



MINUTES OF UPCHURCH FULL PARISH COUNCIL HELD ON THURSDAY 04 SEPTEMBER 2025 AT 19:30PM IN UPCHURCH VILLAGE HALL

Present: Cllr Ripley, Cllr Denny, Cllr Horton, Cllr Bodycomb, Cllr Lewin, Cllr Sheppard,
Officer: Clerk, Nina Henley
External Attendees: None
Apologies: Cllr Berntsen, Cllr Rosewell

395-FCM/09/25 To receive apologies for absence

Cllr Berntsen (work commitment) Cllr Rosewell (unavailable) Members RESOLVED to accept apologies.

Chairmans Announcement

The chair announced that regretfully Cllr Boakes had resigned from the Parish Council. On behalf of Upchurch Parish Council and the wider community, we would like to sincerely thank Helen for her time, energy, and commitment she has given during her time as councillor. Her contribution has made a real difference, and the positive impact of her work will be felt for years to come.

Members RESOLVED to advise SBC of the resignation and start the statutory process to advertise the position.

396-FCM/09/25 To receive declarations of interests and lobbying

None

397-FCM/09/25 Minutes

To receive as correct and approve for signature the minutes of the Full Council Meeting held on 03 July 2025.

Members RESOLVED to approve the minutes. Proposed by Cllr Sheppard, seconded by Cllr Bodycomb. Unanimous.

398-FCM/09/25 Public Participation

There were 2 members of the public present.

Member of the public discussed a streetlight not working. UPC is aware and in process of repair. It was also highlighted that the drains around the village needed to be cleared. Clerk to report.

399-FCM/09/25 External Reports and Updates

Written report received from Cllr Palmer– Appendix 1

400-FCM/09/25 Correspondence

- I. Email correspondence from resident Car Park request for key. Noted.
- II. Email correspondence from resident re Woodgers Wharf. Noted.
- III. Email correspondence from KCC Hedge maintenance. Noted.
- IV. Email correspondence from KCC Active Sports Grants. Noted.
- V. Email correspondence from KCC Bus services. Noted.
- VI. Email correspondence from NHS 111 Survey – on website. Noted.
- VII. Email correspondence from KCC Highways survey - on website. Noted.
- VIII. Email correspondence from SBC Licensing Survey. Noted.
- IX. Email correspondence from KCC Highways Information Pack. Noted.

- X. Email correspondence from PRow diversion ZR39. Noted.
- XI. Email correspondence from SBC Local Parish Council forum 24 Sept. Noted.

401-FCM/09/25 Planning

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).
UPC repeats any previous objections and supports any comments from Hartlip PC.
- 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.
UPC has no comments.
- III. Development Croudace Homes, Forge Lane – any updates.
No updates received.
- 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. Noted.

402-FCM/09/25 Upchurch Parish Council Reporting

- I. Paddock and Recreational Ground – to receive update.
 - (a) Equipment repairs completed. Noted.
 - (b) St John's College rent increase Recreation Ground / Allotments. Noted and memorandum signed by Cllr Lewin.
- II. Burial Ground & Churchyard – to receive update. Member of the public requested maintenance in the burial. Clerk to discuss with contractor.
- III. Highways & Street Lighting – to receive update.
 - (a) Update on streetlight maintenance. Call out expected 2/3 weeks for repairs.
 - (b) Hedge junction of Forge Lane and Holywell Lane. Reported Email received KCC Highways. Noted.
 - (c) Review of street name plates. Deferred.
- IV. Footpaths – No updates.
- V. Environment – to receive update
 - (a) Quote received Amethyst Christmas tree for review. Members RESOLVED to approve the higher quote for the larger tree. Unanimous
 - (b) Oak Lane / Bishops Lane hedge maintenance required. Clerk to inform contractor.
 - (c) Cllr Denny reported the brambles at Forge Lane over grown Clerk to report to KCC.
 - (d) Cllr Denny also reported maintenance needed junc of Church Farm Lane / Chaffes Lane.
 - (e) Cllr Denny also reported the vegetation on the foot paths Horsham Lane (Windmill Hill) Clerk to report to KCC.
 - (f) Cllr Sheppard reported the bus stop Horsham Lane junc with Wallbridge Lane Clerk to report to KCC.
 - (g) Cllr Horton reported that the church clock has been serviced and that the temporary repair has been removed and a permanent solution put in its place, all within the budget allocated for the clock. Noted.
- VI. Allotments – to receive update.
 - (a) Update on request for maintenance Soft Landscaping KCC.
- VII. Village Defibrillators – to receive update

403-FCM/09/25 Finance Reporting

- I. Financial review – bank statement and reconciliation were received signed by Cllr Rosewell. Noted
- II. Cheques for approval litter picker: £ 75.60 / £63.00. Noted.

- III. Schedule of payments for approval:
 IV. NJC Pay Scales 2025/26 approved.

