



MINUTES OF UPCHURCH FULL PARISH COUNCIL HELD ON THURSDAY 03 OCTOBER 2024 AT 19:30PM IN UPCHURCH VILLAGE HALL

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

252-FCM/10/24 To receive apologies for absence

Cllr Berntsen (work) Cllr Bodycomb (holiday) Cllr Denny (holiday) Cllr Horton (unavailable), Cllr Sheppard (unwell) Cllr Boakes (work commitment)

253-FCM/10/24 To receive declarations of interests and lobbying

None

254-FCM/10/24 Minutes

To receive as correct and approve for signature the minutes of the Full Council Meeting held on 5 Sept 2024.

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

255-FCM/10/24 Public Participation

There were 5 members of the public present.

Member of public reported that the brown bins at the churchyard had not been collected. Also it was reported that parking next to the Co-op was causing issues for pedestrians to walk on the pavement. Clerk to write to the Co-op to inform them.

256-FCM/10/24 External Reports and Updates

Cllr Palmer reported that there were still a few issues in the village with missed bins. Cllr Palmer highlighted that residents must keep reporting all missed collections online. Cllr Palmer reported that there were some planning enforcement issues he was dealing with that had been reported by residents.

Cllr Baldock reported a successful Swale West Parish Meeting on 26 September. The meeting was well attended by the local parishes. Cllr Baldock reported the initiative is to try and reduce social isolation and loneliness in the area. There is to be a dedicated website set up -Swale West Community Hub where all local events can be coordinated together to allow residents to be able to easily access information on activities happening, such as walk and talk / coffee mornings. This will enable coordination among the 7 parishes giving residents options of events to attend not just in their local parish.

Cllr Baldock also reported that on the local plan there has been issued a call for sites for areas that could be considered for park homes. These sites could have local and age restrictions. Parishes could advise local landowners with potential sites available.

257-FCM/10/24 Correspondence

- I Email correspondence from Swale Borough Council Highsted Park Planning. Noted.
- II Email correspondence resident regarding pathways Otterham Quay Lane. Noted.
- III Email correspondence from KCC Soft landscaping team schedule. Noted.

- IV Email correspondence resident regarding planning enforcement Colts Field. Noted.

258-FCM/10/24 Planning

To receive urgent updates on planning matters

- I. 24/503657/FULL Sedgemoor House Stables Holywell Lane Upchurch Sittingbourne Kent ME9 7HN Remodelling of existing dwelling, works to include single-storey front extension, a part single/ part 2 storey side extension, a single storey rear extension, conversion of double garage and attached store. Roof alterations to create full headroom first floor accommodation with associated balconies and roof lights and changes to fenestration .
UPC has no objections but asks for neighbours comments to be taken into consideration.
- II. 24/503428/LDCEX 44 The Street Upchurch Kent ME9 7EU. Lawful Development Certificate Existing for changes to fenestration
No comments.
- III. Any reports from Cllr Rosewell.
Cllr Rosewell reported communication received from planning officer regarding Christine House and Bell Grove Stud Farm.

259-FCM/10/24 Upchurch Parish Council Reporting

- I. Paddock and recreation ground
 - (a) Play area equipment project. Clerk confirmed that UPC had been successful in gaining Swale Prosperity Fund Grant to add to the National Lottery Grant. Three quotes received and reviewed for older children's play equipment and members RESOLVED to accept quote 1 from Playdale for Athens equipment. Clerk to confirm order with contractor subject to site visit to confirm all costings.
 - (b) Play area signage. Clerk reported all new signs ready for installation. Cllr Rosewell to report suitable positions for new signs.
 - (c) Entrance barriers. Deferred to November meeting to allow Cllr Sheppard to investigate options for repair. Noted.
 - (d) Equipment. Clerk reported cross trainer is fixed and working.
 - (e) Goal posts deferred to November meeting. Clerk to obtain quotes with options for consideration.
 - (f) New tree. Members RESOLVED to purchase quotation 185050 the largest tree. Clerk to arrange delivery and installation as soon as possible.
- II. Burial Ground & Churchyard
 - (a) H&S checks were carried out on all memorials – Clerk reported 2 memorials need monitoring no family could be identified, inspections will be made every 6 months. Noted.
- III. Highways and street lighting
 - (a) Bus stop. No updates.
 - (b) Traffic calming in Oak Lane. Members had received information from KCC. No further updates.
- IV. Footpaths
 - (a) Member of the Church reported the path by the west door gets muddy so they will be placing pea shingle there. Noted.
- V. Environment
 - (a) Hedge trimming. Clerk reported this was scheduled in with contractor.
 - (b) Cllr Denny had previously reported residents leaving extra rubbish bags beside the public bins. Clerk reported that announcement was made on website / social media to highlight this and request residents refrain from doing this as they do not get collected. Noted.
- VI. Allotments
 - (a) Allotments fees for 2025/26 to be considered by The Budget Working Group.
- VII. Village Defibrillators – no updates reported.
- VIII. Community Events
 - (a) VE Day May 2025 – Cllr Rosewell reported that plans for this event will be reported at future meeting..
 - (b) Remembrance Day – Clerk reported that wreathes to be purchased. Poppy working party to be arranged for councillors to set up the lamp post poppies in the village weekend 26/27 October. Poppy Working Group Cllrs Ripley, Berntsen, Rosewell, Sheppard and Bodycomb. Noted.

260-FCM/10/24 Finance Reporting

- I. Financial review – bank statement and reconciliation were received signed by Cllr Lewin. Noted

- II. Payments received – Burial ground received £ 550.00
- III. Cheques for approval litter picker: £ 36.00
Noted.
- IV. Schedule of payments for approval:

Payee	Date	Method	Reference	Reason	Amount
Hugo Fox	18/09/24	PAID DD	8498	Website hosting	£ 11.99
RBL	03/10/24	BACS		Wreaths	£ 104.50
HL Graphics	03/10/24	BACS	8333	Play area signage	£ 432.00
Maylow	03/10/24	BACS		Cross trainer repair	£ 156.00
The Country Way	03/10/24	BACS		Landscaping	£ 348.00
UVH	03/10/24	BACS	6971	Hall Hire	£ 40.00
Business Stream	03/10/24	BACS	6066419	Water paddock	£ 21.12
Starboards Systems	03/10/24	BACS	7161	Scribe Accounts	£ 501.12
L. Balcombe	03/10/24	BACS		Caretaker	£ 156.00
Expenses	03/10/24	BACS		Office Laptop	£ 470.47
Expenses	03/10/24	BACS		Postage	£ 12.40
Staff costs					£ 1411.33

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

261-FCM/10/24 Member updates from externally attended meetings

Clerk reported attendance at the Swale West Parish meeting with Cllr Baldock. Clerk to coordinate with Cllr Boakes for any futures ideas from the Swale West Parish meetings.

262-FCM/10/24 Clerks updates

- I. Clerk to circulate dates for meetings with Budget Working Group and HR committee on the same day to be confirmed.
- II. Domain register changed to Hugo Fox. Noted.

263-FCM/10/24 Items to be considered for inclusion on the next Full Council agenda

Budget item request from councillors with bids for projects.

264-FCM/10/24 Date of next meeting

Thursday 7 November 2024

265-FCM/10/24 Meeting closed 20.50

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