Noted.

Members RESOLVED to conclude the following in private session as per Public Bodies (Admissions to meetings) Act 1960.

292-FCM/12/24 Staffing Matters

Members RESOLVED to accept recommendations from HR Committee following Clerks appraisal on 11 November 2024. Members approved 2 point salary increase on NJC Pay scales. Noted.

293-FCM/12/24 Meeting closed 20.21