

The **Minutes of the Meeting** of the Upchurch Parish Council held in Upchurch Village Hall on **Thursday 1st September 2016** at 7.30pm.

Present: Cllr Tyrone Ripley (Chair), Cllr John Arnold (Vice Chair), Cllr Pamela Denny, Cllr Alan Horton, Cllr Stephen Hunt, Cllr Gerry Lewin, Cllr Peter Masson Cllr Gary Rosewell, and Mrs Wendy Licence (Clerk).

Also present were Ward Cllr John Wright and ten members of the public.

55. Apologies for absence

There were no apologies for absence.

Cllr Ripley informed Members that Cllr Tucker has resigned and he thanked her for her service to the Council and gave appreciation for all her hard work over the past few years.

Cllr Lewin said that there have been very positive comments from residents for the work that Cllr Tucker had put into the Parish Council.

56. Election of Chairman

Cllr Lewin **PROPOSED** Cllr Ripley for the Office of Chairman; **SECONDED** by Cllr Horton: **AGREED UNANIMOUSLY**. Cllr Ripley was duly elected Chairman and signed the Declaration of Acceptance of Office in the presence of the Clerk.

Election of Vice Chairman

Cllr Ripley **PROPOSED** Cllr Arnold for the Office of Vice Chairman; **SECONDED** by Cllr Masson: **AGREED UNANIMOUSLY**. Cllr Arnold was duly elected Vice Chairman and signed the Declaration of Acceptance of Office in the presence of the Clerk.

57. Declarations of Interest

There were no declarations of interests.

58. Minutes of the meeting held on 4th August 2016

The minutes of the meeting held on 4th August 2016 were amended to include Cllr Arnold’s attendance. It was **PROPOSED** by Cllr Horton to accept the minutes, as amended, as a true record of the meeting; **SECONDED** by Cllr Arnold: **AGREED UNANIMOUSLY**. Cllr Ripley duly signed the minutes as a true record.

59. Matters arising from the minutes

- i) The litter bin at Recreation Ground- Swale Borough Council have asked the contractor to put liner in it.
- ii) Land off Forge Lane- Hartlip, Lower Halstow and Newington Parish Councils are also separately objecting to this application.
- iii) The tree in the Paddock and the Churchyard will be removed early September.

Cllr Ripley adjourned the meeting for the Public Time.

Public Time

SBCllr Wright reported he has been contacted by residents who has major concerns about the change in the school bus service and the bus passes.

Cllr Lewin said he has also been contacted by residents and is waiting to hear back from KCCllr Mike Baldock as to what the situation is.

Cllr Horton said there may be insufficient spaces on the school bus and the Parish Council needs to express its dissatisfaction to KCC and ask what is being done to resolve the problem.

#1- Why is the bus not going into the school? A two hour wait for the next bus is unacceptable.

Cllr Lewin said that KCC needs to explain the reasoning behind the changes.

SBCllr Wright said he has contacted Chalkwell, Swale Borough Council and KCC; he has only had a response from Chalkwell but not KCC or SBC. This is another example of the lack of consultation from KCC.

#2- *It is difficult to hear what is being said at Council meetings, can the meeting be held at the school?*

#3- *The Council was not allowed to use the school hall and had to use a classroom. A member of staff sat in on meeting which made confidential matters difficult.*

Cllr Ripley said the Council is considering a PA system.

#4- *We live in Woodruff Close and are concerned about the caravan in The Paddock, 76 Horsham Lane. The caravan was sited there a year ago and is adversely impacts on our property and our lives so we would like to ask the Council to object to the application as it was put there without permission. It has caused us a lot of stress due to its close proximity to our house and there are no grounds for it being there. We are disappointed at how long it has taken the Borough Council planning department to deal with it.*

Cllr Ripley thanked the residents for attending and said the matter is on the agenda and will be discussed.

#5- *What is happening about the problems in Holywell Lane? The rubbish and other problems are getting worse*

Cllr Lewin said he discusses this with planning officers regularly and it is being monitored.

#6- *There have are problems with young men riding on motor bikes around the village.*

Cllr Lewin said that this is a problem throughout the area and must be reported to the police with as much information as possible.

SBCllr Wright said that the police have photographs of the bikes, the problem is affecting Newington, Lower Halstow and Hartlip as well.

