



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE
FULL PARISH COUNCIL ON THURSDAY 4 SEPTEMBER 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 Aug 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

- 395.FCA/09/25 **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.
- 396.FCA/09/25 **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.
- 397.FCA/09/25 **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 3 July 2025.
- 398.FCA/09/25 **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.

- 399.FCA/09/25 **External Reports and Updates**
To receive any external reports from County and Borough and Police Liaison.
- 400.FCA/09/25 **Correspondence for noting.**
- I. Email correspondence from resident Car Park request for key. Circulated.
 - II. Email correspondence from resident re Woodgers Wharf. Circulated.
 - III. Email correspondence from KCC Hedge maintenance. Circulated.
 - IV. Email correspondence from KCC Active Sports Grants. Circulated.
 - V. Email correspondence from KCC Bus services. Circulated.
 - VI. Email correspondence from NHS 111 Survey – on website. Circulated.
 - VII. Email correspondence from KCC Highways survey - on website. Circulated.
 - VIII. Email correspondence from SBC Licensing Survey. Circulated.
 - IX. Email correspondence from KCC Highways Information Pack. Circulated.
 - X. Email correspondence from PRoW diversion ZR39. Circulated.
 - XI. Email correspondence from SBC Local Parish Council forum 24 Sept. Circulated.
- 401.FCA/09/25 **Planning – <https://pa.midkent.gov.uk/>**
Relevant Legislation: Town and Planning Act 1990
To receive updates on planning matters
- I. 25/502451/FULL New Acres, Spade Lane, Hartlip Retention of existing 8 plot gypsy travellers site each with mobiles and 2 touring caravans and associated day rooms, new access, drive way, hard standing, package treatment plants boundary fencing and landscaping. (previously granted at appeal reference APP/V3355/W/20/3254539) (retrospective).
 - II. 25/502790/TNOT56 Upchurch Cricket Club Holywell Lane Upchurch Kent ME9 7HP. Prior Notification for Electronic Communications for the installation of a replacement of a 15m monopole supporting 3no. antennas at maximum height of 14.8m with a new 20m monopole and headframe which support 3no. new antennas at a maximum height of 20.17m along with ancillary equipment thereto including RRHs, BoBs, GPS node replacement equipment cabinet, cable ladder and 2.4m high palisade fence. For its prior approval to: siting and appearance.
 - III. Development Croudace Homes, Forge Lane – any updates.
 - IV. Any reports from Cllr Rosewell. Appeal 23/504597/FULL The Yard Beckenham Park Industrial Estate Otterham Quay Lane Sittingbourne. 25/503165/PN14J Medway Hyundai Greens Garage, London Road, Upchurch. Prior notification for the installation of roof mounted 65.52kW solar PV system comprising of 144 x Canadian Solar 455w modules. For its prior approval: -Design and external appearance of the development - The impact of glare on occupiers of neighbouring land. Appeal letter received 24/505224/FULL 91 Chaffes Lane Upchurch
- 402.FCA/09/25 **Upchurch Parish Council Reporting – Agree any actions**
- I. Paddock and Recreational Ground – to receive update.
 - (a) Equipment repairs completed.
 - (b) St John’s College rent increase Recreation Ground / Allotments.
 - 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 Email received KCC Highways.
 - (c) Review of street name plates.
 - IV. Footpaths – to receive update.
 - V. Environment – to receive update
 - (a) Quote received Amethyst Christmas tree for review.
 - VI. Allotments – to receive update.
 - (a) Update on request for maintenance Soft Landscaping KCC.
 - VII. Village Defibrillators – to receive update
- 403.FCA/09/25 **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.
- IV. To note NJC Pay Scales 2025/26

- 404.FCA/09/25 **Clerk updates**
 - I. HR committee recommendation for alteration to Clerks weekly hours times.
 - II. Letter to Unity Bank requesting Clerk to authorise internal transfers.
- 405.FCA/09/25 **Items to be considered for inclusion on the next Full Council agenda**
To receive any additions, for noting only, no discussion at this meeting.
- 406.FCA/09/25 **Date of next meeting -**
Thursday 2 October 2025 – Upchurch Village Hall
- 407.FCA/09/25 Close of meeting.