

The **Minutes** of the General Purpose Committee held in the conference room of Upchurch Village Hall on **Wednesday 17th February 2016** commencing at 7.30 pm.

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

1. **Apologies:** Peter Masson and Tyrone Ripley

2. **Actions Update**

Date Raised	Action	Who	Due	Status/Update
20/01/16	Paddock and Recreation Ground Fencing	PM/Clerk	Mar 16	Awaiting quotes for works
20/01/16	Burial Ground Headstones	Clerk	Mar 16	Clerk to obtain quotes for work required – see actions arising

Closed Actions

Date Raised	Action	Who	Due	Status/Update
15/12/15	New Councillor responsibilities – Give new Cllr's TOR for roles	Clerk	May 16	Clerk to distribute with May AGM agenda
20/01/16	Planning Applications : 15/510676/FULL – Jack Russell Place and 15/506513/FULL – Tranquility	Clerk	Jan 16	Clerk submitted comments to planning before the deadline.
20/01/16	Clerk to arrange for tree work to be carried out in Burial Ground & Paddock	Clerk	Jan 16	Tree work is complete
20/01/16	APM Prep to be placed on Feb UPC agenda	Clerk	Jan 16	Discussion took place at UPC meeting on 4 th Feb 16
20/01/16	Clean for the Queen – costings for equipment to be discussed at UPC	Clerk	Jan 16	Discussion took place at UPC on 4 th Feb 16 – prices agreed
20/01/16	Footpath ZR19 – Comments to be submitted	Clerk	Jan 16	Clerk clarified location of footpath and submitted comments as agreed
20/01/16	Paddock Fence – Clerk to get this fixed asap	Clerk	Jan 16	PM met with contractor who will be submitting quote to the Clerk
20/01/16	Burial Ground Fence – broken panel	Clerk	Jan 16	Contractor has fixed the broken panel.
20/01/16	Street Lighting	JA/Clerk	Jan 16	Repairs are complete

20/01/16	Allotments – Taps to be replaced and pipes to be covered	Clerk	Jan 16	Work has been carried out and complies with Southern Water
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3. Matters for discussion:

3.1 Planning Application – 15/510355/FULL– Three Sisters – Otterham Quay Lane – Erection of a two storey extension to existing rear building. It was agreed that there are no objections to this application provided that any neighbour’s comments are taken into consideration. The Clerk will submit comment to Swale planning and report at the March UPC meeting. **Clerk**

3.2 Bus Shelter – Update – The Clerk reported that a consultant at Swale Borough Council had assisted her with the application forms required for submission to Highways at KCC. However in order to submit the forms a decision needs to be made on which quote is to be accepted for the bus shelter itself. It was agreed that due to the costs involved the decision would need to be made at the UPC meeting in March. In the meantime the Clerk will ensure that the quotes received are to the same specification. **Clerk**

3.3 Speed watch Conference – 23rd April 2016 - Cllr Denny will attend the conference with her husband who is one of our official volunteers for the scheme. **PD**

3.4 Events taking place in Swale – The Clerk reported that she had received correspondence from Swale regarding a new online Swale events diary. After discussion it was agreed that due to the work involved in this, it is not currently of interest to the Parish Council.

3.5 Tree Survey – Following a discussion it was agreed that the examples submitted to the Clerk from the Arborist company. It was agreed that the examples were in line with what had been expected from the tree survey proposal. As the money has been set aside in next year’s budget for this, it was proposed that the Clerk seek approval from the full Council at the March UPC to go ahead with this project. **Clerk**

3.6 Christmas Tree Project–Cllr Tucker thanked Cllr Denny, Cllr Arnold, Cllr Masson and Cllr Ripley for erecting and decorating the Village Christmas tree in December 2015. Cllr Denny reported that a discussion had taken place with the Churchwardens regarding the possibility of Christmas carols being sung this year when the tree is erected. It was agreed that the Christmas tree project should be placed on the May AGM agenda under Councillor roles and responsibilities. **Clerk**

4. General Updates not yet covered

4.1 Paddock/Recreation Ground – Cllr Denny reported that she had met with the contractor regarding the broken fencing in the Paddock and the replacement of the wire fencing in the Recreation Ground. The contractor will be forwarding quotations to the Clerk. Cllr Denny reported that the fencing from a resident’s garden is still laying in the Recreation Ground. It was agreed that the Clerk will write to the resident due to the fact that the grass cutting will be commencing soon and this may cause a hazard to the contractors. **Clerk**

4.2 Burial Ground – It was reported that the broken fence panel has now been repaired and the tree work has been carried out. The Clerk presented the cheque for the tree work and this was signed by Cllr Denny and Cllr Tucker. A discussion took place regarding the wobbly headstones and it was agreed that these need addressing urgently. The Clerk was asked to obtain three quotes for the required works. **Clerk**

4.3 Highways & Street Lighting– Cllr Arnold reported that the required repairs on the street lights had been carried out. The Clerk reported that she had received a request from the Upchurch Youth Group to place seven plaques relating to Easter and the passion of Jesus on lampposts in the Village. A decision was requested before the end of February in order that the plaques can be produced. It was agreed by all that the Clerk should contact them to state that permission had been granted. **Clerk**

4.4 Allotments – The Clerk reported that the plumbers had attended the allotments and fitted four new taps and covered the polyethylene pipe in accordance with the Southern Water report. Following the work, the Clerk has received confirmation from Southern Water that the allotment area now complies with their Water Supply Regulations. The Clerk will be sending letters with the rent requests to all tenants requesting that hose pipes are detached from the taps after use. **Clerk**

4.5 Footpaths – Nothing to report.

5. Next Meetings – 22nd March 2016 and 19th April 2016 at 7.30pm.

Actions Arising

Action	Who	Due
Planning Application – 15/510355/FULL – Clerk to post comments on this application before 1 st March 2016	Clerk	ASAP
Bus Shelter – Clerk to check specifications of shelter are correct and place on UPC March agenda for agreement	Clerk	ASAP
Tree Survey – The Clerk will place this on the UPC March Agenda for approval	Clerk	Mar 16
Christmas Tree project – The Clerk will place this under roles and responsibilities on the May AGM agenda	Clerk	Apr 16
Recreation Ground – Clerk to write to resident regarding fencing	Clerk	ASAP
Burial Ground – The Clerk will obtain 3 quotes for repairs to the wobbly headstones	Clerk	Mar 16
Clerk to write to Upchurch Youth Group to grant permission for the placing of plaques on the lamp posts	Clerk	ASAP
Allotments – Rent letters to be sent out in February with statement requesting hosepipes are detached from taps after use.	Clerk	Feb 16

