

The **Minutes** of the General Purpose Committee held in the conference room of Upchurch Village Hall on **Tuesday 15th December 2015** commencing at 7.30 pm.

Attendees: Julia Cura (Clerk), Sara Tucker (Chair), Pamela Denny, Tyrone Ripley and John Arnold

1. **Apologies:** Peter Masson

2. **Actions Update**

Date Raised	Action	Who	Due	Status/Update
16/4/15	Burial Ground wobbly headstones	PM/Clerk	Sept 15	Ongoing
18/11/15	Tree Survey – Clerk to arrange meeting with Arboriculture consultant in order to obtain prices for a tree survey.	Clerk	Jan 16	Clerk and ST met with arborist and Clerk is awaiting quotation for a tree survey. This is due early January.
21/10/15	Casual Vacancy – Leaflet distribution	Clerk	2016	New Councillors to settle into roles before further leaflets are distributed. – ongoing.
21/10/15	Recreation Ground Fence-	PM/Clerk	Jan 16	PM to obtain quote for replacing the wire on the boundary fence on Chaffes Lane – Clerk to contact PM to request progress -ongoing
21/10/15	Boundary Signs	JA	Jan 16	JA still looking into reasons for boundary signs being moved. Looking into website.
18/11/15	Burial Ground Trees	Clerk	Jan 16	Once permission has been given by Swale Planning Clerk to obtain quotes to have trees cut back.

Closed Actions

Date Raised	Action	Who	Due	Status/Update
18/11/15	Future Heritage Tree – Clerk to request tree for Upchurch	Clerk	Dec 15	Tree's no longer on offer. Upchurch has been placed on a waiting list for the next batch.
22/7/15	Burial Ground Bench – Broken bench to be removed	Clerk	Nov 15	The bench has now been removed.

21/10/15	Paddock Play Area – Clerk to order ‘Caution’ Signs	Clerk	Dec 15	The Clerk has received the signs and will fit them to the fencing.
21/10/15	Recreation Ground Bush – Clerk to obtain quote for cutting back bush on the Oak Lane bank.	Clerk	Nov 15	Clerk has spoken with Grastex who will cut back the bush free of charge.

3. Matters for discussion:

3.1 Planning Application – 15./509416/FULL– 101 Wallbridge Lane – Single front extension – The planning application was discussed and the Clerk will submit comments once Cllr’s Arnold and Ripley have had an opportunity to look at the site. The proposed comments are that the Parish Council have no objection to the actual extension provided that Swale Planning consider the implications of vehicles getting on and off the property which is situated on a blind bend in the road. Also the Council would like any neighbour’s comments taken into consideration. **Clerk/JA/TR**

3.2 Paddock Gate Update– The Clerk reported that it was agreed at the UPC on 3rd December that a new gate should be ordered immediately. The order has been placed with the chosen contractor and the gate should be delivered and fitted in six/seven weeks.

3.3 Recreation Ground Updates– Cllr Ripley reported that he had removed the damaged bench from the Recreation Ground and advised that it can be re-sited as it is in good condition and only requires new fixings. Cllr Ripley will remove the other bench which is currently wobbly and will advise the Clerk once this is done as to what is required from a contractor. The Clerk reported that she had only received one quote regarding the removal of benches and re-siting of the Paddock bench. It was agreed that once Cllr Ripley has given the Clerk the requirements she will contact the contractor and request that the work be carried out. **Clerk/TR**

3.4 Christmas Tree - Update – Cllr Denny reported that the Village Christmas Tree is now in place on Horsham Lane thanks to the kind donation of Mr Robert Friend.

3.5 Bank Reconciliation– The Clerk presented the Bank statement and reconciliation statement to the members and asked that they check and sign to verify it. Cllr Denny and Cllr Tucker checked and signed the statement.

3.6 New Councillors - Responsibilities – Cllr Tucker explained the various responsibilities of the Councillors and that the roles are usually distributed at the Parish meeting in May. It was agreed that these should be discussed at a prior meeting in order that Councillors can consider roles that may be preferable. The Clerk will place this on the April UPC agenda. **Clerk**

3.7 Regeneration of Speed watch – Cllr Tucker reported that the Council would like to start up the speed watch scheme in the Village again to make use of the equipment. The PCSO has expressed an interest in the scheme being restarted and Cllr Denny advised that she would be pleased to assist with this as when used previously it had acted as a deterrent. Cllr Tucker stated that it would be helpful if the residents could get involved with this as

three people are required to man the machine. It was agreed that the Clerk would place a statement on Upchurch Matters asking that anyone interested contact her. Cllr Arnold reported that a business had expressed an interest in hiring the machine from the Parish Council to use on private land and it was agreed that the Clerk would look into the terms and conditions of the scheme to see if this is feasible. **Clerk**

4. General Updates not yet covered

4.1 Paddock/Recreation Ground – The Clerk reported that the signs for the Paddock play area have arrived and she will fit these as soon as possible. **Clerk**

4.2 Burial Ground – It was agreed that the Clerk will speak with Cllr Masson regarding progress made with fixing the wobbly headstones. Cllr Denny asked that the Clerk contact the Churchwardens to ascertain the outcome of their meeting with the Diocese regarding the maintenance of the proposed ashes plots and memorial rose beds in the closed Churchyard. **Clerk**

4.3 Highways & Street Lighting– Cllr Arnold reported that he has requested that the work be carried out on the four faulty street lights.

4.4 Allotments – The Clerk reported that she is still awaiting a date from Southern Water to inspect the water supply fittings. **Clerk**

4.5 Footpaths – Nothing to report.

4.6 Defibrillator – The Clerk requested that the cheque be signed in order for her to order the second defibrillator for the Village following the kind donation from the W.I. Cllr Denny and Cllr Tucker signed the cheque.

5. Next Meetings – 20th January 2016 and 17th February at 7.30pm.

Actions Arising

Action	Who	Due
Planning Application – Clerk to submit comments to planning once received before cut-off date	Clerk/JA/TR	ASAP
Recreation Ground Benches – TR to remove bench and contact Clerk re requirements of work to be carried out. Clerk to contact contractor once received.	Clerk/TR	Dec/Jan 16
New Councillors Responsibilities – Clerk to put Councillor roles and responsibilities on the UPC agenda for April 2016	Clerk	April 16
Speed watch regeneration – Clerk to place statement on Upchurch Matters asking that residents participate in the scheme. Clerk to look into rules and regulations of the scheme.	Clerk	Jan 16
Burial Ground – Clerk to contact the Churchwardens regarding their meeting with the	Clerk	Jan 16

Diocese. Clerk to speak with Cllr Masson regarding the headstones.		
Allotments – Clerk to chase Southern Water regarding site meeting.	Clerk	ASAP