

## The **Minutes** of the **Meeting** of **Upchurch Parish Council** held in Upchurch Village Hall on **9<sup>th</sup> June 2022**

**Present:** Cllr Tyrone Ripley (Chairman); Cllr Pam Denny (Vice Chair), Cllr John Bodycomb, , Cllr Gerry Lewin, Cllr Gary Rosewell and Cllr Neil Sheppard; and Mrs Wendy Licence (Clerk).

Also present were PCSO Lorraine Holmes and eight members of the public.

Cllr Ripley welcomed everyone to the meeting.

### **18. Apologies for absence**

Apologies had been received from Cllr Ernie Berntsen (unwell), Cllr Helen Boakes (personal) and Cllr Alan Horton (at another meeting); apologies accepted.

Apologies had also been received from County Councillor Mike Baldock (at another meeting) and Ward Councillor Richard Palmer (at another meeting); apologies noted.

### **19. Declarations of interest**

Cllr Denny declared an interest in item 25ii, being a recipient of a payment.

### **20. Minutes of the meeting on 5<sup>th</sup> May 2022**

Cllr Lewin **PROPOSED** to accept the minutes of the meeting held on 5<sup>th</sup> May 2022, as a true record; **SECONDED** by Cllr Bodycomb: **AGREED UNANIMOUSLY**. Cllr Ripley duly signed the minutes as a true record.

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### **Public Time**

*The meeting was adjourned for the public time*

*#1- Mr Steward, Chairman of Upchurch Village Hall management Committee, thanked the Council for its continued support of the Village Hall. There is now a new committee. There is an online booking system and the committee is working on the next phase of improvements and will be focusing on the back hall.*

Cllr Ripley thanked Mr Steward for his report.

*#2- A representative from St Mary's church thanked the Council for the Jubilee hog roast on 2<sup>nd</sup> June which raised nearly £1,000 towards the church tower project. A talk has been given to the school to raise awareness of the project and it is hoped the parents will get involved. The aim is to get the whole village involved.*

*#3- A resident raised concern regarding the speed of traffic driving through the village and lanes. Their cat had been knocked down by a car; the local nursery walk their children down the lanes into the orchard on Poot Lane; there are horse riders and walkers using the lanes and concern is there may be an accident.*

Cllr Ripley said Cllr Horton has responded to their email and the matter will be considered for inclusion in the Parish Highways Improvement Plan.

*#4- A resident voiced concern about speeding traffic in the village and asked if the PCSO could use the speed watch equipment the Council bought a few years ago.*

Cllr Denny said the Council still has the equipment, it would need to be recalibrated and possibly upgraded.

PCSO Lorraine Holmes had sent the following report:

Crimes of note (01/03/22 – 08/06/22):

- Burglary offences reported: 02/04/22 – attempted burglary in Breach Lane. Offenders arrested.
- Vehicle Crime offences reported: 16/03/22 – Motorbike stolen in Canterbury Lane. 31/05/22 – number plates stolen in Chaffes Lane.
- No Criminal Damage offences reported
- No Fraud offences reported

Anti-social behaviour and other incidents of note:

- 09/03/22: Nuisance youths with catapults around Holywell Primary School. Previously alerted via My Community Voice message.
- 14/03/22: Possible trespass in Chaffes Lane. Police attended, no evidence of a break-in.
- 19/03/22: Further report of youths with catapults. Area search conducted by PCSOs, no trace. Intelligence report submitted due to named suspect.
- 16/04/22: Concern around a homeless male. Male was reported as missing but has since been found safe.
- 07/05/22: Poaching at Horsham Plantation. 4 suspects arrested.

Other items of note:

- I will be holding a drop-in surgery at Snaffles Equestrian shop on Saturday 25th June between 10-11am.

Updates of previous reported issues-:

- Nothing to report

Cllr Ripley thanked PCSO Holmes for attending and for her report.

Cllr Lewin thanked the Kent Police Rural Crime Team for their reports.

Mr Steward, Chairman of Upchurch Village Hall management Committee, asked for comments on the anti-social behaviour in the hall car park.

PCSO Holmes said a volunteer closes the gates and reports issues to her, when registration numbers are noted the Police can attend addresses and give advice or take action as appropriate. It would be good to have a camera in the car park.

*The meeting was reconvened.*

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## **21. Correspondence**

### i. Resident email regarding speeding in the village

Discussed earlier.

### ii. SBCllr Palmer's report

SBCllr Palmer was unable to attend the meeting and sent the following report:

Kaynes Farm Breach Lane - planning enforcement case raised re waste being deposited on-site.

Burntwick planning application will be going to the planning committee on Thursday 23rd June.

