

The **Minutes** of the **Annual Meeting** of **Upchurch Parish Council** held in Upchurch Village Hall on **5th May 2022**

Present: Cllr Helen Boakes, Cllr John Bodycomb, Cllr Alan Horton, Cllr Gerry Lewin and Cllr Gary Rosewell; and Mrs Wendy Licence (Clerk).

Also present were Ward Member Richard Palmer and two members of the public.

Cllr Boakes **PROPOSED** that Cllr Horton Chair the meeting; **SECONDED** by Cllr Lewin: **AGREED UNANIMOUSLY**.

Cllr Horton welcomed everyone to the meeting.

1. Apologies for absence

Apologies had been received from Cllr Tyrone Ripley (holiday), Cllr Pam Denny (holiday), Cllr Ernie Berntsen (work) and Cllr Neil Sheppard (work); apologies accepted.

Apologies had also been received from County Councillor Mike Baldock (at another meeting); apology noted.

2. Election of Chairman

Cllr Horton **PROPOSED** Cllr Ripley for the Office of Chairman; **SECONDED** by Cllr Lewin: **AGREED UNANIMOUSLY**.

3. Election of Vice-Chairman

Cllr Horton **PROPOSED** Cllr Denny for the Office of Vice Chairman; **SECONDED** by Cllr Lewin: **AGREED UNANIMOUSLY**.

4. Election of Representatives to outside bodies

- a) KALC: It was **AGREED UNANIMOUSLY** that the Council will send representatives as and when necessary.
- b) Police Liaison Officer: Cllr Horton **PROPOSED** Cllr Boakes; **SECONDED** by Cllr Lewin: **AGREED UNANIMOUSLY**.
- c) Highways: Cllr Lewin **PROPOSED** Cllr Horton; **SECONDED** by Cllr Rosewell: **AGREED UNANIMOUSLY**.
- d) Village Hall Committee: Cllr Horton **PROPOSED** Cllr Lewin; **SECONDED** by Cllr Bodycomb: **AGREED UNANIMOUSLY**.

5. Allocation of Responsibilities – For the following:

It was **AGREED UNANIMOUSLY** that the following responsibilities be allocated:

- a) Paddock and Recreation Ground: Cllr Denny
- b) Allotments: Cllr Bodycomb
- c) Burial Ground and Churchyard: Cllr Boakes
- d) Defibrillator: Cllr Sheppard
- e) Internal Financial Controls (Internal Auditor): Lionel Robbins

6. To appoint Committees, Committee Chairmen and Vice Chairmen

- a) Planning Committee: Cllr Rosewell (Chairman), Cllr Berntsen, Cllr Boakes, Cllr Bodycomb, Cllr Denny, Cllr Lewin and Cllr Ripley.
- b) HR Committee: Cllr Ripley (Chairman), Cllr Denny and Cllr Lewin.
- c) General Purposes Committee: Cllr Ripley (Chairman), Cllr Berntsen, Cllr Boakes, Cllr Bodycomb, Cllr Denny, Cllr Lewin and Cllr Rosewell.
- d) Finance Committee: Cllr Ripley (Chairman), Cllr Bodycomb, Cllr Horton and Cllr Lewin.

7. Confirmation of Responsible Financial Officer (RFO)

Cllr Horton **PROPOSED** the Clerk be confirmed the Responsible Finance Officer; **SECONDED** by Cllr Boakes: **AGREED UNANIMOUSLY**.

8. The General Power of Competence

It was **AGREED UNANIMOUSLY** that Upchurch Parish Council, having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, adopts the General Power of Competence until the next relevant Annual Meeting of the Parish Council.

This concluded the business of the Annual Meeting of the Parish Council at 7.40pm, the evening continued with the monthly meeting of the Parish Council.

MAY MONTHLY MEETING

9. Apologies for absence

Apologies had been received from Cllr Tyrone Ripley (holiday), Cllr Pam Denny (holiday), Cllr Ernie Berntsen (work) and Cllr Neil Sheppard (work); apologies accepted. Apologies had also been received from County Councillor Mike Baldock (at another meeting); apology noted.

