



**MINUTES OF UPCHURCH FULL PARISH COUNCIL HELD ON
THURSDAY 03 APRIL 2025 AT 19:30PM IN UPCHURCH VILLAGE
HALL**

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

335-FCM/04/25 To receive apologies for absence

Cllr Horton (unavailable) Cllr Berntsen (work) Cllr Boakes (family) Members RESOLVED to accept apologies.

336-FCM/04/25 To receive declarations of interests and lobbying

None

337-FCM/04/25 Minutes

To receive as correct and approve for signature the minutes of the Full Council Meeting held on 06 March 2025.

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

338-FCM/04/25 Public Participation

There were 4 members of the public present.

Members of the public discussed potential planning application in Forge Lane.

Member of the public discussed highways issues in the village.

339-FCM/04/25 External Reports and Updates

Cllr Baldock gave verbal report. Cllr Baldock advised that UPC could request an independent traffic report when considering planning applications. Cllr Baldock reported that KCC was now in purdah due to election on 1 May 2025.

Cllr R Palmer gave verbal report. Cllr Palmer reported that incidents of fly tipping had increased.

Cllr C Palmer gave verbal report. Cllr Palmer reported that she was working on NHS issues for local residents.

Written report received from PC Chittim – Appendix 1

340-FCM/04/25 Correspondence

- I. Email correspondence from resident Keep Village Tidy signs. Noted. Resident requested funding for signage. Members discussed the idea for signs and reported correspondence from KCC confirming that these cannot be placed on the highway and must be on private land. UPC agreed not to pursue this request.
- II. Email correspondence from Medway Council response on funding proposal. Noted.
- III. Email correspondence from SBC Traffic Regulation Order. Noted.
- IV. Email correspondence from Kent Police Fraud prevention. Noted.
- V. Email correspondence from resident regarding street cleaning. Noted.
- VI. Email correspondence from Larissa Reed, CEX re: Final Interim Plan Submission. Noted.
- VII. Email correspondence from Larissa Reed, Local Government Reorganisation. Noted.
- VIII. Email correspondence from resident re highways issues. Noted. Response from Cllr Horton was read out.

PD.

341-FCM/04/25 Planning

To receive updates on planning matters

- I. 25/500856/FULL 30 Wallbridge Lane Upchurch Kent ME8 7XH Demolition of attached garage and rear lean-to. Erection of single storey front / side extension, two storey rear extension, new front dormer, new obscure screen and railing to create balcony on the first floor and new front boundary wall and gate, along with associated external works. UPC has no objections and asks for neighbours views to be taken into consideration.
- II. 25/500628/FULL Land At Colts Field Poot Lane Upchurch Kent ME9 7HJ Replacement roof, new floor and external cladding to elevations of existing pole barn, together with associated hardstanding and landscaping (retrospective). UPC has no comments.
- III. 25/501084/FULL 19 Woods Edge Rainham Kent ME8 8FB. Erection of first floor rear extension. UPC has no objections and asks for neighbours views to be taken into consideration.
- IV. Cllr Rosewell gave verbal report and gave updates on potential planning application in Forge Lane.

342-FCM/04/25 Upchurch Parish Council Reporting

- I. Paddock and Recreational Ground – it was reported that the repairs to the beacon had been completed. Thanks was given to Cllr Sheppard for assisting with this.
- II. Burial Ground & Churchyard – quote received for the fence. Members RESOLVED to accept quote received from Landscape contractor.
- III. Highways & Street Lighting – to receive update.
 - (a) Update on streetlights not working Maintenance Clerk reported that the current streetlighting maintenance contractor is no longer in business. Quotes have been requested from new companies – Cllr Berntsen to review. Noted.
 - (b) Hedge at junction of Forge Lane and Holywell Lane. Clerk reported that maintenance of the hedge height to aid visibility at this junction needs to be reported regularly to KCC. A fault report has been raised. Noted.
 - (c) Report from Cllr Horton read out in response to resident highways queries. Clerk to forward to resident and Cllrs Baldock and Palmer.
- IV. Footpaths – no updates received.
- V. Environment – UPC gave thanks to all the residents who recently participated in a very successful village litter pick.
- VI. Allotments
 - (a) Request for maintenance – Clerk to request more information. The order for aggregate to be delivered has been actioned to liaise with allotment tenant representative. Noted.
 - (b) Clerk reported that the new 18-month tenancy agreements were all sent and received. Members RESOLVED to Ear Mark the additional funds received for 2026/27 financial year.
- VII. Village Defibrillators – Cllr Sheppard reported all defibrillators working.
- VIII. Community Events
 - (a) VE Day May 2025 Cllr Rosewell gave update on planned Beacon lighting event at the Recreation Ground, Upchurch on Thursday 8 May 2025 from 7.30pm with beacon lighting at 9.15pm. Refreshments available with a pizza van and beverages from The Crown public house. Cllr Lewin gave update from Choral Society VE Day concert at the Church Sunday 11th May 7.30pm, tickets on the door. The Upchurch Choral Society gave thanks to UPC for the grant to assist with costs for this event. Noted.

