



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE
FULL PARISH COUNCIL ON THURSDAY 5 JUNE 2025 AT
19:30PM IN UPCHURCH VILLAGE HALL

Members of the Public and Press are welcome to attend

Signed: Nina Henley
Clerk and Proper Officer
2 Alfriston Grove, West Malling,
ME194SR

Date of Issue: 29 May 2025

Members: Cllr T Ripley (Chair), Cllr P Denny (V Chair), Cllr E Berntsen, Cllr H Boakes,
Cllr J Bodycomb, Cllr A Horton, Cllr G Lewin, Cllr G Rosewell, Cllr N Sheppard

PUBLIC PARTICIPATION IN GENERAL

Members of the public may also be allowed to speak during the meeting, on agenda items only and with express permission from the Chair. Anyone wishing to attend and/or speak on the agenda item during Public Participation should book in prior to the meeting. Please contact clerk@upchurchparishcouncil.gov.uk

RECORDING (AUDIO AND /OR VIDEO OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

During the meeting the public are allowed to record the Committee and Officers from the front of the public seating area only, providing it does not disrupt the meeting. Any items in the exempt part of the agenda cannot be recorded and no recording device is to be left behind. If another member of the public objects to being recorded, the person(s) recording must stop doing so until the member of the public has finished speaking. The use of social media is permitted, but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

MOBILE PHONES

Members of the public are reminded that the use of mobile phones (other than silent) is prohibited at all Parish Council meetings.

Agenda

- 369.FCA/06/25 **To receive apologies for absence**
Relevant Legislation: Local Government Act 1972, s85
Members not in attendance must tender their apologies to the clerk and reason for absence to the clerk on the summons prior to the meeting.
- 370.FCA/06/25 **To receive declarations of interests and lobbying**
Relevant Legislation: Localism Act 2011, s31
In accordance with the Localism Act 2011, members are to disclose pecuniary or any other interests in any item on the agenda. The members are individually responsible for declaring their position.
- 371.FCA/06/25 **Minutes**
Relevant Legislation: Local Government Act 1972, sch 12, p 41
To receive as correct and approve for signature the minutes of the meeting held on 1 May 25.
- 372.FCA/06/25 **Public Participation**
Relevant Legislation: Local Government Act, s100
In accordance with LGA 1972 S100, the meeting will be adjourned for this item to take place. Will then resume for the remainder of the meeting. The council is keen to encourage public attendance at meetings and will therefore provide an opportunity to parish registered electors, to participate in meetings. Residents are permitted 3 minutes to speak, and the public session is restricted to 15 minutes, unless extended by the Chair.
- 373.FCA/06/25 **External Reports and Updates**
To receive any external reports from County and Borough and Police Liaison.
- 374.FCA/06/25 **Correspondence for noting.**

- I. Email correspondence from resident various foot paths reported to PRow. Circulated.
- II. Email correspondence from KCC streetlighting team re CCTV cameras. Circulated.
- III. Email correspondence from Fairthorn KCC permit. Circulated
- IV. Email correspondence SBC Local Plan Review. Circulated.

375.FCA/06/25

Planning – <https://pa.midkent.gov.uk/>

Relevant Legislation: Town and Planning Act 1990

To receive updates on planning matters

- I. **25/5013490/FULL** 48 Wallbridge Lane Upchurch Kent ME8 7XH Erection of single storey rear extension with rooflights and wood burning flue, partial demolition of existing garage and insertion of 2no windows, alterations to site levels to create a parking space to the front/side of property and changes to landscaping to the rear garden (part retrospective)..
- II. **25/501641/REM** Land off Otterham Quay Lane Upchurch Kent. Section 73 - Application for minor material amendment to approved plans condition 1 (to introduce new house types (P3.1, P3.8 and P3.12) and alter the mix of those provided within the layout, relocate housing tenures within the layout, introduce a sales area with visitor parking at plot 33, and provide double garages for house type P4.4 and car barns for house type 4.2) pursuant to 24/503340/REM for - Approval of reserved matters (Appearance, Landscaping, Layout and Scale) for the erection of 74no. dwellings with public open space, landscaping and sustainable drainage system (SuDS) and vehicular access point pursuant to 21/501839/OUT.
- III. **25/501653/FULL** Yew Tree Cottage Poot Lane Upchurch Kent ME9 7HJ. Conversion of garage to form elderly persons annexe with extension to rear, replacement of log store with side extension and a link extension joining to the main dwelling. (Re-submission of application 24/504336/FULL)
- IV. **25/501878/PNEXT** 39 Drakes Close, Upchurch, ME9 7BL. Prior notification for a proposed single storey rear extension which: A) Extends by 6 metres beyond the rear wall of the original dwelling. B) Has a maximum height of 3.30 metres from the natural ground level. C) Has a height of 3 metres at the eaves from the natural ground level.
- V. Any reports from Cllr Rosewell.

376.FCA/06/25

Upchurch Parish Council Reporting – Agree any actions

- I. Paddock and Recreational Ground – to receive update.
 - (a) Play inspection findings / quote 25/26
- II. Burial Ground & Churchyard – to receive update.
- III. Highways & Street Lighting – to receive update.
 - (a) Update on streetlights not working Maintenance Quotes received.
 - (b) Hedge junction of Forge Lane and Holywell Lane. Reported Enquiry Number: 876425
 - (c) Water / Sewage leak Oak Lane update.
- IV. Footpaths – to receive update.
- V. Environment – to receive update village planters. Review request for addition planters.
- VI. Allotments – to receive update.
 - (a) Update on Tenant request for maintenance.
- VII. Village Defibrillators – any updates.
- VIII. Community Events
 - (a) VE Day May 2025 – update from Cllr Rosewell.

377.FCA/06/25

Finance Reporting

Relevant Legislation: Acts and Audit Reg 2015, Lcl Audit and Ac'bility Act 2014

- I. Financial review bank statements and bank reconciliation -Councillor to view and sign.
- II. Payments for approval.
- III. New additional savings account Unity Bank – Clerk to report.

378.FCA/06/25

Clerk updates

- I. Terms of Reference document to approve. Circulated.
- II. Notice of Exercise of Public Rights published for noting.

379.FCA/06/25

Items to be considered for inclusion on the next Full Council agenda

To receive any additions, for noting only, no discussion at this meeting.

380.FCA/06/25

Date of next meeting -

Thursday 3 July 2025 – Upchurch Village Hall

381.FCA/06/25 Close of meeting.