YOU ARE SUMMONED TO ATTEND THE MEETING OF THE **FULL PARISH COUNCIL** ON **THURSDAY 05 NOVEMBER 2026** AT **7.30PM** 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: 30 Oct 2026

Members:

Cllr T Ripley (Chair), Cllr P Denny (V Chair), Cllr E Berntsen, Cllr J Bodycomb, Cllr A Horton, Cllr G Lewin, Cllr G Rosewell, Cllr N Sheppard, Cllr S Easton

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 mobile phones must be switched to silent during meetings.

Agenda

579.FCA/11/26 **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.

580.FCA/11/26 **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.

581.FCA/11/26 **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 1 October 2026.

582.FCA/11/26 **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 and will provide an opportunity for parish electors to participate. Residents may speak for up to three minutes, and the public session is limited to 15 minutes, unless extended by the Chair.

583.FCA/11/26 **External Reports and Updates**
To receive any external reports from County and Borough and Police Liaison.

584.FCA/11/26 **Correspondence – to note correspondence received.**

I. Email correspondence from Road Safety and Active Travel Group's (RSATG) newsletter. Circulated.
II. Email correspondence from Cllr Palmer Police Property Act Fund. Circulated.
III. Email correspondence from KCC Community Transport Grant. Circulated.

585.FCA/11/26 **Planning – https://pa.midkent.gov.uk/**
Relevant Legislation: Town and Planning Act 1990
To receive updates on planning matters

I. 26/500852/OUT Land North of Forge Lane – any updates. Email send to Planning Officer.
II. 26/503626/PNEXT 71 Chaffes Lane Upchurch Kent ME9 7BH Prior notification for a proposed single storey rear extension which: A) Extends by 4.80 metres beyond the rear wall of the original dwelling. B) Has a maximum height of 3.00 metres from the natural ground level. C) Has a height of 2.50 metres at the eaves from the natural ground level.
III. 26/503905/FULL 10 Woolbrook Close Upchurch Kent ME8 8ST Demolition of garage and erection of a single storey rear and side extension with changes to fenestration
IV. 26/503569/FULL 128 Chaffes Lane Upchurch Kent ME9 7BD Erection of new dwelling and associated parking
V. 26/503683/OUT Land Adjoining Rear Of Jubilee Fields Upchurch Kent ME9 7AQ Outline Planning Application (with all matters reserved apart from access) for the erection of 4no. 2-storey market homes and up to 31no. 1 to 2-storey homes which will provide age restricted accommodation for those over the age of 60, including 40% affordable housing, together with the provision of a new access from Jubilee Fields and associated landscaping and parking.
VI. Any reports from Cllr Rosewell. Email communication Joanne Johnson Head of Place Services Changes to Planning Decision-Making Arrangements. Scheme of Delegation.

586.FCA/11/26 **Upchurch Parish Council Reporting** – Agree any actions

I. Paddock and Recreational Ground – to receive update.
   (a) Gate to Paddock – update on remedial repair.
   (b) Lease renewal BTF The Paddock – to receive update
II. Burial Ground & Churchyard – to receive update.
   (a) Email received re repairs to footpath and church steps.
III. Highways & Street Lighting – to receive update.
IV. Footpaths – to receive update. Footpath Bishop Lane fly tip– update.
V. Environment – to receive update
   (a) Village waste bins – email communication from Cllr C Palmer.
VI. Allotments – to receive update.
   (a) Update on tenancy renewals
   (b) Kent Community Fund Grant – update
VII. Village Defibrillators – to receive update
VIII. Remembrance Day – any updates.
IX. Christmas – update on Tree.

587.FCA/11/26 **Finance Reporting**
Relevant Legislation: Accounts and Audit Regulations 2015; Local Audit and Accountability 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 November.

588.FCA/11/26 **Budget 2026/27**
To receive update from Budget Working Group following meeting 2 Nov 2026.

589.FCA/11/26 **Clerks Updates**

I. Report on interim Internal Audit 19.10.26. To confirm Internal Auditor 27/28.

590.FCA/11/26 **Items to be considered for inclusion on the next Full Council agenda**
To receive any additions, for noting only, no discussion at this meeting.

591.FCA/11/26 **Date of next meeting -**
Thursday 7 January 2027 Full Council Meeting. No meeting December.

592.FCA/11/26 Close of meeting.