



MINUTES OF UPCHURCH ANNUAL MEETING OF THE PARISH COUNCIL HELD ON THURSDAY 09 MAY 2024 AT 19:30PM IN UPCHURCH VILLAGE HALL

Present: Cllr T Ripley, Cllr N Sheppard, Cllr H Boakes, Cllr G Lewin

Officer: Clerk, Nina Henley

External Attendees: None

Apologies: Cllr P Denny, Cllr G Rosewell, Cllr J Bodycomb, Cllr E Bernsten

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

- 190-FCM/05/24 To elect the chair of the council for the ensuing year**
The chair asked for nominations for the election of the chair of the council for the ensuing year. Cllr Lewin proposed Cllr Ripley seconded by Cllr Boakes. Members RESOLVED to elect Cllr Ripley.
- 191-FCM/05/24 To elect the vice chair to the council for the ensuing year.**
The chair asked for nominations for the election of the vice chair of the council for the ensuing year. Cllr Ripley proposed Cllr Denny seconded by Cllr Lewin . Members RESOLVED to elect Cllr Denny.
- 192-FCM/05/24 To receive apologies of absence.**
Cllr Denny (holiday) Cllr Horton (unavailable), Cllr Bernsten (work) Cllr Bodycomb (unavailable) Cllr Rosewell (unavailable)
- 193-FCM/05/24 To receive declarations of interest and lobbying**
Cllr Sheppard declared interest in agenda item 207-FCA/05/24
- 194-FCM/05/24 Minutes**
Approval and signing of the minutes of the full council meeting Thursday 4 April 2024.
Proposed by Cllr Lewin seconded by Cllr Sheppard. Members RESOLVED to approve.
- 195-FCM/05/24 Public Participation**
There were 2 members of the public present.
- 196-FCM/05/24 External Reports.**
Cllr Ripley read report from Cllr Palmer – appendix 1
Cllr Ripley read report from PC Chittim – appendix 1.
- 197-FCM/05/24 Membership of committees**
- I. To consider options for General Purpose and Planning Committee 2024/25.
Members RESOLVED to trial for one year not holding GPC & Planning committee meetings – all planning will be discussed in full council meetings. Unanimous.
 - II. To approve Councillor delegated responsibilities for UPC for 2024/25.
Members RESOLVED to agree councillor responsibilities.
- Roles and responsibility:

- Planning Cllr G Rosewell
- Allotments Cllr J Bodycomb
- Paddock and Recreation Ground Cllr P Denny
- Burial Ground Cllr H Boakes
- Highways Cllr A Horton
- Streetlights Cllr E Berntsen
- Defibrillators Cllr N Sheppard
- HR Committee Cllr T Ripley, Cllr P Denny, Cllr G Lewin, Cllr H Boakes
- Budget Working Group Cllr T Ripley, Cllr G Lewin, Cllr A Horton, Cllr J Bodycomb
- Banking signatories Cllr P Denny, Cllr A Horton, Cllr G Lewin, Cllr J Bodycomb

198-FCM/05/24 Meeting Schedule

Thursday 13 June 2024
 Thursday 4 July 2024
 Thursday 5 September 2024
 Thursday 3 October 2024
 Thursday 7 November 2024
 Thursday 5 December 2024
 Thursday 2 January 2025
 Thursday 6 February 2025
 Thursday 6 March 2025
 Thursday 3 April 2025
 Members RESOLVED meeting schedule 2024/25

199-FCM/05/24 Adoption of Policies and documents for the ensuing year.

- I. Standing Orders
- II. Financial Regulations
- III. Data Protection Policy
- IV. Equality Policy
- V. Grant Policy
- VI. Health and Safety Policy
- VII. Model Publication Scheme
- VIII. Persistent and Vexatious Policy
- IX. Privacy Notice
- X. Risk Assessment
- XI. Complaints Policy
- XII. Training and Development Policy
- XIII. Code of Conduct

All policies proposed by Cllr Ripley seconded by Cllr Lewin.
 Members RESOLVED to approve. Unanimous.

