



**MINUTES OF UPCHURCH FULL PARISH COUNCIL HELD ON THURSDAY 7 DECEMBER 2023 AT 19:30PM IN UPCHURCH VILLAGE HALL**

Present: Cllr Ripley, Cllr Denny, Cllr Horton, Cllr Berntsen, Cllr Boakes, Cllr Lewin  
 Officer: Clerk, Nina Henley  
 External Attendees: Cllr C Palmer Cllr R Palmer  
 Apologies: Cllr Sheppard, Cllr Bodycomb, Cllr Rosewell  
 External Apologies: Cllr Baldock

**117-FCM/12/23 To receive apologies for absence**

Cllr Rosewell U (unavailable), Cllr Sheppard (unavailable) Cllr Bodycomb (work)

**118-FCM/12/23 To receive declarations of interests and lobbying**

None

**119-FCM/12/23 Minutes**

To receive as correct and approve for signature the minutes of the Full Council Meeting held on 2 November 2023.

Proposed by Cllr Horton, seconded by Cllr Lewin. Unanimous.

**120-FCM/12/23 Public Participation**

There were 5 members of the public present.

Residents from Plymouth Brethren Christian Church offered help and support to the community and had interest in planning application 23/505148.

**121-FCM/12/23 External Reports and Updates**

Cllr C Palmer gave verbal report. Cllr Palmer reported that Swale had received complaints about roadworks causing issues in surrounding villages. Cllr Palmer also reported that GP appointments were an issue locally and Cllr Baldock is arranging a meeting with Kent and Medway NHS Trust, although it was noted that at Upchurch Surgery there was always very positive feedback from the community. UPC commended staff at Upchurch surgery.

Cllr R Palmer gave verbal report. Cllr Palmer reported highways issues in particular in the Medway area with the SGN related works extending at Key Street. Cllr Palmer also reported that the Swale Borough Council Budget was out for consultation. He reported that there were cuts and youth provisions were being downscaled - the KALC Swale area committee are trying to arrange a joint youth provision and will report further details.

Cllr Palmer send festive wishes to the community.

PC Chittim sent written report. Appendix 1

UPC gave thanks to Kent Police and agreed to write to the Chief Constable commended the Rural Task force and the new Community Policing structure.

**122-FCM/12/23 Correspondence**

- I. Email correspondence from Prime One Regarding street lighting. Circulated. Noted.
- II. Email correspondence from WI agreeing to participate in D-Day80. Circulated. Noted
- III. Email correspondence from Forge Lane Resident. Circulated. Noted.

**123-FCM/12/23 Planning**

To receive urgent updates on planning matters

- I. 23/ 505148/FULL Land off Oak Lane erection of a place of worship with access and landscaping, associated parking, infrastructure.

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**UPC would like considerations to the nature and materials to the car park maintaining as much environmental green space parking as possible, with environmentally sensitive approach to soft landscaping with indigenous trees. UPC would like conditions for the car park to be privately controlled.**

- II. MC/23/2466 – Proposal application for the approval of reserved matters being appearance, landscaping, layout and scale for 46 residential dwellings pursuant to outline planning permission MC/21/2225. Appeal ref APP/A2280/W/22/3311965. Land to east of Seymour Road and north of London Road.  
**UPC are concerned with the increase in the number of properties from the outline proposal from 10 to 46. This is cause for consideration to be given to the Seymour Road northwards towards Canterbury Lane.**
- III. No additional reports.
- IV. Request from Cllr Lewin for information on S106 payments for developments in the area deferred from GPC & Planning Committee. Cllr Lewin reported that UPC should give consideration to potential projects that could benefit from S106 contributions. To be considered at future meetings.

#### **124-FCM/12/23 Upchurch Parish Council Reporting**

- I. General Purpose & Planning Committee
  - (a) Update on agreed action to receive quote for work in Oak Lane / Paddock. It was reported that no quote had been received and Cllr Ripley to advise alternative contractor and Cllr Denny and Ripley to do visual check on trees highlighted in Tree Report.
  - (b) To agree next meeting Wednesday 20 December 2023. It was proposed by Cllr Ripley and seconded by Cllr Denny to cancel GPC and Planning meeting scheduled for 20 December 2023. Unanimous. Next meeting of GPC and Planning committee Wednesday 17 January 2024.
- II. Paddock and recreation ground
  - (a) Update for repairs to access road. Cllr Ripley reported that work was due to start end of January 2024.
  - (b) Safeplay inspection report received. It was noted no urgent issues reported. Cllr Denny to review recommendations.
- III. Burial Ground & Churchyard
  - (a) Confirmation of refill of plot R0 12 December. Noted.
  - (b) Quote received for additional bank works. Proposed by Cllr Ripley seconded by Cllr Denny. Unanimous.
- IV. Highways and street lighting
  - (a) Verbal report received from Cllr Horton. See Appendix 1  
Cllr Horton reported that the HIP would be updated annually in Sept 24 as KCC request recommendations for next year by Dec 24.  
Cllr Ripley gave thanks to Cllr Horton for his work on the Highways Improvement Plan for Upchurch.
  - (b) Maintenance Contract for Streetlights. Cllr Berntsen reported that currently we did not need a maintenance contract as the lights were under warranty and did not need to be reviewed until 2027. Clerk to request the formal completion for the works.
  - (c) Report of 2 road traffic accidents in Forge Lane – reported to PC Chittim.
- V. Footpaths
  - (a) Wallbridge Lane Bus Stop reported to KCC work completed. Noted
- VI. Environment
  - (a) Decision to increase the planters in the village for 2024 to be added to the budget. Noted.
- VII. Allotments
  - (a) Fence repair works – delayed due to weather. Now due to start January 2024. Noted.
  - (b) Review accounts received – it was proposed by Cllr Lewin to issue no increase to the allotment gardens for 2024/25 seconded by Cllr Ripley. Unanimous.
- VIII. Village Defibrillators  
Cllr Sheppard gave written report that all new defibs installed and working. Clerk reported The Circuit updated.

