

The **Minutes** of the **Parish Council Meeting** held in Upchurch Village Hall on **2<sup>nd</sup> January 2020** at 7.30pm.

**Present:** Cllr Tyrone Ripley (Chairman), Cllr John Arnold (Vice Chairman), Cllr Gerry Lewin, Cllr Janet Marshall, Cllr Peter Masson, Cllr Gary Rosewell and Cllr Neil Sheppard; and Mrs Wendy Licence (Clerk).

Also present were two members of the public.

Cllr Ripley welcomed everyone to the meeting.

**146. Apologies for absence**

Apologies had been received from Cllr Alan Horton (at another meeting) and Cllr Pam Denny (personal); apologies accepted.

Apologies had also been received from County Councillor Mike Whiting (at another meeting) and Ward Member Richard Palmer (personal); apologies noted.

**147. Declarations of interest**

None were declared.

**148. Minutes of the meeting held on Thursday 5<sup>th</sup> December 2019**

Cllr Rosewell **PROPOSED** to accept the minutes of the meeting held on 5<sup>th</sup> December as a true record; **SECONDED** by Cllr Masson: **AGREED UNANIMOUSLY**. The minutes were duly signed by Cllr Ripley.

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**Public Time**

*The meeting was adjourned for the Public Time*

*A resident asked for an update on the buses.*

Cllr Ripley said that County Councillor Mike Whiting had sent a report that Chalkwell is still considering what if any changes they will make to the 326/7 services when the road works start along the A2 from 6 January.

*The resident said that people are asking if KCC will subsidise the bus service again if the 327 is lost from Upchurch and Lower Halstow. Some people rely on the bus service especially now the Coop is not open. Chalkwell had informed him that they have no plans to stop the service but changes do need to be made for the gas works.*

*A resident asked if there was any update on the Parish Highway Improvement Plan for Horsham Lane.*

Cllr Ripley said talks are still ongoing between the Parish Council and Kent County Council.

Mr David Steward introduced himself as the new Chairman of Upchurch Village Hall and asked if any Councillors would be interested in joining the Village Hall Committee.

*ACTION: Clerk to ask all Councillors.*

*The meeting was reconvened*

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**149. Correspondence**

SBCllr Palmer had emailed to say that he had nothing further to report since the last Council meeting.

### **150. Planning**

Cllr Lewin **PROPOSED** to accept the minutes of the meeting held on 18<sup>th</sup> December; **SECONDED** by Cllr Ripley: **AGREED UNANIMOUSLY**. Cllr Rosewell duly signed the minutes of the meeting as a true record.

Cllr Rosewell informed Members that the application for Kaynes Farm will be heard by Swale Planning Committee on Thursday 9 January, unfortunately he is unable to attend.

*ACTION: Clerk to contact Parish Councillors for a representative.*

Cllr Lewin said Swale Borough Council is consulting on its Heritage Strategy. The current Conservation Area is out of date and this could be an opportunity to update the Conservation Area.

*ACTION 1: Clerk to circulate details to Members*

*ACTION 2: ITEM FOR PLANNING COMMITTEE*

### **151. General Purposes Committee**

Councillors considered the minutes of the Meeting held on 18<sup>th</sup> December 2019 and amended last paragraph to read "Cllr Arnold reported that the footpath adjacent to the Doctors' Surgery is in a poor state."

**IT WAS AGREED UNANIMOUSLY** to accept the minutes, as amended, of the meeting held on 18<sup>th</sup> December. Cllr Ripley duly signed the minutes of the meeting as a true record.

### **152. Allotments**

Cllr Masson report that there were no issues with the allotments.

Cllr Ripley said that there is a budget for scrubbing the shrub which has overtaken an area and this needs to be utilised. The ground needs to dry before work can be commenced and the nesting season must be avoided.

### **153. Paddock and Recreation Ground**

#### i. To receive an update

Cllr Ripley informed Members that the play area report has been received and will be considered at General Purposes Committee

#### ii. To consider quotation to remove bush on bank adjacent to Recreation Ground

Cllr Ripley said there have been observations that the solitary bush on the bank adjacent to the Recreation Ground sometimes affects sight lines. There is regular cutting back of the bush and General Purposes Committee discussed removing the bush.

Councillors **AGREED UNANIMOUSLY** to remove the bush.

### **154. Burial Ground and Churchyard**

Cllr Marshall reported that she has compared the Church regulations with the Parish Council regulations and this will be discussed at General Purposes Committee.

### **155. Church Clock**

Cllr Masson said the clock is working well.

It was agreed to remove this item from the agenda.

### **156. Events**

#### i. VE Day 75<sup>th</sup> Anniversary 8<sup>th</sup> May 2020

Cllr Ripley said the subcommittee will progress the celebration for the village. The committee consists of Cllr Horton, Cllr Ripley, Cllr Sheppard and Cllr Lewin.

Cllr Lewin said that he will be the conduit for the Royal British Legion.

#### ii. Father Christmas 2020

Cllr Ripley reported the Parish Council had secured the Santa Sleigh for 2019. The Council will arrange its own event for 2020 and has booked the Village Hall for 20<sup>th</sup> December 2020 from 2pm and a professional Father Christmas and two elves have been booked for the event. Cllr Arnold said residents do go out if the sleigh goes round the village. Would they attend an event at the hall?

Cllr Ripley said the sleigh visit is weather dependent. This is about having a good event for the children of the village. There was a Christmas craft activity in the Village Hall in 2019 run by the church although it is uncertain if this will happen again this year. For 2020 there could be tea and it would be good to have a craft activity as well. A sleigh will be made at no cost to the Parish Council. SBCllr Horton has agreed to pay for Father Christmas and the elves from his Swale Borough Council Members' Grant.