200-FCM/05/24 Annual Governance and Accountability Return

- I. To receive and note the Internal Auditors year-end report and completion of Annual Internal Audit Report 2023-24. Noted.
- II. To approve Annual Governance Statement 2023/24 (Section 1). Members agreed each point in this document and RESOLVED its approval. Duly signed by Chair and Clerk.
- III. To note that the Responsible Finance Officer (Clerk) has signed (Section 2) of the Accounting Statements certifying the accounts for 2023-24. Noted.
- IV. To approve The Accounts & Accounting Statements (Section 2) 2023/4. Members agreed the financial information in the document and RESOLVED its approval. Duly signed by Chair and Clerk.
- V. To note the period for the exercise of public rights 3 June 24 – 12 July 24. Members RESOLVED to approve the dates set by the Clerk / RFO.

201-FCM/05/24 Insurance

It was proposed by Cllr Ripley, seconded by Cllr Lewin. Members RESOLVED to renew insurance policy with Zurich.

202-FCM/05/24 Correspondence

(Handwritten mark)

- I. Correspondence received Swale Borough Council regarding waste collection service. NOTED.
- II. Correspondence received KCC Guidance and validation requirements for planning. NOTED.
- III. Correspondence received Swale Borough Council Precept remittance. NOTED.

203-FCM/05/24 Planning

- I. 24/501182/FULL Bell grove std farm, Halstow Lane, Upchurch. Replacement of existing permanent mobile home with a 2 bed bungalow.
UPC strongly objects to this application on the basis that they oppose a permanent dwelling on this site.
- II. 24/501700/FULL 1 New Oast Cottages, Spade Lane, Upchurch. Erection of two storey side extension and new front porch.
UPC has no objections but wish neighbours comments to be taken into consideration.
- III. 24/501381/SUB Land to East of Orchard House, London Road, Upchurch. Submission of details pursuant to condition 4 (50% reduction in Dwelling Emission Rate) and 20 of application 23/501613/FULL
UPC has no comment.
- IV. 24/501563/SUB 6 Wallbridge Lane, Upchurch. submission of details to discharge conditions 3 (emission rates), 4 (external finishing materials), 7 (water consumption rates) and 10 (landscape details) of planning application 23/502412/FULL.
UPC wish to refer to previous comments made on this application regarding the colour pallet used being in keeping with the village.
- V. Reports from Cllr Rosewell. Cllr Ripley read report from Cllr Rosewell.

204-FCM/05/24 Upchurch Parish Council reporting

- I. General Purpose & Planning Committee – no meeting held in April.
- II. Paddock and Recreational Ground – no updates.
- III. Burial Ground & Churchyard – Cllr Boakes reported the Burial Ground maintenance was to a very high standard and praised the contractor and caretaker.
- IV. Highways & Street Lighting – to receive update.
 - (a) Update on streetlight repairs – Correspondence received resident and Prime. Report from Cllr Bernsten that repairs had been actioned.
 - (b) Correspondence received KCC re Copper Beech hedge cut back. Members reported that these works needed to be reported again. Clerk to action.
 - (c) Update on traffic calming Oak Lane. No updates received.
- V. Footpaths – no updates.
- VI. Environment – new planters ready for collection from supplier. Cllrs Ripley and Sheppard to install ready for planting.
- VII. Church clock – report received from Cllr Horton that the service and associated works had been completed. Noted.
- VIII. KALC – to receive update.
 - (a) Members considered yearly subscription to Kent Association of Local Councils. KALC provides member training, support and advice. The cost to the parish was £847 members agreed that this cost did not present good value to the parish. Members RESOLVED not to renew subscription to KALC. Unanimous.
- IX. Allotments – Clerk reported 2 outstanding tenant invoices. Clerk to chase outstanding payments.
- X. Village Defibrillators – no updates.