10. Declarations of interest

None were declared.

11. Minutes of the meeting on 7th April 2022

Public Time was amended to read *The Parish Council will make the image available to any group or individual within the village to use in their communications.*

Cllr Rosewell **PROPOSED** to accept the minutes, as amended, of the meeting held on 7th April 2022, as a true record; **SECONDED** by Cllr Bodycomb: **AGREED UNANIMOUSLY**. Cllr Horton duly signed the minutes as a true record.

Public Time

The meeting was adjourned for the Public Time

Mr Kew reported that the brown bins had not been delivered to the Burial Ground and raised concern that visitors might not separate the rubbish.

Cllr Horton said this was highlighted at General Purposes Committee and is being chased. Cllr Boakes said labels could be put on the bin lids reminding visitors which bin to use.

SBCllr Palmer reported that the main issue with residents had been missed bin collections and that he had spent considerable time, on behalf of residents, getting the bins collected. The contract is due for renewal this year and it is hoped that there will be new vehicles, it will be a shorter contract. There are severe potholes in Canterbury Lane, this is Medway Council's responsibility. One planning enforcement issue has been raised and Officers have given assurance that it is in line with planning permission granted. Cllr Horton thanked SBCllr Palmer for attending and for his report.

The meeting was reconvened.

12. Correspondence

Cllr Horton said an email of thanks had been received, for the Planning Committee's support by objecting to the Burntwick application on the Swale Borough Council Planning Portal.

The writer and neighbours appreciated this and the advice given to all at the Committee meeting

5. Planning

To receive the minutes of the Meeting held on 20th April 2022 and receive an update on planning matters

It was **AGREED UNANIMOUSLY** to accept the minutes of the meeting held on 20th April 2022 as a true record; the minutes were duly signed by Cllr Horton.

Cllr Lewin said the Council has received information regarding a planning enforcement query.

ACTION: Clerk to ascertain nature of inquiry.

6. General Purposes Committee

i) To receive the minutes of the Meeting held on 20th April 2022 and receive an update

Cllr Boakes **PROPOSED** to accept the minutes of the meeting held on 20th April 2022, as a true record; **SECONDED** by Cllr Lewin: **AGREED UNANIMOUSLY**. Cllr Horton duly signed the minutes as a true record.

ii) Woodland Trail- to receive an update

Cllr Horton reported that Cllr Denny had met with children and staff from Holywell School and they visited the site. They have taken away plans and diagrams. The children have given advice as to what could be incorporated on the signs, including QR codes; the children want to run the site the QR codes are linked into and to keep it up to date. They have also suggested fund raising. Cllr Denny has reported that it was a really positive and productive meeting.

Cllr Boakes said they have suggested lift-up flaps on the boards and also bat boxes, next boxes and bug hotels.

7. Allotments

Cllr Bodycomb said there was nothing to report.

8. Finance

i) To receive finance report

Cllr Horton asked for information on the street lighting electricity expenditure.

The Clerk reported that this is based on the old rate and out of contract. Cllr Berntsen is in discussion with EDF regarding a new contract and refund.

ACTION: Clerk to liaise with Cllr Berntsen.

Cllr Horton said there will be no further expenditure on the Spring Clean.

ii) Cheques for approval and signature

Payee	Reason	Amount
EDF	Street lighting electricity March	£1103.28
KALC	Subscription	£933.36
Business Stream	Allotments water supply	£17.72
Business Stream	Paddock water supply	£12.43
Dr PJ Wilson	Arboricultural report	£950.00
Lindsay & Co	Churchyard lime tree	£550.00
Notice Board Company (UK) Ltd	Burial Ground notice board	£396.00

Mr D Kew <i>Chq no 3000017</i>	Wheelie bins and waste bags	£30.88
Staff	Salary	£612.18
HMRC	PAYE & NI	£166.21
Administration	Expenses	£17.51
Mr T Honeyman	Litter picker- April	£114.00

It was **AGREED UNANIMOUSLY** to make the payments.

iii) To consider grant request from Swale Citizens Advice Bureau

Cllr Lewin said residents use the service given and it is a benefit to the parish. Cllr Lewin **PROPOSED** that a grant of £50 be made; **SECONDED** by Cllr Boakes: **AGREED UNANIMOUSLY**.

