



MINUTES OF UPCHURCH FULL PARISH COUNCIL HELD ON THURSDAY 13 JUNE 2024 AT 19:30PM IN UPCHURCH VILLAGE HALL

Present: Cllr Ripley, Cllr Denny, Cllr Rosewell, Cllr Bodycomb, Cllr Lewin, Cllr Boakes, Cllr Sheppard

Officer: Clerk, Nina Henley

External Attendees: None

Apologies: Cllr Berntsen, Cllr Horton

External Apologies: Cllr C Palmer, Cllr R Palmer, Cllr M Baldock

212-FCM/06/24 To receive apologies for absence

Cllr Horton (Unwell) Cllr Berntsen (work)

213-FCM/06/24 To receive declarations of interests and lobbying

None

214-FCM/06/24 Minutes

To receive as correct and approve for signature the minutes of the Full Council Meeting held on 9 May 2024.

Proposed by Cllr Lewin, seconded by Cllr Boakes.

Unanimous.

215-FCM/06/24 Public Participation

There were 4 members of the public present.

216-FCM/06/24 External Reports and Updates

Written report received from PC Chittim. Appendix 1

Clerk to advertise dates for Police Surgeries on website and noticeboards. Noted.

Cllr C Palmer sent report *We are still getting a few messages about missed bins. We did report the paddock, and as we have not heard anything assume that it was cleared, along with the public bins. Not wanting to tempt fate but things by and large do seem to be improving.*

I had reported the damaged signs for Canterbury Lane and the Public Footpath one, I note that they have now been replaced.

217-FCM/06/24 Correspondence

- I. Email correspondence Swale Borough Council Western Areas Committee meeting 3 July 2024 cancelled due to the general election. Noted.
- II. Email correspondence Kent Minerals and Waste Local Plan. Noted.
- III. Email correspondence on Safety Bill update. Noted.
- IV. Email correspondence from resident regarding Burial Ground Maintenance. Noted.
- V. Email correspondence from resident regarding parking issues. Noted.

218-FCM/06/24 Planning

To receive urgent updates on planning matters

- I. 24/501609/LAWPRO 60 The Street, Upchurch ME9 7EU Lawful Development Certificate for proposed loft conversion with rear dormer.

This application has been withdrawn.

A handwritten signature in black ink, appearing to be 'C. Palmer', is written over the bottom right of the page.

- II. 24/501966/FULL Court Lodge, Breech Lane, Upchurch ME9 7EU. Continued mixed use as a residential dwelling and dog breeding business following approval 21/506248/FULL (Retrospective)
UPC has no objections and would like any neighbours' comments to be taken into account.
- III. 24/500857/REM Gore Farm, Chaffes Lane, Upchurch ME9 7BE Approval of reserved matters (Appearance, Landscaping and scale sought) for the erection of 2no dwellings, pursuant to 19/505938/OUT (approved at appeal under APP/V2255/W/21/3268392) and submission of details pursuant to conditions 5 (construction phase management), 7 (energy efficiency), 8 (ecological enhancements) 9 (means of access and turning area) and 11 Parking.
- IV. Cllr Rosewell reported that an appeal had been lodged for land adjacent to 113 Chaffes Lane (Cllr Bodycomb reported an interest at this point). Cllr Rosewell reported that an appeal had been lodged for 4 Oast Cottages – it was noted that on both appeals previous comments by UPC still stand. Cllr Rosewell reported that 24/501604/LAWPRO was on the Swale Borough Council portal and UPC has not been consulted. Clerk to contact SBC and Ward Cllr Palmer to request more information. Noted.

219-FCM/06/24 Upchurch Parish Council Reporting

- I. Paddock and recreation ground
 - (a) Cllr Denny requested consideration was given to starting a new project for additional play equipment in The Paddock for older children (6-14 years). Cllr Denny had identified possible options for grants to apply for and options for equipment. It was RESOLVED for Cllr Denny and the Clerk to explore options and grants available and review at future meetings.
 - (b) Inspection of equipment report received from Safeplay. Cllr Rosewell to inspect the area highlighted in the report and report on any action required. It was noted that there was nothing urgent highlighted in the report. The report highlighted the signage on the gate was in need of updating with address details. Clerk to obtain quote for new sign.
 - (c) It was RESOLVED to accept quote for inspections from Safeplay for 2024/25.
 - (d) Cllr Boakes reported that she had received communication from a young resident requesting new goal posts for the Recreation Ground. Clerk to obtain quotes for new goal posts. Cllr Sheppard suggested that a grant application could be considered for the goal posts.
 - (e) Cllr Denny reported that the bins in The Paddock had still not been emptied. Clerk to escalate to SBC. Cllr Denny reported that the bushes and trees by the main gate needed to be cut back. Clerk to action with contractor. Cllr Denny reported that the brambles next to 22 Chaffes Lane by the wall / fence needed to be cut back. Clerk to report this to contractor.
- II. Burial Ground & Churchyard
 - (a) Burial Ground maintenance. Some issues with maintenance have been highlighted by residents. Clerk to discuss with contractor and discuss options for grass removal after strimming. Resident communication received regarding the hedge covering an ashes plot. Clerk to discuss with contractor cutting the hedge back in the correct season.
A resident has highlighted the maintenance in the Churchyard ashes area. Clerk to forward to the Church administrator.
- III. Highways and street lighting
 - (a) Update on Copper Beach hedge. Cllr Sheppard reported that KCC confirmed that all foliage should be 12 inches from the white line, therefore this hedge will need to be cut back KCC reported they will write to resident to enforce this. Clerk to chase with KCC. Poplar Trees on Oak Lane KCC reported were within acceptable height limits. Cllr Sheppard reported that KCC stated that the traffic calming project was being progressed. Clerk to report the hedge at Forge Lane and discuss the distance of the hedge to the white line in this location as well.
 - (b) Resident reported streetlight not working. Clerk to report.
 - (c) Clerk to report to KCC other areas including Chaffes Lane and Oak Lane that need attention and SBC for road sweeping on Church Farm Road and southern junction of oak Lane / Chaffes Lane.
- IV. Footpaths
 - (a) Handrail reported still not installed. Clerk to chase.
- V. Environment
 - (a) Weed maintenance outside 106 Chaffes Lane very overgrown Clerk to report to KCC and suggest this area is considered to be concreted. Noted.
 - (b) Update on flower planters. Reported these all completed. Noted. Clerk to confirm that schedule for watering with supplier.



