



**YOU ARE SUMMONED TO ATTEND THE MEETING OF THE
FULL PARISH COUNCIL ON THURSDAY 01 OCTOBER 2026
AT 7.30PM 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: 25 Sept 2026

Members:

Cllr T Ripley (Chair), Cllr P Denny (V Chair), Cllr E Berntsen, Cllr J Bodycomb,
Cllr A Horton, Cllr G Lewin, Cllr G Rosewell, Cllr N Sheppard, Cllr S Easton

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 mobile phones must be switched to silent during meetings.

Agenda

- 566.FCA/10/26 **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.
- 567.FCA/10/26 **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.
- 568.FCA/10/26 **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 Sept 2026.
- 569.FCA/10/26 **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 and will provide an opportunity for parish electors to participate. Residents may speak for up to three minutes, and the public session is limited to 15 minutes, unless extended by the Chair.
- 570.FCA/10/26 **External Reports and Updates**
To receive any external reports from County and Borough and Police Liaison.

- 571.FCA/10/26 **Correspondence – to note correspondence received.**
I. Email correspondence from Cllr Palmer Parish Briefing LGR Postponed. Circulated.
II. Email correspondence from SBC Councillors & Residents Forums. Circulated.
III. Email correspondence from KCC Kent Active Travel Business Grants. Circulated.
IV. Email correspondence from resident re traffic Poot Lane. Circulated.
- 572.FCA/10/26 **Planning – <https://pa.midkent.gov.uk/>**
Relevant Legislation: Town and Planning Act 1990
To receive updates on planning matters
I. 26/500852/OUT Land North of Forge Lane – any updates.
II. 26/503045/PIP Land To The East Of Otterham Quay Lane Upchurch Kent ME8 7UT – amended plans for review.
III. Any reports from Cllr Rosewell.
IV. Swale Borough Council Regulation 19 Local Plan Review UPC response to ratify comments and report sent to consultation.
- 573.FCA/10/26 **Upchurch Parish Council Reporting – Agree any actions**
I. Paddock and Recreational Ground – to receive update.
 (a) Play area inspections – to receive update on repairs.
 (b) Gate to Paddock – update on remedial repair.
 (c) Lease renewal BTF The Paddock – to receive update
II. Burial Ground & Churchyard – to receive update.
 (a) To note interment 16 October 2026
III. Highways & Street Lighting – to receive update.
IV. Footpaths – to receive update.
V. Environment – to receive update
 (a) Hedges – any updates on hedge trimming
VI. Allotments – to receive update.
 (a) Update on tenancy renewals
 (b) Kent Community Fund Grant – update
VII. Village Defibrillators – to receive update
VIII. Village Hall – to consider grant request. Documents circulated.
IX. Remembrance Day – any updates.
- 574.FCA/10/26 **Finance Reporting**
Relevant Legislation: Accounts and Audit Regulations 2015; Local Audit and Accountability 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 September. To ratify August payments.
IV. Update on UPC credit card
- 575.FCA/10/26 **Clerks Updates**
I. Budget 2026/27 – to received budget requirements from Councillors
II. To set a date for Budget Working Group / HR Working Group meetings November.
- 576.FCA/10/26 **Items to be considered for inclusion on the next Full Council agenda**
To receive any additions, for noting only, no discussion at this meeting.
- 577.FCA/10/26 **Date of next meeting -**
Thursday 5 November 2026 Full Council Meeting
To agree date for December meeting date due to hall availability
- 578.FCA/10/26 Close of meeting.