



YOU ARE SUMMONED TO ATTEND THE ANNUAL MEETING
OF THE **PARISH COUNCIL ON THURSDAY 11 MAY 2023 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: 04 May 2023

Members:

Cllr T Ripley, Cllr P Denny, Cllr H Boakes, Cllr A Horton, Cllr G Lewin, Cllr G Rosewell

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

- 19-FCA/05/23 **To elect the chair of the council for the ensuing year**
Nominations for the post will be requested and voted upon if there is more than one candidate. The incoming chair will read out and sign the declaration acceptance of office to be received and signed by the proper officer of the council.
- 20-FCA/05/23 **To elect the vice chair of the council for the ensuing year**
Nominations for the post will be requested and voted upon if there is more than one candidate. The successful candidate will sign the declaration of interest.
- 21-FCA/05/23 **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
Agree any action
- 22-FCA/05/23 **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.
- 23-FCA/05/23 **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 6 April 2023.
To receive as correct and approve for signature the minutes of the GPC and Planning Committee 19 April 2023.

- 24-FCA/05/23 **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.
- 25-FCA/05/23 **Co-option of vacancies**
 To consider the applicants for the Co-option of UPC vacancies and agree any action.
- 26-FCA/05/23 **External Reports and Updates**
 To receive any external reports from County and Borough and Police Liaison.
- 27-FCA/05/23 **Meeting Schedule**
 To agree meeting dates for Full Council and General Purpose and Planning Committee for 2023/24.
- 28-FCA/05/23 **Membership of committee**
 To appoint members to the General Purpose and Planning Committee.
 To approve Councillor delegated responsibilities for UPC.
- 29-FCA/05/23 **Correspondence**
 I. Nothing to report.
- 30-FCA/05/23 **Planning – <https://pa.midkent.gov.uk/>**
Relevant Legislation: Town and Planning Act 1990
 To receive urgent updates on planning matters
 I. 23/501726/FULL 130 Horsham Lane single storey rear extension.
 II. 23/501751/FULL Court Lodge, Breach lane detached garage.
 III. 23/501110/FULL 19 Woods Edge garage door.
 IV. 23/501613/FULL Land to East of Orchard House, London Road 3 bed dwelling.
- 31-FCA/05/23 **Upchurch Parish Council Reporting – Agree any actions.**
 I. General Purpose & Planning Committee – to receive update.
 II. Paddock and Recreational Ground – to receive update.
 III. Burial Ground & Churchyard – to receive update.
 (a) Consider request from resident for ashes interment in burial plot.
 IV. Highways & Street Lighting – to receive update.
 (a) EDF - to receive update.
 V. Footpaths – to receive update.
 VI. Environment – to receive update.
 VII. Village Hall – to receive update.
 VIII. KALC – to receive update.
 IX. Allotments – to receive update.
 (a) Waiting list review
 (b) Repairs to fence, quotes received.
 X. Village Defibrillators – to receive update.
 (a) Update on new cover
- 32-FCA/05/23 **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 received various allotment rent.
 III. Cheques received various burial payments.
 IV. Cheques for approval: Litter picker
 V. Payments for approval:

Business Stream	11/05/23	BACS		Water supply – Paddock	£ 13.24
Business Stream	11/05/23	BACS		Water supply – Allotments	£139.70
EDF	11/05/23	BACS		Footpath Electricity	£758.73
Resident	11/05/23	BACS		Expenses Paddock installation	£ 79.60
St Johns College	11/05/23	BACS		Rent Rec	£ 681.50
L.Robbins	11/05/23	BACS		Audit fees	£ 150.00
KALC	11/05/23	BACS		Subscription	£ 954.42
Caretaker	11/05/23	BACS		Village	£ 141.70
Litter Picker	11/05/23	CHEQUE		Burial Ground	£ 49.05
Clerk	11/05/23	BACS		Disbursements	£ 16.65
Other staff cost					

33-FCA/05/23

Insurance

To approve renewal with Zurich

34-FCA/05/23

Grant Application

Update on application for the Paddock play equipment.

35-FCA/05/23

Adoption of Policies and documents for the ensuing year.

- I. Data Protection Policy
- II. Equality Policy
- III. Standing Orders
- IV. Financial Regulations
- V. Grant Policy
- VI. Health and Safety Policy
- VII. Model Publication Scheme
- VIII. Persistent and Vexatious Policy
- IX. Privacy Notice
- X. Risk Assessment
- XI. Complaints Policy
- XII. Training and Development Policy
- XIII. Code of Conduct

36-FCA/05/23

Annual Return

To approve the Annual Return for 2022/23

37-FCA/05/23

Clerk Updates – Agree any actions.

Nothing to report.

38-FCA/05/23

Items to be considered for inclusion on the next Full Council agenda

To receive any additions, for noting only, no discussion at this meeting.

39-FCA/05/23

Date of next meeting

TBC

40-FCA/05/23

Time of meeting close.

If you would like any further information on any item on the agenda, please contact the clerk
Nina Henley clerk@upchurchparishcouncil.gov.uk