205-FCM/05/24 Finance Reporting

- I. Bank statement and reconciliation were received.
Signed by Cllr Boakes.
- II. Cheques received –
 - (a) Cheques received various allotments holders.
- III. Payment received various allotment holders. £1835.00
Precept received £ 24288.50 Lighting Grant £637.50 VAT refund £ 6104.99.
- IV. Cheques for approval for Burial ground caretaker £ 54.50
Noted.
- V. Schedule of payments for approval:

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|----------------|----------|---------|---------|--------------------|----------|
| Hugo Fox | 09/05/24 | PAID DD | 4985 | Website hosting | £ 11.99 |
| Lionel Robbins | 09/05/24 | BACS | 2024/13 | Internal Audit | £ 175.00 |
| Business Strm | 09/05/24 | BACS | 4740756 | Water bill paddock | £ 21.33 |

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|-----------------|----------|------|-----------|-----------------------|-----------|
| Business Strm | 09/05/24 | BACS | 4879588 | Water bill allotments | £ 124.81 |
| Citizens Advice | 09/05/24 | BACS | | Donation | £ 100.00 |
| UVH | 09/05/24 | BACS | 6873 | Hall Hire | £ 128.00 |
| The Country Wy | 09/05/24 | BACS | | Landscape cut | £ 1080.00 |
| The Country Wy | 09/05/24 | BACS | | Tree work | £ 108.00 |
| Zurich | 09/05/24 | BACS | 532683405 | Insurance | £ 1830.46 |
| Clockwise | 09/05/24 | BACS | | Clock service | £ 104.00 |
| Clerk Expenses | 09/05/24 | BACS | | Post / stationery | £ 7.75 |
| Clerk Expenses | 09/05/24 | BACS | | Eye Test | £ 29.50 |
| Staff cost | | | | | £ 1427.53 |

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

206-FCM/05/24 D-Day 80 Event

Report received from Cllr Rosewell with updates provided. Clerk to add new details and advertise event in the village. Clerk reported Event Plan and Traffic Management plan all updated on SBC event portal.
Clerk to compile list of Cllr volunteers for this event.

207-FCM/05/24 Projects

Additional repair work car park – quote received for the 2nd phase of the project. Members RESOLVED to accept quote. By Majority. Clerk to liaise with contractor for start dates and inform residents who use the car park of dates for works.

208-FCM/05/24 Items to be considered for inclusion on the next Full Council agenda.

None.

Members RESOLVED to conclude the following in private session as per Public Bodies (Admissions to meetings) Act 1960.

209-FCM/05/24 Staffing Matters

Members RESOLVED to amend rates of caretakers in line with Real Living Wage. Unanimous.

210-FCM/05/24 Date of next meeting

Thursday 13 June 2024



211-FCM/05/24 Meeting closed 20.35pm

Upchurch newsletter



**Kent
Police**

Get the latest crime statistics by visiting: www.kent.police.uk/yourarea

May 2024

Drop-in surgery

- Tuesday 4th June 09:30 – 12:00 (UpARA Coffee Morning)
- Upchurch Village Hall

Your local officer is Police
Officer
Jez Chittim

Incidents of Note

- Unfortunately, there were various calls to nuisance youths during the Easter holidays. Unknown whether the same youths or different, however there were reports of birds being shot at with ball bearings shot from a catapult. There was a further report of a car window being smashed and believed to have been shot at with a catapult. If anyone has any information, please inform me and I will follow up any further lines of enquiry and also deal with those responsible. These incidents all occurred around Chaffes Lane.

Appointments

- I will be holding another surgery with the UpARA at their coffee morning on Tuesday 4th June as detailed above.
- I will also be conducting a meet and greet of parents and children at Holywell Primary School on Wednesday 22nd May.
- I am currently working with Holywell Primary School on implementing a workshop around healthy relationships and respect.

I haven't conducted any speed checks in Upchurch over the past month, however will look to conduct a few over this coming month.



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Report from Cllr Palmer

Main issues waste collection service - it's data - it doesn't appear to me that all reported issues are logged by Suez. It has improved but still the same areas being missed.

We have also reported some fly tipping and the Public Bins - again not convinced that Suez have all the bin locations. We have proved what3words locations.

1 resident issue re school but it's been passed onto KCC via Cllr Baldock.

Cllr Chris Palmer is now on the Board of Governor at Medway Hospital.