Payee	Date	Method	Reference	Reason	Amount
AUGUST					
Hugo Fox	18/07/25	PAID DD	16565	Website hosting	£ 11.99
BTF	04/08/25	BACS	SI16141	Rent Recreation grd	£ 880.04
Safeplay	04/08/25	BACS	30667	Play area maintenance	£ 945.96
Business Strm	04/08/25	BACS	8381286	Water Bill allotments	£ 139.96
The Country Wy	04/08/25	BACS	JULY	Grounds Maintenance	£
Clockwise Rest	04/08/25	BACS	CINV-115	Clock restoration	£ 270.00
Lynne Balcomb	04/08/25	BACS		Caretaker	£ 163.80
Staff costs					£ 1306.87
SEPTEMBER					
Hugo Fox	18/08/25	PAID DD	17446	Website hosting	£ 11.99
DM Payroll	04/09/25	BACS	4669	Payroll Services	£ 122.40
The Country Wy	04/09/25	BACS	0079	Grounds Maintenance	£ 1344.00
Clerks Exp	04/09/25	BACS		Postage	£ 3.35
S.Corke	04/09/25	BACS		Allotment weed killer	£ 37.99
Lynne Balcomb	04/09/25	BACS		Caretaker	£ 201.60
Staff costs					£ 1686.16
Receipts					
Allotments					£ 70.00

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

404-FCM/09/25 Clerk Updates

- I. Members RESOLVED to approve new hours for Clerk 8am-5pm Monday – Thursday.
- II. Letter to Unity bank authorising Clerk to action internal transfers signed.
- III. Clerk reported the Annual Governance Accountability Return has been signed off by the external auditor with no issues to note. Cllr Lewin gave thanks to the Clerk and the members.

405-FCM/09/25 Items to be considered for inclusion on the next Full Council agenda

Additional village floral displays. Remembrance Day – order poppies. Budget working group / HR working group meeting dates.

406-FCM/09/25 Date of next meeting

Parish Council Meeting Thursday 2 October 2025

407-FCM/09/25 Meeting closed 20.37

KCC Swale West Update from Cllr Richard Palmer

The New Administration at KCC

After completing training on the council's committees and procedure the administration has begun the vital work of delivering the services our communities rely on — while cutting waste and inefficiency.

First major action:

We reduced councillors' allowances by 5%.

How we used this 5%

The savings were immediately redirected to local services and community group support, ensuring your money goes where it's needed most. Please let local groups know.

Reducing Debt while maintaining services

When the new administration took control of Kent County Council, KCC was £732 million in debt. In just a few months, the administration reduced that by £16 million, saving £2,000 a day in interest payments and they are working to cut even more by year-end while maintaining vital services.

Most of KCC's services are statutory (legally required), but we've still found ways to make savings and use them to reduce debt.

Smarter Spending Ahead

To save more, KCC is reviewing contracts. Some services may be brought back in-house to avoid high costs from private providers.

I have reported overgrown hedges on the A2 from the Medway Border to Key Street. Some areas have been cleared, and owners have been written to giving them 28 days to tidy and cut the offending hedgers back.

Secondary Schools in Sittingbourne

I have been asking KCC questions about the proposed new secondary school in Kemsley (Quinton Road) Unfortunately I have been informed this will not be delivered until 2030 which I find shocking and unacceptable. I am challenging KCC about this. I am requesting a **Grampian Condition** that if a planning application is approved in the Sittingbourne & Sheppey district then no occupation until the school is built.

People can report highways faults online directly to KCC via <https://www.kent.gov.uk/roads-and-travel/report-or-track-a-problem-on-the-road-or-pavement>

Swale Council Report From Councillors Chris & Richard Palmer

Fly tipping is a major concern, and we highlight cases to Swale Council. People can report fly tipping via <https://swale.gov.uk/bins-littering-and-the-environment/littering/report-fly-tipping> It is helpful if people can give the what3words ([what3words /// The simplest way to talk about location](#)) location plus a photo.

- Re Planning. Many developments often don't have street lighting - violence Against Women and Girls (VAWG). KCC **Safety at Night:**

Data shows a significant number of women feel unsafe walking alone after dark, particularly in quiet streets or open spaces.

Kent Highways:

Kent County Council works with Kent Highways to ensure safety is a consideration in planning applications, including improved lighting and more accessible public transport routes.

VAWG KCC and Kent police advise streetlights

Kent Police and Kent County Council (KCC) address concerns about street lighting related to Violence Against Women and Girls (VAWG) through specific reporting tools and collaborative strategies. Kent Police uses the national StreetSafe tool for reporting environmental issues like poor lighting.

It seems strange that developments are planned which could make Women and Girls feel unsafe.

Medway Integrated Care Board

The Government has told the ICB to reduce costs by £35 million. This will see job loses and we both feel will impact people in Upchurch and across the ward. This will see the ICB halving its operating costs.