### 157. Highways and Street Lighting

#### To consider revised quotation for bollards in Chaffes Lane

Cllr Ripley informed Members that hot lay asphalt for the bollards will cost an extra £465 as the minimum amount is ½ ton.

Cllr Arnold said the tar is coming out from around the bollards in Crosier Court.

Cllr Sheppard said there is usually a two-year re-instatement clause required by KCC.

Councillors **AGREED UNANIMOUSLY** not to have hot lay around the bollards.

Cllr Arnold said the contractor needs to supply a Risk Assessment and Method Statement.

*ACTION: Clerk to request Risk Assessment and Method Statement.*

### 158. Footpaths

Cllr Masson said no issues had been reported.

Cllr Sheppard said there is an issue with dog fouling at the moment, dog owners need to be reminded that action will be taken.

Cllr Ripley said the dog warden has been given spray; the Scouts have put up bottles with bags in; notices have been put in The Paddock requesting dogs to be kept on leads.

*ACTION 1: Clerk to contact Swale Dog Warden*

*ACTION 2: Clerk to request the Village Caretaker report issues to the dog warden.*

### 159. Finance

#### i. Cheques for approval and signature

Chq no	Payee	Reason	Amount
3852	Mrs W Licence <i>Paid out of meeting</i>	Christmas lights	<b>£387.00</b>
3853	HMRC	PAYE & NI	<b>£137.75</b>
3854	Mrs W Licence	Expenses and salary adjustment	<b>£4.71</b>
3855	Fasthosts Internet Ltd	Email account	<b>£66.00</b>

Councillors agreed to the signing of the cheques.

#### ii. Electricity bill

Cllr Ripley informed Members that the Council is waiting to hear back from EDF as there has been no electricity bills received.

#### iii. Budget 2019-21

Cllr Ripley reported that the Finance Committee had met. Cllr Horton recommends that based on the Councils determination to continue its ambitious and creative programme of works for the coming year, the Precept be set at £55,915 being a 9% increase in the precept, making

the Upchurch Parish Council precept for a Band D equivalent property for the 20/21 financial year £54.50.

Cllr Lewin said only £170 has been allowed in grants for the poppy wreaths, the Parish Council usually gives to Swale Citizens Advice Bureau and others as well. The Council has given £835 in this financial year. The Council is accumulating capital.

Cllr Ripley said that if the application for borrowing approval is not successful the project may be funded from reserves.

Cllr Lewin is the precept is set at £55,915 it needs to be with the understanding that it will be reduced at the earliest opportunity;

Cllr Lewin **PROPOSED** to set the precept at £55,915; **SECONDED** by Cllr Arnold: **AGREED UNANIMOUSLY**.

#### iv. Review of banking arrangements

Cllr Ripley said that it has previously been agreed to change to online banking. Unity Trust Bank charges £6 per month. There is no credit interest paid. The Clerk would be the administrator to set the payments up and this would be released by two Councillors when agreed by Full Council. It has been suggested to keep with the current cheque book arrangements through Barclays, interest is paid on the business reserve account. There have been no complaints from contractors regarding paying invoices by cheque.

Cllr Masson said he uses online banking and it is not easy to sort things out when they go wrong.

Cllr Sheppard said online banking is good but if there are no problems with the current arrangements why change.

Cllr Masson **PROPOSED** to keep the current banking arrangements; **SECONDED** by Cllr Ripley: **5- FOR, 1- AGAINST, 1- ABSTENTION: MOTION CARRIED**.

#### v. To consider use of MicroSoft 365 Cloud storage

Cllr Ripley said there is a need to have the Council's data backed up off-site. MicroSoft 365 Business Premium including Cloud storage costs £112.80 per annum direct from Microsoft.

Alternatively, memory sticks could be used and the Chairman and Clerk swapping each month Cllr Ripley **PROPOSED** the Council have a one-month free trial of Microsoft 365 Cloud Storage: **AGREED UNANIMOUSLY**.

### **160. Defibrillator**

Cllr Sheppard reported the door of the defibrillator at The Three Sisters is stiff and he will monitor this. The plastic bolt on the defibrillator at Snaffles will not move, the lid is secure. The batteries of the defibrillators are working and charged and everything is up to date until October 2020 when new pads will need to be ordered.

Cllr Ripley thanked Cllr Sheppard for his report.

### **161. Reports from representatives**

#### i. KALC

There was nothing to report.

#### ii. Police Liaison Officer

Cllr Marshall said that she is trying to obtain crime figures, the only ones available are up to the end of November 2019.

### **162. Matters arising**

Cllr Ripley said that he will install the Tikspacs with Cllr Rosewell.

Cllr Ripley said the Christmas tree lights will be removed on Sunday 5<sup>th</sup> January and the tree removed on Monday 6<sup>th</sup> January.

*ACTION: Cllr Ripley, Cllr Arnold, Cllr Rosewell and Cllr Sheppard.*

**163. KALC COMMUNITY AWARD 2020**

**That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media were excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.**

To consider nominations for the KALC Community Award 2020

Cllr Ripley informed Members that one nomination has been received.

It was **AGREED UNANIMOUSLY** to accept the nomination for the award.

**164. Date of next meeting Thursday 6<sup>th</sup> February 2019 at 7.30pm in Upchurch Village Hall**

There being no further business, the meeting finished at 8.45pm