343-FCM/04/25 Finance Reporting

- I. Financial review – bank statement and reconciliation were received signed by Cllr Lewin. Noted
- II. Cheques for approval litter picker: £ 48.00 Noted.
- III. Schedule of payments for approval:

Payee	Date	Method	Reference	Reason	Amount
Hugo Fox	18/03/25	PAID DD	13160	Website hosting	£ 11.99
UVH	03/04/25	BACS	7101	Hall hire	£ 40.00
Scribe	03/04/25	BACS	8658	Accounts support	£ 662.40
Invicta	03/04/25	BACS	31167	IT Support	£ 576.00
St J College	03/04/25	BACS	3612	Rent Rec	£ 681.50
The Country Wy	03/04/25	BACS	march	Grounds Maintenance	£ 672.00

Lynne Balcomb	03/04/25	BACS		Caretaker	£ 192.00
Clerk expenses	03/04/25	BACS		Frames	£ 11.78
Clerk expenses	03/04/25	BACS		Stationery	£ 8.30
Clerk expenses	03/04/25	BACS		Postage	£ 2.30
Staff costs					£ 1664.41
Receipts				Car Park	£ 40.00
				Allotments	£ 1066.50

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

344-FCM/04/25 Clerk Updates

- I. Community Award prize to review options. Members RESOLVED to award a prize to the winner of the UPC Community Award funds to be made available. Cllr Lewin to collect from The Barnyard. UPC gave thanks for their kind donation.
- II. End of Year reports. Noted.
- III. Internal Audit confirmed Monday 7 April 2025. Noted. Cllr Lewin requested a review of Assets to be considered.

345-FCM/04/25 Items to be considered for inclusion on the next Full Council agenda
Nothing to add. Noted.

346-FCM/04/25 Date of next meeting

Annual Parish Meeting Thursday 10 April 2025 – Upchurch Village Hall
Annual Parish Council Meeting Thursday 1 May 2025 – Holywell School

347-FCM/04/25 Meeting closed 20.35

PD

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April 2025

Your local officer is Police Officer

Jez Chittim

Good work story/stories

- Late 2024 and early into the new school year, a select few pupils at Holywell Primary School were picked to take part in only the second Police mini-cadets. The school and Kent police selected the 12 pupils who subsequently partook in a 9-week programme whereby once a week a police officer would lead a session. Over this period, pupils were able to get an insight into the daily life of a police officer, learn about different topics such as online safety, criminal age of responsibility, respect for others and the environment. They were taken to the police museum at Faversham police station, conducted a litter pick within Upchurch and taught about the importance of all taking responsibility for the environment we live in. They also received an input on the importance of being an upstander in the community and how they may be able to help someone in need.

At the end of this course, they all received a certificate at an awards ceremony but more importantly they enjoyed it and the personal development of each individual was clear.

- In April 2024 the community of Upchurch raised some concerns regarding a local resident and their wellbeing. Whilst there were some negative online posts, most involvement from the public was extremely positive and assisted greatly in what happened next. The person concerned had been moved by local authorities a long way from what they deemed home and where they had family support. The person couldn't drive and had limited means to have contact with their support network whilst suffering with mental health. The police raised these concerns with the appropriate Housing Authority and during this process the person received support from the Church and KCC Wardens following a police referral. They ensured the person's basic needs of food, water and shelter were met whilst a suitable outcome for all could be achieved.

In July 2024 the person was moved closer to their support network and their mental health improved significantly.



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Following this; the Housing Authority concerned, praised the patience of the community. Because they felt the manner this had been dealt with was one of a supportive nature; decided to review their selection process as to how and where people are housed so both the area and person suit each other.

- In August 2024 it was arranged that the lead investigator for Fraud in Kent Police, gave an input to 70+ local residents at the UpARA. This input was greatly received and hopefully better equipped local residents of a slightly older generation to protect themselves from both online and door to door fraud. I am always happy to organise events on request as to what is deemed will best help and equip the community in keeping themselves and others safe. I have good access to first aid/defibrillator trainers and Upstander trainers able to better equip people to be an active bystander. You don't have to confront a situation or someone to prevent a negative incident from occurring. Sometimes you only have to act as a deterrent through your presence or even through an unrelated action you may take.

Ongoing Incidents/Future Plans

- Off road motorbikes/quad bikes are still generating a lot of calls into the police around Swale, Kent and even nationally it is a problem. Whilst there have been some bike seizures and traffic offence reports issued, there has not really been any decrease in this issue. I am keen to locally get on top of it but often struggle without names and addresses of the people using these types of bikes in public. If I could ask again that if anyone knows anyone with these types of bikes whether they use them lawfully or not to pass me the details to 13369@kent.police.uk as I'd like to make contact with them. If I catch anyone committing an offence, I will deal with the offence, however breaking the anonymity of these people is the best way at reducing this problem.

Over the summer months there are plans for joint partnership operations tackling this type of incident which



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often poses a danger to the public and the riders themselves and often causes damage to play parks and fields.



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