



### Newchurch Parish Council

Minutes of the meeting held in the Community Room, Village Hall, Newchurch TN29 0DP on Monday 13th May 2019. At 7.00 pm Chairman Cllr Apps opened the Annual Parish Council Meeting (APCM) and welcomed all present.

<i>Unique Minute No</i>	<i>Agenda Heading</i>	<i>Record</i>	<i>Action by whom and within what timescale</i>
2019-5-1	Persons Present	Chairman Cllr Trevor Apps, Cllr Andrew Cragg, Cllr Neale Waters, Cllr Deborah Ward, Cllr Alison Youd, one member of the public, Mr Michael Sharpe (Clerk to Newchurch Parish Council),	
2019-5-2	Apologies	Mrs Valerie Denby Responsible Financial Officer (RFO) to Newchurch Parish Council	
2019-5-3	Parish Council Election 2019	The result of the uncontested election declared on 4 <sup>th</sup> April by the Returning Officer was acknowledged and each Councillor took office by signing the Declaration of Acceptance of Office in the presence of the Clerk. Councillors were reminded to complete and forward their Declarations of Pecuniary Interest forms to the Monitoring Officer within 28 days, via the Clerk as agreed.	<b>ACTION Clerk</b> to collate, copy and forward forms in electronic form, if agreeable to Folkestone & Hythe District Council, by 22 <sup>nd</sup> May
2019-5-4	Declarations of Pecuniary Interests	None declared relevant to the agenda. The Chairman reminded Councillors of their obligation to declare any interest, pecuniary or otherwise, during the course of each item as it arises.	
2019-5-5	Final Minutes of previous meeting	The printed copies of the minutes of 1st April 2019 were examined and discussed and unanimously APPROVED. Proposed A Cragg Seconded D Ward.	<b>ACTION Clerk</b> to place signed copy of paper minutes in Minute Book straightaway, and update website by 31 <sup>st</sup> May.
2019-5-6	Matters Arising	In examining the Minutes the Council noted that all action points had been addressed as appropriate. Under <u>Minute 2019-4-10</u> the Clerk displayed printed particulars of three types of pole-mounted litter bins, and after discussion the Council RESOLVED to purchase a replacement bin from supplier B.	<b>ACTION Clerk</b> to arrange mail-order purchase with invoice to RFO for payment, by 31 <sup>st</sup> May, and to add to the Council Asset Register.
2019-5-7	Adoption of Standing Orders (SO) and Financial Regulations (FR)	The Clerk advised the Council that it is appropriate to review SO and FR as a newly-elected Council. Mr Sharpe commended the nationally produced Model SO and FR available through Kent Association of Local Councils, (KALC) since these were updated in 2018. The Council decided to defer consideration of updated SO and FR until an appropriate stage in the year.	
2019-5-8	FINANCIAL REPORT	In the absence of the RFO the Chairman informed the Council that all cheques had cleared and the bank reconciliation was correct. There was one cheque of £318 for signature, to Brian Sneyd Builders of Newchurch, for repairs to the flagpole in the Spinney involving a more durable pole and better positioning in relation to the stone memorial tablets. The Council RESOLVED to pay this cheque and thanked Mr Sneyd for his time and skill in this matter.	<b>ACTION Cllr Cragg</b> to bring to the June meeting a reconciliation of the Maintenance Programme and 2019-20 budget.

		Proposed T Apps, seconded D Ward. Cllr Cragg then distributed a single-page statement of the Parish Council accounts 2018-2019 which he proposed to publicise at the Annual Parish Meeting following, and invited comments and questions on it. The discussion centred around the apparent underspend on Playing Field repairs and the commitment made by the Parish Council in its future Maintenance Programme. He also confirmed that the Council's Internal Auditor had examined the Statement of Accounts as part of the Council's Internal controls. The Council thanked Cllr Cragg for all the hard work he has put into this area of Council activity.	
2019-5-9	PLANNING MATTERS:	There were none for consideration.	
2019-5-10	Romney Marsh Forum (RMF)	The Chairman and Clerk reported back on the meeting of 25 <sup>th</sup> April, which shared information on the 'Dementia-Friendly Romney Marsh' initiative, the Environment Agency's provision against sea and rainwater flooding, healthcare issues at local GP surgeries and the possibility of National Park status for the Romney (+Denge+Walland) Marshes. The Clerk reminded members that the Council was able to nominate two representatives to the Forum on a yearly basis, from July.	<b>ACTION Clerk</b> to bring RMF representative forms to next meeting.
2019-5-11	Parish Council insurance renewal	The Clerk reported that the current insurance broker has switched to an online portal to cut down paper, and passed around the quote for renewal on 1 <sup>st</sup> June. After some discussion the Council RESOLVED to accept the quote of £237.51 for the current risk profile. Proposed A Cragg, seconded D Ward.	<b>ACTION Clerk</b> to liaise with RFO to renew insurance promptly, by 24 <sup>th</sup> May.
2019-5-12	Training Opportunities	Following on from <u>Minute 2019-4-8</u> , the Clerk reported that training sessions with Kent Resilience Forum seemed now to be available through online resources at <a href="http://www.kentprepared.org.uk">www.kentprepared.org.uk</a> . He also distributed a flyer from KALC with dates and locations of 'Dynamic Councillor' training sessions until December, which Cllr Youd expressed an interest in.	<b>ACTION All Councillors</b> to arrange with KRF/KALC online, when convenient.
2019-5-13	Correspondence	1. Parish Bus Shelter Grant Scheme . This was acknowledged and the Council then discussed whether the Bus Shelter is a Parish Council asset, and who has responsibility for its upkeep.  2. Meet the Funders Event 23 <sup>rd</sup> May 10am Folkestone. The Council acknowledged the useful nature of this event. Unfortunately no-one was available on this date and at this time to attend.	<b>ACTION Clerk</b> to check records and make further enquiries on a continuing basis.
2019-5-14	Any other business	Concern was expressed about instances of erratic and dangerous tractor driving within the Parish, possibly by a resident of a neighbouring Parish. No news had been received about the Fifth Continent Hub scheme.	
2019-5-15	Date and place of next Parish Council meeting	The Council RESOLVED to schedule this meeting to be at 7.30pm on Monday 3 <sup>rd</sup> June in the Old Wool Store, Brooker Farm, proposed T Apps, seconded A Cragg..	<b>ACTION Clerk</b> to circulate draft agendas, and publicise the final agendas on the website and the notice board by Tuesday 28 <sup>th</sup> May.

The Chairman declared the Parish Council meeting to be concluded at 7.43 pm.