Insurance renewal:

Councillors considered the renewal quotation.

Cllr Lewin **PROPOSED** to accept the quotation from Zurich Insurance for a 5-year Long Term Agreement for a premium of £1477.41; **SECONDED** by Cllr Horton: **AGREED UNANIMOUSLY**.

9. Paddock and Recreation Ground

i) To receive an update

Cllr Horton said the Woodland Trail had already been covered. A resident questioned whether the new oak tree was in fact an oak tree.

Cllr Lewin said it is definitely an English oak, Quercus Robur, it had oak leaves when it was planted last year.

ii) To consider quotations for Jubilee oak tree sign

Councillors considered the quotations.

Cllr Lewin **PROPOSED** to accept the quotation of £196.03 from JRT Signs for a brush stainless steel sign: **SECONDED** by Cllr Boakes: **AGREED UNANIMOUSLY**.

10. Burial Ground and Churchyard

Brown bins have not been delivered; Swale has been chased

11. Highways and Street Lighting

Cllr Horton reported that it had been agreed by KCC Highways to install posts in Chaffes Lane to give corner protection at the junction of Church Farm Road to deter reckless drivers. Residents must cut back their hedges. There was a change of staff and this did not progress which is disappointing. There is a meeting schedule with the new Officer to progress the scheme. Cllr Berntsen is negotiation an appropriate maintenance contract for the street lighting.

12. Footpaths

Cllr Boakes said many of the street name plates are illegible.

Cllr Horton said the replacement of the plates have been budgeted for over the next two financial years, this will start in the Spring of 2023.

13. Environment

Cllr Horton said quotations are yet to be received for the litter bin at the Public Right of Way opposite Bradshaw Close.

ITEM FOR GENERAL PURPOSES COMMITTEE.

Cllr Horton said a litter bin still has not been installed at the play park in Four Gun Field, Swale Borough Council does not automatically install litter bins on new developments and it is the responsibility of the Management Company which is liaising with the Borough Council regarding the collection.

ACTION: Clerk to chase for update.

14. Reports from representatives

i) Village Hall Representative

Cllr Lewin report that the Village Hall Management Committee had held its Annual General Meeting. There have been a few changes to the committee. There was a surplus of funds for 2021 which is very encouraging.

ii) KALC

Cllr Horton said correspondence had been circulated from NALC and KALC.

SBCllr Palmer said the next meeting of the KALC Swale Area Committee is on 10th May.

iii) Police Liaison Officer

Cllr Boakes said she had nothing to report from the PCSO although she has previously met with her.

ACTION: Clerk to request monthly report from the PCSO and invite her to a meeting to introduce herself.

15. The Queen's Platinum Jubilee Celebrations 2022

Cllr Horton reported that Cllr Rosewell had volunteered to fill the basket and the lighting will be carried out under supervision by a resident.

ACTION: Clerk to request Upchurch Matters promote the lighting draw.

Cllr Horton said the road closure order has been formerly approved and road signs will be collected. The fire tender will be in attendance; the Guides and WI have been invited to sell refreshments; there will not be a licensed bar; there will be an ice cream van. The music will start at 7pm for a party atmosphere; the lighting ceremony will start at 9.30pm with the beacon being lit at 9.45pm. The Parish Council is making the Recreation ground available to residents to hold their street parties on the Sunday.

Cllr Bodycomb said the bunting has been ordered.

16. Matters arising

No other matters were raised.

17. Date of next meeting Thursday 9th June 2022 at 7.30pm

There being no further business, the meeting closed at 8.28pm

Signed as a true record of the meeting:

Chairman

Dated this 9th day of June 2022