



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE
FULL PARISH COUNCIL ON THURSDAY 2 NOVEMBER 2023
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: 26 Oct 2023

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

- 100.FCA/11/23 **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
Agree any action
- 101.FCA/11/23 **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.
- 102.FCA/11/23 **Minutes**
Relevant Legislation: Local Government Act 1972, sch 12, p 41
To receive as correct and approve for signature the minutes of the Full Council Meeting held on 5 October 2023.
- 103.FCA/11/23 **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.
- 104.FCA/11/23 **External Reports and Updates**
To receive any external reports from County and Borough and Police Liaison.

- 105.FCA/11/23 **Correspondence**
- I. Email correspondence from Breach Lane resident regarding traffic issue. Circulated.
 - II. Email correspondence from SBC regarding transfer of responsibility for Upchurch Burial Ground. Circulated.
 - III. Email correspondence received from Queen Borough Fisheries re grant,. Circulated.
- 106.FCA/11/23 **Planning – <https://pa.midkent.gov.uk/>**
Relevant Legislation: Town and Planning Act 1990
 To receive urgent updates on planning matters
- I. 23/ 504597/FULL Retrospective application for a change of use of the existing yard for the storage of materials, equipment and vehicles in relation to a scaffolders yard.
 - II. 23/502056/OUT Land adjacent to Chaffes Lane. Revised details amended application. Erection of 5 detached and 2 semi detached residential dwellings.
 - III. Report from Cllr Rosewell 116 Oak Lane update.
- 107.FCA/11/23 **Upchurch Parish Council Reporting – Agree any actions**
- I. General Purpose & Planning Committee – to receive update
 - (a) To approve committee recommendation to accept option 2 quote for Upchurch Maintenance Contract.
 - (b) Update from GPC meeting regarding road closures and diversions.
 - (c) To agree next meeting Wednesday 15 November 2023
 - II. Paddock and Recreational Ground – to receive update.
 - (a) Update on repairs to access road
 - III. Burial Ground & Churchyard – to receive update.
 - (a) Confirm Clerk booked on Management of memorial workshop 10 November 2023.
 - (b) To consider addition works.
 - IV. Highways & Street Lighting – to receive update.
 - (a) Meeting with KCC update from Cllr Horton
 - (b) Report from Cllr Horton on options for KCC including update on public consultation.
 - (c) Update on lighting fault The Street / The Poles
 - V. Footpaths – to receive update.
 - (a) Update on Wallbridge Lane Bus Stop
 - VI. Environment – to receive update.
 - (a) Planters – options for increased number of planters on the Recreation Ground quote received.
 - VII. Allotments – to receive update.
 - (a) Repairs to fence, update on work
 - (b) Cllr Bodycomb to review accounts and renewal costs.
 - (c) New tenancy contract be reviewed for January.
 - VIII. Village Defibrillators – to receive update from Cllr Sheppard re new units.
- 108.FCA/11/23 **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. Cheques / Payments received.
 - III. Cheques for approval: Litter picker
 - IV. Payments for approval.
- 109.FCA/11/23 **Remembrance Day**
 Any updates.
- 110.FCA/11/23 **Christmas Fete**
 Any Updates.
- 111.FCA/11/23 **D-Day Anniversary**
 Any updates.
- 112.FCA/11/23 **Budget working group**
 To receive update from Budget Working Group.
- 113.FCA/11/23 **Clerk Updates – Agree any actions**
- I. Proposed Scribe Cemetery software package – quote received
 - II. Update on interim audit October.
 - III. HR meeting annual appraisal 2 November 2023.

114.FCA/11/23 **Items to be considered for inclusion on the next Full Council agenda**
To receive any additions, for noting only, no discussion at this meeting.

115.FCA/11/23 **Date of next meeting**
Thursday 7 December 2023

116.FCA/11/23 **Close of Meeting**

If you would like any further information on any item on the agenda, please contact the clerk clerk@upchurchparishcouncil.gov.uk