Some residents have asked about 20mph limits in parts of the Parish. The scheme in Newington seems to have about 50% compliance. Happy to support. The evidence is it tends to reduce speeds e.g. those doing 40mph in a 30 limit reduces speed to 30mph in a 20 zone; accidents where pedestrians are hit by moving vehicles at 20 mph, they tend to survive or have minor injuries at 30 mph possible fatal or serious life changing injuries and at 40mph and over, a very poor outcome.

Cllr Ripley thanked SBCllr Palmer for his report.

## 22. Planning

i) To receive the minutes of the Meeting held on 18<sup>th</sup> May 2022 and receive an update on planning matters

Cllr Bodycomb **PROPOSED** to accept the minutes of the meeting held on 18<sup>th</sup> May 2022, as a true record; **SECONDED** by Cllr Lewin: **AGREED UNANIMOUSLY**. Cllr Rosewell duly signed the minutes as a true record.

Ref: 21/506474/FULL

Address: Burntwick The Street Upchurch Sittingbourne ME9 7EU

Proposal: Erection of 2no. four bedroom detached dwellings and 2no. detached garages, with associated front canopy, fencing, gates, access and parking.

Amended drawings- changes of description of proposal

Cllr Rosewell reported the application will go to Swale Borough Council Planning Committee on 23rd June.

ii) Ref: 21/503319/FULL

Address: Halstow Grove Halstow Lane Upchurch Kent ME9 7AB

Proposal: Retrospective application for stationing of 1 no. mobile home, 1 no. caravan, erection of a utility block, 2 no. parking bays, drive way and 1 no. septic tank.

Councillors considered the application and noted the two objections on the planning portal. Councillors raised concern regarding the amount of infill in Halstow Lane and that the nature of the lane is being changed; the proposal will destroy the Important Local Countryside Gap; Halstow Lane is being urbanised; the proposal would change the tranquillity of the countryside; the applicant's Gypsy and Traveller status needs to be clarified. Neighbours' objections must be taken into account.

Cllr Lewin said that Swale Borough Council's performance on planning is abysmal and that the Parish Council should send comment regarding the amount of time it takes for applications to be determined and that it often runs over time.

*ACTION: Clerk.*

## 23. General Purposes Committee

Cllr Bodycomb **PROPOSED** to accept the minutes of the meeting held on 18<sup>th</sup> May 2022, as a true record; **SECONDED** by Cllr Lewin: **AGREED UNANIMOUSLY**. Cllr Ripley duly signed the minutes as a true record.

## 24. Allotments

Cllr Bodycomb reported that he had met with a potential plot holder who has taken a plot at 50% discount due to the state of the plot.

The Clerk reported the tenant has paid for the plot.

## 25. Finance

i) To receive finance report

Cllr Lewin said the forecast can be included in six months time and asked for clarification of the "other grant" of £2,349.50.

The Clerk said it was the payment from Swale Western Area Committee towards the Nature Trail.

ii) Cheques for approval and signature

Payee	Reason	Amount
EDF	Street lighting electricity	£1,204.05
Mr MP Bodycomb Chq no 3000018	Jubilee bunting	£36.00

JRT Signs Ltd	Jubilee tree plaque	<b>£277.24</b>
Glasdon UK Ltd	Memorial bench	<b>£713.13</b>
Safeplay PS Ltd	Safety inspection	<b>£166.80</b>
MB Farms Produce Ltd	Jubilee hog roast	<b>£900.00</b>
Safetyshop	Wheelie bin signs	<b>£27.64</b>
Mr D Kew <i>Chq no 3000019</i>	Wheelie bins and waste bags	<b>£14.25</b>
Staff	Salary	<b>£638.35</b>
HMRC	PAYE & NI	<b>£186.21</b>
Administration	Expenses	<b>£17.51</b>
Upchurch Village Hall	Hall hire 3	<b>£60.00</b>
Mr T Honeyman	Litter picker- May	<b>£114.00</b>
Mr C Doherty	Piper for beacon	<b>£210.00</b>
Mrs P Denny	Jubilee refreshments reimbursement	<b>£84.34</b>

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

iii) Annual Governance Statement- To agree the statement

Councillors agreed the Annual Governance Statement which was duly signed by Cllr Ripley and the Clerk.

iv) Annual Return for Year End 31 March 2022- To receive and to consider the adoption of end of year return

The Accounting Statement was approved by Councillors and it was duly signed by Cllr Ripley and the Clerk.

v) Internal Auditor's report

Cllr Ripley informed Members that the report has not yet been received.

**26. Paddock and Recreation Ground**

Cllr Ripley said the contractor has been instructed to cut it down the bush at top of Recreation Ground.

*Action: Clerk to inform resident.*

Cllr Denny asked for an update on the air walker.

The Clerk reported that Cllr Berntsen has confirmed the contractor has repaired it.