#### **125-FCM/12/23 Finance Reporting**

- I. Financial review – bank statement and reconciliation were received signed by Cllr Boakes. Noted.
- II. Payments received – John Weir £550 Whitmey £550
- III. Cheques for approval litter picker: £ 38.15  
Noted.
- IV. Schedule of payments for approval:



Payee	Date	Method	Reference	Reason	Amount
Hugo Fox	05/12/23	PAID	3526	Website hosting	£ 11.99
Faye Cosgrave	05/12/23	PAID		Christmas books	£ 80.00
Tony Harris	05/12/23	PAID		Santa	£ 565.00
UVH	05/12/23	BACS	6755	Hall hire	£ 60.00
Safeplay	05/12/23	BACS	25494	Playground inspection	£ 168.60
UVH	05/12/23	BACS	6772	Hall Hire	£ 60.00
Staff costs					

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

**126-FCM/12/23 KALC Community Awards**

Members agreed to adopt the scheme. Unanimous.

**127-FCM/12/23 Christmas Fete**

Update provided. All admin completed, gifts bought and ready. Cllr Ripley to attend early and assist with sleigh.

**128-FCM/12/23 D-Day Anniversary**

Update provided. New hot food vendor secured. Details deferred to GPC January meeting.

**129-FCM/12/23 Budget Working Group**

Cllr Lewin gave report from Budget Working group. After a discussion it was agreed to include additional planters on budget and to amend costs for streetlighting to reflect credit. BWG to provide agreed budget at January meeting for approval.

**130-FCM/12/23 Items to be considered for inclusion on the next Full Council agenda**

Precept Band D from SBC. DDay 80 updates.

**131-FCM/12/23 To Agree the public's exclusion from the confidential part of the meeting.**

That in view of the confidential nature of the business about to be transacted it was resolved under the provisions of Public Bodies admissions to the meetings Act 1960 s1 that the press and public be temporarily excluded and they are instructed to withdraw.

Agreed. Unanimous.

Staffing Matters

I. The NALC NJC revised pay scales. Noted. Approved. Unanimous.

II. HR Meeting annual appraisal. Signed. Approved. Unanimous.

III. Clerk Contract update. Signed. Approved. Unanimous.

**132-FCM/12/23 Date of next meeting**

Full Council Thursday 4 January 2024

**133-FCM/12/23 Meeting closed 21.07pm**



Appendix 1 - Verbal report received from Cllr Horton. Cllr Horton reported that the 3 priorities on the UPC Highway consultation had been discussed with KCC.

**Priority 1 - Narrowing and chicane arrangement in Oak Lane.**

KCC have reported to the Parish Council that the scheme needs to be upgraded for the illumination of the signage. Clerk to report back to KCC to ask developers to upgrade the scheme.

**Priority 2 - Junction of Horsham Lane and The Street.**

KCC reported that the most cost-effective solution to this junction would be yellow lines outside the 6 houses opposite the junction, however that would require a Traffic Regulation Order (TRO) which involves a public consultation, so suggested that before the Parish Council pay for a TRO, it might be advisable to undertake a local consultation as they anticipated significant resistance to the proposal and contested double yellow lines are likely to have to go to the Joint Transportation Board (JTB) for their consideration at which public representations can be made. KCC also emphasised that the double yellow lines would still be available for 'loading and unloading' and disabled parking, and that enforcement is a policing issue.

PC has undertaken a consultation with specific residents from this area on this proposal and report that residents are against this proposal, with sufficient responses to make it clear that the placement of lines will be contested throughout the application and TRO process.

UPC therefore recommends not continuing this course of action based on the expense to the public of the village, given the local resistance and cost of a traffic order, the high probability of the decision going to the JTB and perhaps subsequent appeal. Having looked at this issue as part of the HIP for several years, the Parish Council conclude that given no reasonably affordable alternative, little chance of success on double yellow lines being installed and if successful would still result in casual parking for the amenities in the centre of the village.

The crash statistics held by KCC do not justify significant road changes and the junction is within the village conservation area, further work if ever deemed necessary is KCC's responsibility, there is no longer a role that the Parish Council Highways Improvement Plan can play in the case. Cllr Horton therefore proposed this will be closed and removed from the HIP. (Agreed unanimously)

**Priority 3 - Junction of Forge Lane and Holywell Lane.**

KCC attended the site with Parish Councillors and recommended that signage be considered approximately 100m prior to the junction for vehicles travelling from Lower Halstow and that an engineer should visit and see whether the hedge should be reduced in height.

KCC have reported however there is no suitable KCC land upon which to install the sign so this cannot be achieved. Cllr Horton therefore recommended this item should also now be closed and removed from the HIP, as it is clearly a KCC issue which they are dealing with. (Agreed unanimously)

(Enquiries with KCC have confirmed that a KCC engineer attended to examine the hedge and has determined that as it is currently cut it is suitable for the bend and that no further action is required.)

