



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE
FULL PARISH COUNCIL ON THURSDAY 6 MARCH 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: 28 Feb 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

- 321.FCA/03/25 **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.
- 322.FCA/03/25 **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.
- 323.FCA/03/25 **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 13 February 2025.
- 324.FCA/03/25 **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.

- 325.FCA/03/25 **External Reports and Updates**
To receive any external reports from County and Borough and Police Liaison.
- 326.FCA/03/25 **Correspondence for noting.**
- I. Email correspondence from resident re streetlight not working. Circulated.
 - II. Email correspondence from Forestry Commission. Circulated.
 - III. Email correspondence from SBC Community and Partnership Grant. Circulated.
 - IV. Email correspondence from developer re potential application Forge Lane. Circulated.
 - V. Email correspondence from SBC Mayor fundraiser. Circulated.
 - VI. Email correspondence from KCC draft Kent and Medway Local Nature Recovery Strategy.
 - VII. Email communication from KCC Kent Minerals and Waste Local Plan 2024-39. Circulated.
 - VIII. Email communication from resident re litter in Oak Lane. Circulated.
- 327.FCA/03/25 **Planning – <https://pa.midkent.gov.uk/>**
Relevant Legislation: Town and Planning Act 1990
To receive updates on planning matters
- I. 24/505305/FULL Christine, London Road, Upchurch Kent ME8 8PT Change of use from C3 Dwelling House to C2 Residential Institution for the care of disabled children.
 - II. 25/500361/FULL, 116 Oak Lane Upchurch Kent ME9 7AY Conversion of 2no detached garages into annexe accommodation ancillary to dwelling houses plots A and B.
 - III. 25/500533/FULL 128 Chaffes Lane, Upchurch, Kent ME9 7BD Demolition of existing conservatory and erection of a rear and side extension. Relocation of main entrance and new vehicular access and proposed dropped kerb
 - IV. Any reports from Cllr Rosewell. Updates on 24/504410/OUT
- 328.FCA/03/25 **Upchurch Parish Council Reporting – Agree any actions**
- I. Paddock and Recreational Ground – to receive update.
 - (a) Update on repair to grass lock swings.
 - II. Burial Ground & Churchyard – to receive update.
 - III. Highways & Street Lighting – to receive update.
 - (a) Update on streetlights not working
 - IV. Footpaths – to receive update.
 - V. Environment – to receive update.
 - VI. Allotments – to receive update.
 - VII. Village Defibrillators – any updates.
 - VIII. Community Events
 - (a) VE Day May 2025 – update from Cllr Rosewell.
- 329.FCA/03/25 **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.
- 330.FCA/03/25 **Clerk updates**
Asset Register / Policy review 2025
- 331.FCA/03/25 **Items to be considered for inclusion on the next Full Council agenda**
To receive any additions, for noting only, no discussion at this meeting.
- 332.FCA/03/25 **Date of next meeting -**
Thursday 3 April 2025 Annual Parish Meeting Thursday 10 April 2025
- To agree the public's exclusion from the confidential part of the meeting.**
That in view of the confidential nature of the business (employment/legal issues) about to be transacted it was resolved under the provisions of Public Bodies admissions to meetings Act 1960 s.1 that the press and public be temporarily excluded, and they are instructed to withdraw
- 333.FCA/03/25 UPC Community Award – to review nominations.
- 334.FCA/03/25 Close of meeting