



**MINUTES OF UPCHURCH FULL PARISH COUNCIL HELD ON THURSDAY 13 FEBRUARY 2025 AT 19:30PM IN UPCHURCH VILLAGE HALL**

Present: Cllr Ripley, Cllr Denny Cllr Rosewell, Cllr Bodycomb, Cllr Horton, Cllr Lewin,  
Officer: Clerk, Nina Henley  
External Attendees: None  
Apologies: Cllr Sheppard, Cllr Boakes, Cllr Berntsen  
External Apologies: Cllr Baldock, Cllr C Palmer, Cllr R Palmer,

**308-FCM/02/25 To receive apologies for absence**

Cllr Sheppard (work) Cllr Berntsen (unavailable) Cllr Boakes (unwell) Members RESOLVED to accept apologies.

**309-FCM/02/25 To receive declarations of interests and lobbying**

Cllr Horton declared interest in 314.FCA/02/25 III  
Cllr Lewin declared interest in 315.FCA/02/25 VIII(a)

**310-FCM/02/25 Minutes**

To receive as correct and approve for signature the minutes of the Full Council Meeting held on 9 January 2025.  
Members RESOLVED to approve the minutes. Proposed by Cllr Lewin, seconded by Cllr Horton. Unanimous.

**311-FCM/02/25 Public Participation**

There were 11 members of the public present.  
Member of the public discussed potential planning application in Forge Lane.  
The Village Caretaker reported the brown bin by churchyard not been collected. Clerk to investigate.

**312-FCM/02/25 External Reports and Updates**

No reports submitted.

**313-FCM/02/25 Correspondence**

- I. Email correspondence from resident re road issues. Noted.
- II. Email correspondence from Larissa Reed SBC Local Council Forum. Noted.
- III. Email correspondence from KCC Local Nature Recovery Strategy. Noted.
- IV. Email correspondence from SBC Joint Transport Meeting 3 March 2025. Noted.
- V. Email correspondence from resident re junc of Holywell Lane. Noted.
- VI. Email correspondence from SBC Members Grant acceptance. Noted.

**314-FCM/02/25 Planning**

To receive updates on planning matters

- I. 24/504654/LDCEX Beckenham Park, Otterham Quay lane, Upchurch Kent ME8 7XF Lawful Development Certificate (existing) Use of land as a caravan park for up to 75 caravans.  
UPC has no comments.
- II. 25/500304/FULL, 65 Chaffes Lane Upchurch Kent ME9 7BH. Erection of a two-storey rear extension with single storey front and side extensions. (Removal of existing outbuilding and conservatory).  
UPC has no objections.

- III. Any reports from Cllr Rosewell. Cllr Rosewell gave verbal report regarding amended details to planning 24/504410 it was noted that revisions to this application did not alter UPC original objections and these still stand.  
Cllr Rosewell reported that UPC had received notice from developers regarding potential application for 100 houses in Forge Lane. UPC do not meet with developers prior to applications being submitted and will discuss any applications when received in a public meeting of the Parish Council. It was reported that the developers may hold their own public meeting.

### 315-FCM/02/25 Upchurch Parish Council Reporting

- I. Paddock and Recreational Ground
  - (a) It was reported that the repair to grass lock swings was commencing week of 24 February. Noted.
  - (b) Recreation groundwork on entrance barriers. Members RESOLVED to remove this work from the schedule.
  - (c) Update on tap disconnection. It was reported that the tap has been disconnected. Noted.
- II. Burial Ground & Churchyard – no updates.
- III. Highways & Street Lighting – to receive update.
  - (a) Cllr Horton reported that the traffic calming in Oak Lane was completed and had been received favourably by residents. Cllr Horton reported following residents concerns junction of Holywell Lane / Forge Lane that this junction has been on the HIP previously and KCC have confirmed that following an engineer's assessment of the junction and sight lines, they have no plans to do further works on the junction.
- IV. Footpaths – to receive update.
  - (a) Email received re ZR39 diversion. Noted.
- V. Environment – no updates.
- VI. Allotments – Clerk reported tenancy agreements for 2025 will be send to tenants 31 March. Noted.
- VII. Village Defibrillators – report received from Cllr Sheppard all defibs working. Noted.
- VIII. Community Events
  - (a) VE Day May 2025 – (Cllr Lewin left the room) Members RESOLVED to grant request received from Upchurch Choral Society for £100 towards a VE Day convert at the church. Unanimous. (Cllr Lewin re-entered the room)
  - (b) Supporting community initiatives to combat loneliness and isolation. Members grant received from Cllr Palmer issued to Tea and Chat group. Noted.
  - (c) UPC Community Award – Members to review in March meeting. Noted.

### 316-FCM/02/25 Finance Reporting

- I. Financial review – bank statement and reconciliation were received signed by Cllr Lewin. Noted
- II. Payments received – Cheques for approval litter picker: £ 48.00 Noted.
- III. Schedule of payments for approval:

Payee	Date	Method	Reference	Reason	Amount
Hugo Fox	20/01/25	PAID DD	11528	Website hosting	£ 11.99
Business Stream	13/02/25	BACS	6952861	Water Bill Allotments	£ 84.03
Business Stream	29/01/25	PAID	6966078	Tap Disconnection	£ 793.51
Playdale	13/02/25	BACS	58818	Deposit for grass lock	£ 200.40
UPC Tea & Chat	13/02/25	BACS		Payment of Grant	£ 200.00
UVH	13/02/25	BACS	7060	Hall hire	£ 40.00
Lynne Balcomb	13/02/25	BACS		Caretaker	£ 156.00
Clerk expenses	13/02/25	BACS		Ink	£ 14.50
Clerk expenses	13/02/25	BACS		Stamps	£ 6.60
Staff costs					£ 2413.44

All Payments agreed proposed by Cllr Lewin seconded by Cllr Horton.  
Members resolved to approve the schedule of payments.

### 317-FCM/02/25 Budget 2025/26

Precept request accepted by Swale; confirmation received. Noted.

**318-FCM/02/25** **Items to be considered for inclusion on the next Full Council agenda**  
VE Day. Asset Register review 2025.

**319-FCM/02/25** **Date of next meeting**  
Thursday 6 March 2025. Annual meeting Thursday 1 May 2025 venue change due to VH being used as polling station. Meeting will be held at Holywell School.

**320-FCM/02/25** Meeting closed 20.19