



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE
FULL PARISH COUNCIL ON THURSDAY 3 JULY 2025 AT
19:30PM IN UPCHURCH VILLAGE HALL

Members of the Public and Press are welcome to attend

Signed: Nina Henley Date of Issue: 27 June 2025
Clerk and Proper Officer
2 Alfriston Grove, West Malling,
ME194SR

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

- 382.FCA/07/25 **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.
- 383.FCA/07/25 **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.
- 384.FCA/07/25 **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 June 2025.
- 385.FCA/07/25 **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.

- 386.FCA/07/25 **External Reports and Updates**
To receive any external reports from County and Borough and Police Liaison.
- 387.FCA/07/25 **Correspondence for noting.**
- I. Email correspondence from resident request to hold bookfair at recreation ground. Circulated.
 - II. Email correspondence from SBC Customer Access Strategy. Circulated.
 - III. Email correspondence from SBC Presentation slides from LGR meeting. Circulated.
 - IV. Email correspondence KCC community transport grant scheme. Circulated.
 - V. Email correspondence resident maintenance golf club trees. Circulated.
 - VI. Email correspondence Community Infrastructure Grants Scheme. Circulated.
 - VII. Email correspondence SBC Joint Transport Board 30 June 2025. Agenda Circulated.
 - VIII. Email correspondence KCC Food Voucher Scheme. Circulated.
- 388.FCA/07/25 **Planning – <https://pa.midkent.gov.uk/>**
Relevant Legislation: Town and Planning Act 1990
To receive updates on planning matters
- I. 25/502349/FULL Ransom Motors, Ground Floor Breach Lane Upchurch. Erection of lean-to front extension of Auto-Evolution.
 - II. 25/502443/SUB Land off Oak Lane, Upchurch Submission of details pursuant to condition 3- (Noise Impact Assessment) subject to 23/505148/FULL
 - III. Development Croudace Homes, Forge Lane – any updates. Drone Traffic Management Survey correspondence received.
 - IV. Any reports from Cllr Rosewell. Update on 25/500361/FULL - 116 Oak Lane, Upchurch
- 389.FCA/07/25 **Upchurch Parish Council Reporting – Agree any actions**
- I. Paddock and Recreational Ground – to receive update.
 - (a) Quote received from Safeplay for equipment repairs following inspection.
 - II. Burial Ground & Churchyard – to receive update.
 - III. Highways & Street Lighting – to receive update.
 - (a) Update on streetlight maintenance.
 - (b) Hedge junction of Forge Lane and Holywell Lane. Reported Enquiry Number: 876425
 - (c) Review of street name plates.
 - IV. Footpaths – to receive update.
 - V. Environment – to receive update
 - VI. Allotments – to receive update.
 - (a) Update on Tenant request for maintenance. Communication received Soft Landscaping Team. Circulated.
 - VII. Village Defibrillators – update on replacement cabinet and pads.
- 390.FCA/07/25 **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. Cheques / Payments received / cheques for approval.
 - III. Payments for approval.
- 391.FCA/07/25 **Clerk updates**
- I. New savings account Unity Bank update.
 - II. Quarterly Budget Report. Circulated.
- 392.FCA/07/25 **Items to be considered for inclusion on the next Full Council agenda**
To receive any additions, for noting only, no discussion at this meeting.
- 393.FCA/07/25 **Date of next meeting -**
Thursday 4 September 2025 – Upchurch Village Hall
- 394.FCA/07/25 Close of meeting.