



**YOU ARE SUMMONED TO ATTEND THE MEETING OF THE  
FULL PARISH COUNCIL ON THURSDAY 5 OCTOBER 2023  
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: 29 Sept 2023

Members:

Cllr T Ripley (Chair), 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 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](mailto: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**

- 84.FCA/10/23     **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
- 85.FCA/10/23     **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.
- 86.FCA/10/23     **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 7 September 2023.
- 87.FCA/10/23     **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.
- 88.FCA/10/23     **External Reports and Updates**  
To receive any external reports from County and Borough and Police Liaison.

- 89.FCA/10/23      **Correspondence**  
I. Email correspondence from SAC KALC regarding meeting 26 September forwarded.  
II. Email correspondence from Cllr Baldock regarding Swale West Parish meeting November 21st, 7pm at Iwade Village Hall. Forwarded.
- 90.FCA/10/23      **Planning – <https://pa.midkent.gov.uk/>**  
**Relevant Legislation: Town and Planning Act 1990**  
To receive urgent updates on planning matters  
I. 23/504130/FULL Colts Field, Poot Lane. Change of use existing agricultural building to light industrial unit with building works, parking and landscaping.  
II. 23/502412/FULL 6 Wallbridge Lane Upchurch. Demolition of existing 3 storey dwelling erection of replacement 2 storey dwelling.
- 91.FCA/10/23      **Upchurch Parish Council Reporting – Agree any actions**  
I. General Purpose & Planning Committee – to receive update  
    (a) To approve committee recommendation to accept option 1 quote for access road repairs  
    (b) To agree next meeting Wednesday 18 October 2023  
II. Paddock and Recreational Ground – to receive update  
    (a) Update on oak tree.  
III. Burial Ground & Churchyard – to receive update  
    (a) Bank works / grant funding options  
    (b) Risk assessment checks and options for training for Burial Ground Management of memorial inspection workshops.  
IV. Highways & Street Lighting – to receive update  
    (a) Update on HIP  
    (b) Report from Cllr Horton on options for KCC including public consultation  
V. Footpaths – to receive update  
VI. Environment – to receive update  
    (a) Village clock maintenance update  
VII. Allotments – to receive update  
    (a) Repairs to fence, update on work  
    (b) Communication from allotment holder regarding replacement of tap.  
VIII. Village Defibrillators – to receive update from Cllr Sheppard re new units
- 92.FCA/10/23      **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 £1200.00 from R High and Son.  
III. Cheques for approval: Litter picker  
IV. Payments for approval.
- 93.FCA/10/23      **Remembrance Day**  
Any updates.
- 94.FCA/10/23      **D-Day Anniversary**  
Any updates.
- 95.FCA/10/23      **Budget working group**  
To confirm dates for initial budget / finance meeting.
- 96.FCA/10/23      **Clerk Updates – Agree any actions**  
I. Conclusion of Audit  
II. Audit date confirmed interim 16 October 2023 – Full audit Tuesday 9 April 2024  
III. HR meeting annual appraisal
- 97.FCA/10/23      **Items to be considered for inclusion on the next Full Council agenda**  
To receive any additions, for noting only, no discussion at this meeting.
- 98.FCA/10/23      **Date of next meeting**  
Thursday 2 November 2023
- 99.FCA/10/23      **Close of Meeting**  
If you would like any further information on any item on the agenda, please contact the clerk [clerk@upchurchparishcouncil.gov.uk](mailto:clerk@upchurchparishcouncil.gov.uk)