60. Correspondence

i) Letter requesting use of the Recreation Ground for the Brownies to hold an archery activity.

Councillors agreed unanimously to permit the activity.

ii) Letter from resident about Paddock

Cllr Rosewell reported that PCSO John Cork has addressed the problem of a rough sleeper in the Paddock.

Councillors considered the suggestion of a Best Kept Area Competition and agreed to consider this and other ways to enhance the aesthetics of the village.

ii) Letter regarding price increase for Village Hall

Councillors noted that fees will rise by 10% from 1 January 2017.

iii) Request from Fete Committee to use Paddock for fete on 17 June 2017

Councillors agreed the Fete Committee could use the Paddock for the Fete and the Recreation Ground for parking.

iv) Letter from Church concerning the church wall.

Cllr Rosewell said there was a considerable loss of lime mortar in a small section of the wall at the right hand side of the gate in Horsham Lane.

ACTION: Clerk to obtain quotations for the repair.

61. Planning

i) Application Ref: 16/505960/FULL

Address: 119 Wallbridge Lane Upchurch ME8 7XD

Proposal: Erection of a single storey and two storey rear extension

Councillors considered the application and had no comments to make but views of neighbours must be taken into account.

ii) Application Ref: 16/506417/FULL

Address: 17 Horsham Lane Upchurch Kent ME9 7AN

Proposal: Erection of a single storey rear extension to dwelling.

Councillors considered the application and had no comments to make but views of neighbours must be taken into account.

iii) Application Ref: 16/506160/PNQCLA

Address: Holywell Farm Holywell Lane Upchurch Kent ME9 7HN

Proposal: Prior notification for the change of use of two agricultural buildings to two dwellings with building operations. For its prior approval to: Transport and Highways impacts of the development. Noise impacts of the development. Contamination risks on the site .Whether the location or siting of the building makes it over wise impractical or undesirable for the use of the building to change as proposed. The design and external appearance impacts on the building.

Cllr Lewin informed Members that this is a redundant farm building and the application is permitted unless there are strong reasons for refusal.

iv) Application Ref: 16/506249/LAWPRO

Address: Twinney Wharf, Susans Lane, Upchurch Kent ME9 7HA

Proposal: Lawful Development Certificate (Proposed) for temporary use (i.e. not more than 28 days a year) for the holding of wedding receptions, corporate events and parties, with associated temporary structures e.g. marquees

Cllr Lewin informed Members there are local objections to the granting of this certificate.

v) Application: 16/506353/SUB

Address: 18 Wallbridge Lane Upchurch Kent ME8 7XH

Proposal: Submission of Details to discharge Condition 4 (Hard and Soft Landscaping); Condition 13 (dust suppression); Condition 14 (Reptile Mitigation Strategy) and Condition 19 (Water Energy Efficiency) all subject to 16/503183/FULL.

Cllr Lewin informed Members that this is a continuing series of applications and there is nothing to comment on.

62. Other planning matters

i) 16/503680/FULL - The Paddock 76 Horsham Lane

Councillors considered the application and **AGREED UNANIMOUSLY** to object to the proposal.

ii) Planning Matters arising

109 Wallbridge Lane

Cllr Lewin informed Members that the applicants have been advised they must submit a planning application for the wall.

Mill House

Cllr Lewin informed Councillors that the wall behind Mill House is still there and the owner has been asked to submit an application.

116 Oak Lane

Cllr Lewin said the current applications have been withdrawn and the applicants will submit another application.

63. Finance

i) Cheques for approval and signature:

Cheque No	Payee	Expenditure	Amount
103543	Connect IT	Phone	£13.40
103544	Playsafety Ltd	Annual Play area inspection	£79.80
103545	Upchurch Village Hall	Hall Hire	£107.66
103546	Grasstex	Grass Cutting	£1818.60
103547	Mr S Hunt	Best Kept Garden expenses	£15.95
103548	Mr C Hansford	Village Caretaker	£163.80

Councillors considered the cheques raised and **AGREED UNANIMOUSLY** the signing of the Cheques.

ii) Appointment of Internal Auditor

Councillors considered the quotes received and Cllr Horton **PROPOSED** to appoint Mr Lionel Robbins as Independent Internal Auditor; **SECONDED** by Cllr Lewin; **AGREED UNANIMOUSLY**

iii) To review cheque signatories

Cllr Lewin **PROPOSED** adding Cllr Ripley as signatory in place of the former Chair: **SECONDED** by Cllr Horton: **AGREED UNANIMOUSLY**.