- (c) Oak Tree. It was reported that the Oak Tree was still alive however we have a discount from supplier to replace and budget set aside for this it was resolved to replace the tree.
- VI. Allotments
 - (a) It was reported that some of the tenants have complained regarding some plots not being given appropriate consideration and this was causing issues to other tenants. It was RESOLVED to write to the tenants and give them 6 weeks to address this and inspections to be carried out following this.
- VII. Village Defibrillators
Nothing to report. Clerk to update The Circuit. Noted.

220-FCM/06/24 Finance Reporting

- I. Financial review – bank statement and reconciliation were received signed by Cllr Lewin. Noted
- II. Payments received – Allotments various received £152.00.
- III. Cheques for approval litter picker: £ 60.00
Noted.
- IV. Schedule of payments for approval:

Payee	Date	Method	Reference	Reason	Amount
Hugo Fox	20/05/24	PAID	5373	Website hosting	£ 11.99
Clockwise	13/06/24	BACS	LTD023	Clock restoration	£ 1368.00
Safeplay	13/06/24	BACS	26903	Playground inspection	£ 168.60
UVH	13/06/24	BACS	6893	Hall Hire	£ 40.00
Eco Green	13/06/24	BACS	1308	Waste Bags	£ 165.60
The Country Way	13/06/24	BACS		Landscape cutting	£ 1080.00
L Balcombe	13/06/24	BACS		Caretaker	£ 156.00
Staff costs					£ 1779.36

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

221-FCM/06/24 Clerks updates

- I. It was RESOLVED to approve the Terms of Reference document.
- II. AGAR documents sent to Mazars External Auditor. Noted.
- III. Publication of all finance documents on website. Noted.
- IV. The appointment of Lionel Robbins as the Internal Auditor for 2024/25 was approved
Dates agreed for Internal Audit Monday 7 October 2024 and Monday 7 April 2025.

222-FCM/06/24 D-Day Anniversary

Update provided. Cllr Rosewell reported that the event was well received in the community and gave a note of thanks to all that contributed to the success. UPC thanked Cllr Rosewell for his hard work in arranging the event and note of thanks to Cllrs Sheppard, Denny and Boakes for assistance at the event. Noted.

223-FCM/06/24 Items to be considered for inclusion on the next Full Council agenda

To report bins that were broken and causing a nuisance to residents.

224-FCM/06/24 Date of next meeting

Thursday 11 July 2024 Note date change due to General Election.

225-FCM/06/24 Meeting closed 21.10pm



Upchurch newsletter



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June 2024

Drop-in surgery

- Tuesday 2nd July – 09:30 hours to 12:00 hours
- Upchurch Village Hall – UpARA coffee morning

Your local officer is Police
Officer

Jez Chittim

Incidents of Note

- 14/05 – Two unknown males entered the Co-Op through the roof during the early hours of the morning. They could not enter the main store and were only able to get away with a small amount of stock. Unfortunately, they have not been identified and so if anyone has any information regarding this incident, please call the police on 101 and quote crime reference 46/78378/24.
- 23/05 – There was a report of an accosting outside The Co-Op. The full details are still unknown and this is currently under investigation so limited detail can be released. However, a suspect has been identified and interviewed and it is believed that this was an isolated incident.

Police Surgery

- I will be holding a weekend surgery at least once a month at Holywell Primary School, Upchurch for all residents of Hartlip, Upchurch and Newington. Holywell have offered me use of an office to the entrance of the school and full use of the staff car park. The idea behind this surgery is to be more accessible to those that work Monday to Friday



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Upchurch newsletter



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June 2024

and who can't attend my other surgeries at pre-existing coffee mornings. The first one is to be held on Sunday 14th July 2024 between 10:00 hours and 14:00 hours. They will be advertised via My Community Voice and the Parish newsletter each month. If you wish to attend, please turn up between the times stated and you are welcome to park in the staff car park; to do this, drive up to the gate and press the bell on the intercom and I will let you in.



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