



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE
FULL PARISH COUNCIL ON THURSDAY 3 APRIL 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 Mar 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

- 335.FCA/04/25 **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.
- 336.FCA/04/25 **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.
- 337.FCA/04/25 **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 6 March 2025.
- 338.FCA/04/25 **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.

- 339.FCA/04/25 **External Reports and Updates**
To receive any external reports from County and Borough and Police Liaison.
- 340.FCA/04/25 **Correspondence for noting.**
- I. Email correspondence from resident Keep Village Tidy signs. Circulated.
 - II. Email correspondence from Medway Council response on funding proposal. Circulated.
 - III. Email correspondence from SBC Traffic Regulation Order. Circulated.
 - IV. Email correspondence from Kent Police Fraud prevention. Circulated.
 - V. Email correspondence from resident regarding street cleaning. Circulated.
 - VI. Email correspondence from Larissa Reed, CEX re: Final Interim Plan Submission.
 - VII. Email correspondence from Larissa Reed, Local Government Reorganisation.
 - VIII. Email correspondence from resident re highways issues. Circulated.
- 341.FCA/04/25 **Planning – <https://pa.midkent.gov.uk/>**
Relevant Legislation: Town and Planning Act 1990
To receive updates on planning matters
- I. 25/500856/FULL 30 Wallbridge Lane Upchurch Kent ME8 7XH Demolition of attached garage and rear lean-to. Erection of single storey front / side extension, two storey rear extension, new front dormer, new obscure screen and railing to create balcony on the first floor and new front boundary wall and gate, along with associated external works.
 - II. 25/500628/FULL Land At Colts Field Poot Lane Upchurch Kent ME9 7HJ Replacement roof, new floor and external cladding to elevations of existing pole barn, together with associated hardstanding and landscaping (retrospective).
 - III. 25/501084/FULL 19 Woods Edge Rainham Kent ME8 8FB. Erection of first floor rear extension.
 - IV. Any reports from Cllr Rosewell.
- 342.FCA/04/25 **Upchurch Parish Council Reporting – Agree any actions**
- I. Paddock and Recreational Ground – to receive update.
 - II. Burial Ground & Churchyard – to receive update.
 - III. Highways & Street Lighting – to receive update.
 - (a) Update on streetlights not working Maintenance Contract to review.
 - (b) Hedge junction of Forge Lane and Holywell Lane.
 - IV. Footpaths – to receive update.
 - V. Environment – to receive update.
 - VI. Allotments – to receive update.
 - (a) Tenant request for maintenance.
 - (b) Update on Tenancy agreements
 - VII. Village Defibrillators – any updates.
 - VIII. Community Events
 - (a) VE Day May 2025 – update from Cllr Rosewell.
- 343.FCA/04/25 **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.
- 344.FCA/04/25 **Clerk updates**
- I. Community Award prize to review options.
 - II. Annual Parish Meeting update.
 - III. End of Year reports. Circulated.
 - IV. Internal Audit confirmed Monday 7 April 2025.
- 345.FCA/04/25 **Items to be considered for inclusion on the next Full Council agenda**
To receive any additions, for noting only, no discussion at this meeting.
- 346.FCA/04/25 **Date of next meeting -**
Annual Parish Meeting Thursday 10 April 2025 – Upchurch Village Hall
Annual Meeting Thursday 1 May 2025 – Holywell School
- 347.FCA/04/25 Close of meeting.