



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE
FULL PARISH COUNCIL ON THURSDAY 3 NOVEMBER 2022
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 Oct 2022

Members: Cllr T Ripley (Chairman), 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 Chairman. 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

Member of the public are reminded that the use of mobile phones (other than silent) is prohibited at all Parish Council meetings.

Agenda

1. **To receive apologies for absence**
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
2. **To receive declarations of interests and lobbying**
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.
3. **Minutes**
To receive as correct and approve for signature the minutes of the meeting held on 6 Oct 2022
To receive as correct and approve minutes of the GPC & Planning Meeting held on 19 Oct 2022
4. **Public Participation**
In accordance with LGA 1972 S100, the meeting will be adjourned for item 5 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 chairman.
5. **Correspondence**
 - I. 03/10/22 Letter from resident regarding dangerous situation walking up Windmill Hill with narrow footpath
 - II. 17/10/22 Further SBC communication regarding forestry commission and the oak trees on green adjacent to Oak Lane and Bishops Lane. SBC confirm there is no evidence of a processionary moths but they will be assessed again in spring / summer 2023

- Agree any action
- III. 19/10/22 Correspondence from resident concerning overgrown trees/shrubs on Otterham Quay La. Clerk reported to SBC Ref 15462625. Clerk to update
- IV. 19/10/22 Correspondence from internal Auditor confirming date of 22/23 audit to be Mon 3 April.
- V. 19/10/22 Correspondence from resident and Cllr Horton regarding overgrown trees in Otterham Quay La. This has been raised with SBC Ref 15462625, SBC have confirmed inspection to be taking place.
- VI. 19/10/22 email from OPTIVO regarding repairs to collapsed wall in Bishops Lane.

6. Planning

To receive update on planning matters

Outline Planning Application for 200 dwellings, Lower Rainham Rd, Rainham.

<https://publicaccess1.medway.gov.uk/online-applications/applicationDetails.do?activeTab=relatedCases&keyVal=RDF6M6KNLNL00>

22/504903/PNEXT | Prior notification for a proposed single storey rear extension which: A) Extends by 7 metres beyond the rear wall of the original dwelling. B) Has a maximum height of 3 metres from the natural ground level. C) Has a height of 3 metres at the eaves from the natural ground level. 15 Horsham Lane, Upchurch, ME9 7AN

<https://pa.midkent.gov.uk/online-applications/applicationDetails.do?keyVal=RJL081TY1BC00&activeTab=summary>

22/504923/SUB | Submission of details pursuant to Condition 4 (Landscape Details) of Application 22/500812/FULL . | Ransom Motors Breach Lane Upchurch Kent ME9 7PE

<https://pa.midkent.gov.uk/online-applications/applicationDetails.do?keyVal=RJMP23TYLGW00&activeTab=summary>

7. External Reports

To receive any external reports from County and Borough

8. Upchurch Parish Council Reporting

- I. General Purpose Committee – to receive and approve minutes and any update
- II. Paddock and recreation ground – to receive update following inspection
- III. Burial Ground & Churchyard – to receive update
- IV. Highways and street lighting – to receive update
- V. Footpaths – to receive update
- VI. Environment – to receive update
- VII. Village Hall – to receive update
- VIII. Police Liaison – to receive update
- IX. KALC – to receive update
- X. Allotments – To receive update
- XI. Village Defibrillators – to receive update

9. Finance Reporting

- I. Access to banking for clerk is in progress no reporting was possible
- II. Budget Review
- III. Precept Committee Meeting – Setting parameters and dates
- IV. Cheques received - £50 Headstone fee
- V. Cheques for approval:
 - Clerk Salary / expenses
 - Caretaker DK Invoice
 - EDF Energy £1209.06
 - Village Hall Hire £22
 - Speed Survey fee £456
 - Landscape services £184.80
 - Landscape services £142.20
 - Eccogreen £340.74
 - Cllr Lewin expenses £13.30

10. Precept Working Group

Receive recommendations from the working group

11. Standing Orders

Consider adoption of the new policy document

Agree any action

12. Financial Regulations

Consider adoption of the new policy document

Agree any action

13. Financial Risk Assessment

Consider adoption of the new policy document

Agree any action

14. Publication Scheme

Consider adoption of the new policy document

Agree any action

15. Terms of Reference

Consider adoption of the new policy document

Agree any action

16. Equality Policy

Consider adoption of the new policy document

Agree any action

17. Clerk Updates

I. Council Software package options following request from councillors for improvement options to the current spread sheets.

Rialtas vs Scribe

Agree any action

II. Payroll services options, following HMRC concerns with UPC not having followed recognised processes.

Agree any action

III. Unity Bank Credit Car

This has been applied for

For noting

IV. IT Update

Back up facility / Outlook Accounts / Domain

This is in progress. Clerk to update

For noting

V. Unity Banking update

Clerk to present any update

Agree any action

18. KCC Highways response

Receive KCC Highways response regarding gutter and gully maintenance. Consider a response if appropriate. See Appendix 1

Agree any action

19. Speed Bumps and road markings

Cllrs Horton and Sheppard to provide report following their survey.

Receive update.

Agree any action

20. Street Signs

Cllr Sheppard to provide update

21. Play Park Field Bins

Update on item deferred from previous meeting

Agree any action

22. Speed Survey

Receive update following survey completion
Agree any action

23. Play Area Refurbishment Project

Receive update and new quotes for consideration
Agree any action

24. Poppy Appeal

Update from councillors
Agree any action

25. Christmas Tree and Arrangements

Update and discussion of detail
Agree any action

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.

27. Staff Matters

Pensions Nest vs KCC
Agree any action
No applicants for village caretaker
Agree any action

28. Date of next meeting

1 December 2022

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