Cllr Denny said the bush at the entrance to the Recreation Ground car park needs to be cut back.

*ACTION: Clerk to instruct contractor.*

Cllr Denny informed Councillors that she has cut back some of the vegetation at the Paddock and asked if the undergrowth by the Paddock will be a problem for the bollards.

Cllr Ripley said it would not be a problem, the issue is with hedges overhanging boundaries on the opposite side of the road. The residents need to be contacted.

The Clerk reported that she had written to the residents twice, if they fail to cut back their hedges then the contractors will cut it back.

## **27. Burial Ground and Churchyard**

Cllr Ripley said the memorial bench has been installed.

Cllr Denny said she has the signs for the brown bins, the compost bins need to be emptied. Now there are brown bins, should the compost bins be removed?

*ACTION 1: Cllr Denny to liaise with contractor to discuss way forward for the bins and put labels on bins.*

*ACTION 2: Clerk to request Landscape Services to empty compost bins.*

Cllr Denny said the bank has now been cut but could we confirm this is on the contract for a regular cut.

*ACTION: Clerk to request that this is maintained.*

Cllr Denny said the grass cutters are putting the arisings in the brown bins.

*ACTION 1: Clerk to ask contractor not to use brown bins.*

*Nature Trail- item for GPC agenda*

## **28. Highways and Street Lighting**

Cllr Ripley informed Members that Cllr Berntsen will meet with the contractor next week to discuss the maintenance contract and that he will progress the electricity supply UMS certificate. 20mph limit has already been raised and will be discussed at GPC and then go to Full Council.

Cllr Denny said the speed watch equipment has been raised; we undertook training and the PCSO assessed suitable sites but unfortunately the sessions stopped through lack of volunteers. It needed four volunteers to undertake the sessions, it was difficult to get helpers and we held sessions for just over a year. The main sites were in Oak Lane, below the Wallbridge Lane junction, and in Horsham Lane by the church and we found few people were actually speeding. It is a deterrent.

Cllr Ripley said it would be good if volunteers could come forward.

*A resident asked of the 30mph signs could be cleaned.*

Cllr Ripley suggested that people must report this to KCC through the Highways portal.

*A resident said that late at night there are drivers who drive a circuit around the village down Poot Lane.*

*ACTION: Clerk to report to PCSO.*

Cllr Lewin said that it is important that if anyone sees anything inappropriate it is reported to the Police.

## **29. Footpaths**

Cllr Ripley said Cllr Boakes had raised a concern about missing water meter covers and the Clerk has reported this.

## **30. Environment**

Cllr Ripley said excessive dog fouling in Chaffes Lane has been reported to the Community Warden Georgina Springall.

Cllr Denny said she has been informed of a branch sticking out half way down Windmill Hill, it looks like ivy hanging down and has caused damage to cars.

*ACTION: Clerk to report.*

### ii) To consider quotations for litter bin

Cllr Ripley said quotations are yet to be received for the litter bins.

### iii) To consider quotation to refurbish and re-site the notice board

Cllr Ripley said the quotation is yet to be received.

### **31. Reports from representatives**

#### i) Village Hall Representative

Report was given by the Hall Chairman earlier in the meeting.

#### ii) KALC

Cllr Ripley said that there was nothing to report.

#### iii) Police Liaison Officer

Report was given by the PCSO earlier in the meeting.

### **32. Defibrillator**

Cllr Sheppard reported that two packs of pads are going out of date and will be ordered. The defibrillator at Beckenham Park was in a dark area and the company has installed a light. The box at Beckenham Parks flashes and this is being monitored.

Cllr Denny said KALC is arranging training on defibrillators, the Council previously arranged a training session. It would give people confidence to use it.

Cllr Rosewell said training is useful but the defibrillators are foolproof and give verbal instructions.

Cllr Ripley said this could be arranged for the Annual Parish Meeting.

### **33. Matters arising - not already covered in this meeting**

Cllr Ripley reported that the beacon lighting was a success and thanked the Parish Councillors and the organisations which took part. A special thanks to Dave Neale for providing the PA system, the disco, fire safety and for helping with the road closure. The hog roast raised £920 from donations for the church who also raised £180 from teas and coffees. Ellinor's ice creams has made a donation of £50 to the Council.

Cllr Ripley **PROPOSED** that the donation from Ellinor's Ice Creams be given to the Scout Group as a thank you for the use of the Scout Hut: **AGREED UNANIMOUSLY**.

Cllr Ripley thanked Mr Newbery for the excellent write-up and photos of the event on Upchurch Matters.

### **33. Date of next meeting Thursday 7<sup>th</sup> July 2022 at 7.30pm**

There being no further business, the meeting closed at 8.36pm

Signed as a true record of the meeting:

Chairman

Dated this 7<sup>th</sup> day of July 2022