



MINUTES OF UPCHURCH FULL PARISH COUNCIL HELD ON THURSDAY 02 OCTOBER 2025 AT 19:30PM IN UPCHURCH VILLAGE HALL

Present: Cllr Ripley, Cllr Horton, Cllr Rosewell, Cllr Easton (after co-option)
Officer: Clerk, Nina Henley
External Attendees: Cllr C Palmer, Cllr R Palmer
Apologies: Cllr Denny, Cllr Berntsen, Cllr Bodycomb, Cllr Lewin, Cllr Sheppard

408-FCM/10/25 To receive apologies for absence

Cllr Denny (unavailable) Cllr Berntsen (work commitment) Cllr Lewin (prior commitment) Cllr Sheppard (unavailable) Cllr Bodycomb (unavailable) Members RESOLVED to accept apologies.

409-FCM/10/25 To receive declarations of interests and lobbying

None

410-FCM/10/25 Minutes

To receive as correct and approve for signature the minutes of the Full Council Meeting held on 04 Sept 2025.

Members RESOLVED to approve the minutes. Proposed by Cllr Horton, seconded by Cllr Ripley. Unanimous.

411-FCM/10/25 Councillor Vacancy

Members reviewed applicant for vacant position. Members RESOLVED to co-opt Sarah Easton. Proposed by Cllr Horton, seconded by Cllr Ripley. Unanimous. Cllr Easton joined the meeting.

412-FCM/10/25 Public Participation

There were 5 members of the public present.

Member of public discussed over hanging trees in Holywell Lane. Clerk to write to Cricket Club.

Member of public discussed issues at Woodgers Wharf. Clerk to write to Swale Borough Council, Kent County Council and the Environment Agency.

413-FCM/10/25 External Reports and Updates

Verbal reports received from Cllrs Richard Palmer and Christine Palmer.

Cllr R Palmer highlighted the new pothole reporting tool from KCC and the new reuse centre at Allington. Cllr Palmer highlighted the lack of Secondary School places in Swale.

Cllr C Palmer highlighted the difficulties residents have experienced with recent road closures. Cllr Palmer has reported this to KCC and requested a review. Cllr Palmer announced that KCC are holding a Parents Special Educational Needs Day on 16 October at the Kent Showground, Detling to support parents with choices. Flyer to be advertised on UPC website. Cllr Palmer also shared details of KCC plans to start bringing children's home back in house within Kent.

414-FCM/10/25 Correspondence

- I. Email correspondence from SBC LGR Engagement Letter. Noted.
- II. Email correspondence from PC Chittim – new Ward Officer. Noted.
- III. Email correspondence from SBC LGR Workshop 4 November. Noted.

415-FCM/10/25 Planning

To receive updates on planning matters

- I. 25/503377/FULL 15 Horsham Lane Upchurch Kent ME9 7AN Creation of first floor including alterations to roof and insertion of front dormers. Erection of front extension to existing garage. Install new obscured glass window to side. Changes to fenestration. UPC has no objections and asks for consideration to be given to neighbour's comments.
- II. 25/503427/FULL Sedgemoor House Stables Holywell Lane Upchurch Kent ME9 7HN Retrospective change of use of former menage area (sand school) for operation of scaffolding yard.
UPC has concerns with traffic flow and noise pollution and ask for consideration to be given to noise and vehicle disruption.
- III. 25/503485/FULL 34 Oak Lane Upchurch Kent ME9 7AU Erection of first floor extension over existing porch.
UPC has no objections and asks for consideration to be given to neighbour's comments.
- IV. 25/503536/FULL 101 Oak Lane Upchurch Kent ME9 7AY Demolition of existing store and erection of a single storey rear extension including 1no. rooflight (retrospective).
UPC has no objections and asks for consideration to be given to neighbour's comments.
- V. Development Croudace Homes, Forge Lane – No further updates.
- VI. Cllr Rosewell reported that 23/504597 Scaffold Yard Otterham Quay Lane has been approved on appeal.

416-FCM/10/25 Upchurch Parish Council Reporting

- I. Paddock and Recreational Ground – to receive update.
Cllr Rosewell reported that minor remedial work had been carried out to equipment at the play area. Noted.
- II. Burial Ground & Churchyard – to receive update.
 - (a) Maintenance to tree / hedges in Burial Ground / Village Hall car park – quote accepted and work carried out. Noted.
 - (b) Clerk highlighted some tree work needed at the Burial Ground. Quote to be obtained from landscape contractor.
- III. Highways & Street Lighting – to receive update.
 - (a) Update on streetlight maintenance. It was reported that the Lighting contractor will be on site 3 October to investigate all repairs. Noted.
 - (b) Update on hedge maintenance. Landscape Contractor engaged awaiting date for work.
 - (c) Review of street name plates. Ongoing, deferred to future meeting.
- IV. Footpaths – no updates received.
- V. Environment – to receive update
 - (a) Additional floral displays. Cllr Horton highlighted various area in the village that could benefit from additional floral displays: Forge Lane, Horsham Lane and Oak Lane. Enquiries to be made and costs obtained. To be reported to next meeting and potentially budgeted for 2026.
- VI. Allotments – to receive update.
 - (a) Request for maintenance – quote received for additional clearing on front area. Members RESOLVED to accept quote for £60.00.
- VII. Remembrance Day – it was reported that wreaths have been purchased. Clerk to arrange shipment to Ferques. Additional lamppost poppies purchased. Cllrs Ripley, Bodycomb, Rosewell, Berntsen and Sheppard to install weekend 25/26 October.
- VIII. Village Defibrillators – It was reported that new cabinet should be installed in the next two weeks. Noted.

417-FCM/10/25 Finance Reporting

- I. Financial review – bank statement and reconciliation were received signed by Cllr Rosewell. Noted
- II. Cheques for approval litter picker: £ 50.40. Noted.
- III. Schedule of payments for approval:

Payee	Date	Method	Reference	Reason	Amount
Hugo Fox	18/09/25	PAID DD	18320	Website hosting	£ 11.99
RBL (NH)	02/10/25	BACS	1312214	Poppy Wreaths	£ 200.00
The Country Wy	02/10/25	BACS	0081	Grounds Maintenance	£ 1092.00
Scribe	02/10/25	BACS	12601	Accounts support	£ 501.12
St Johns College	02/10/25	BACS	1/32020	Rent Recreation Ground	£ 681.50
Clerks Exp	02/10/25	BACS		Postage	£ 3.35
Lynne Balcomb	02/10/25	BACS		Caretaker	£ 163.80

UVH	02/10/25	BACS	7220	Hall Hire	£ 40.00
Staff costs					£ 2302.35
Receipts					
VAT Refund					£ 2491.83
Precept					£ 26155.50
Allotments					£ 40.00

All Payments agreed proposed by Cllr Horton seconded by Cllr Rosewell.
Members resolved to approve the schedule of payments.

418-FCM/10/25 Clerk Updates

- I. Conclusion of Audit and External Auditor certificate on the website. Noted.
- II. To confirm dates for Budget Working Group / HR Committee meetings. Clerk to arrange and report November meeting.
- III. Internal Audit dates confirmed 13.10.25 / 13.04.26. Noted.

419-FCM/10/25 Items to be considered for inclusion on the next Full Council agenda

Email from developer at Otterham Quay Lane – open spaces and allotments.

420-FCM/10/25 Date of next meeting

Parish Council Meeting Thursday 6 November 2025

421-FCM/10/25 Meeting closed 8.17pm