64. General Purposes Committee

Councillors considered the remit of the General Purposes Committee and **AGREED UNANIMOUSLY** to continue with the meetings and to review the Terms of Reference.

ACTION: Committee to review the Terms of Reference

65. Amenitiesi) Bus Shelter

Cllr Ripley reported he has contacted the contractor and has been told work will start later in the month and will take two to three weeks.

ii) To consider suitable site for defibrillator

Cllr Arnold suggested the second defibrillator should be sited at The Three Sisters.

ACTION: Cllr Arnold to contact the landlord.

iii) Village Christmas Tree

Councillors considered when to erect the Christmas tree and agreed it should be put up a couple of weeks before the Christmas Tree Festival.

66. Allotments

Cllr Masson informed Members he has spoken to several allotment holders who would like a ruling on any plot not being worked should be taken away. The allotment holders have also indicated they will be will to pay extra rent if the area could be maintained by the contractor.

ACTION: Clerk to obtain quotes from contractor.

67. Paddock and Recreation Groundi) The Paddock Project

Cllr Denny reported the Paddock Project group want to have a meeting with the Council.

Cllr Denny reported grass cuttings have been left in the area along the wall and in the hedgerow. A TV has been dumped in the area.

ACTION: Clerk to contact the contractor

ii) Recreation Ground – Update for fencing and quote update for parking area

Councillors considered three quotes for the parking area, two of the quotes only give a ball park figure.

ACTION: Clerk to obtain further details.

iii) To consider RoSPA report

Cllr Ripley said the report graded risks low and medium.

Cllr Horton said the Council needs to be confident with regards to providing a safe place for children to play.

ACTION: Cllr Arnold and Cllr Masson to investigate issues raised by the report.

68. Burial Ground and Churchyard

Cllr Hunt informed Members he has carried out a risk assessment and thanked Cllr Denny for her help.

69. Environment

Cllr Denny reported the hawthorn by the recreation ground is covered with hops and needs to be cut back

ACTION: Clerk to contact contractor.

Cllr Denny said there needs to be a litter bin in Oak Lane opposite the Recreation Ground.

ACTION: Clerk to contact Swale Borough Council.

70. Highways

Cllr Arnold informed Members that the light outside The Brown Jug has been look at but nothing can be done. It might be possible to put an LED light in.

71. Footpaths

Cllr Masson reported the footpath across Four Gun Field is not passable and will keep an eye on the situation. The developer may clear the footpath.

72. Reports from representatives

i) Village Hall

There was nothing to report.

ii) Twinning Group

There was nothing to report.

iii) KALC

Cllr Horton said he had attended a meeting and there was a presentation by SBC about Countywide Resilience Plans, each tier of government are encouraged to have a plan. Cllr Horton expressed concern that a plan would need to be continually updated to be effective and this would be a drain on resources and time and it would also incur extra costs.

Cllr Lewin said this had been discussed at least three times but never progressed because local authorities have a plan. Cllr Lewin **PROPOSED** not to progress a Resilience Plan; **SECONDED** by Cllr Horton: **AGREED UNANIMOUSLY**.

iv) Police Liaison Officer

Cllr Rosewell informed Members that the problems with rough sleepers in the Paddock have been addressed. The Police are investigating the problems caused by nuisance bikers. Any antisocial behavior must be reported to the Police.

Cllr Masson said there is an app called Self Evident to which photographs of crimes can be sent to the Police.

Cllr Denny said this should be put on the website.

73. Matters for information

Cllr Horton asked for an update on the vacancy on the Parish Council and said previously the Council had asked to co-opt from a specific area.

Cllr Ripley said the time has almost expired during which an election can be called and the Council will be able to co-opt if no election is called.

74. Date of next meeting 6th October 7.30pm at Upchurch Village Hall.

There being no further business the meeting closed at 9.10pm.

Signed as a true record of the proceedings:

.....Chairman

Date: 6 October 2016