

[Newchurch Parish Council](#)

Minutes of Meeting 2024-9 held on Monday 4th November 2024 in-person and in-public at The Old Wool Store, Brooker Farm, Newchurch Lane, Romney Marsh, TN29 0DT.

Unique Minute Number	Agenda Heading	Record	Action by whom and within what timescale
2024-9-1	Persons Present	Parish Councillors Colin Woollard, Alison Youd, Michelle Barden, Scott Fielding; <u>Invited speaker</u> Tony Hills (F&H District Councillor/Kent County Councillor) <u>Officer</u> , Mr Michael Sharpe (Clerk & Responsible Financial Officer/RFO to Newchurch Parish Council/ NPC).	
2024-9-2	Apologies	Parish Councillor Tony Goode - unwell.	
2024-9-3	Declarations of Interest	The Chairman reminded all Parish Councillors to declare any conflicts of interest in the business before them. No declarations were made.	
2024-9-4	Approval of minutes of the previous Parish Council meeting	The minutes of the Parish Council meeting of 7th October 2024 were examined, discussed and unanimously APPROVED. Proposed, S Fielding seconded M Barden. The Clerk filed the signed Minutes there and then.	<b>ACTION Clerk</b> to update website by 15th November.
2024-9-5	Matters Arising	Under <u>Minute 2024-8-7</u> Mr Sharpe stated he had the bank forms with him, and would appreciate signatures from four of the Councillors.  Under <u>Minute 2024-8-9</u> , Mr Sharpe informed Councillors that the Infant Swing replacement kit of parts had arrived postally that morning, and was examined as satisfactory.	<b>ACTION Clerk</b> to submit Bank application as soon as possible. <b>ACTION Cllr Woollard</b> to retain Swing Seat parts and fit as soon as convenient
2024-9-6	Invited speaker and public participation	KCC Councillor Hills spoke to his short written report, which had been circulated to Parish Councillors by email that afternoon. It covered Remembrance; Bathing Water Quality defects on Marshes seafront; Flooding Concerns; Launch of the 'Marsh Bee' Bus pick-up service (especially for NHS users); Kent Highways Operations success and increased pot-hole repair funding; and the delay to the implementation of the cross-Channel European Entry-Exit checks scheme until 2025. A Parish Councillor asked a question on Flood Protection for Romney Marsh. Councillors expressed thanks to Cllr Tony Hills for his reports. There were no members of the public present.	
2024-9-7	FINANCIAL REPORTS	<b>A.</b> Mr Sharpe as RFO informed Councillors that the monies at bank on 31st October totalled £3,235.79 according to the online statements. The Bank reconciliation against the NPC accounting records was duly signed by Cllr M Barden. <b>B.</b> Cheques were then signed for the following: Mulberry Local Authority Services Limited, Farnham, Surrey <i>Interim Internal Audit October 2024</i> <u>£146.25 + VAT £29.25 = £175.50</u>	

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2024-9-7 (ctd)	FINANCIAL REPORTS (continued)	Fenland Leisure Products Limited <i>Replacement Toddler Swing Seat</i> £115 + VAT £23 = <b>£138.00</b> <i>(2 cheques totalling £313.50)</i>	
2024-9-8	Parish Council Budget 2025-26	Mr Sharpe talked Councillors through the 24/25 budget performance to date, then the draft budget for 25/26. After due deliberation, Councillors agreed to give the matter full consideration at the December meeting.	<b>ACTION Clerk</b> to produce updated 24/25 budget for 30 <sup>th</sup> November
2024-9-9	Updated Financial Regulations and Risk Register	Mr Sharpe made Councillors aware of new Model Financial Regulations produced by the National Association of Local Councils (NALC), which he had tailored to NPC's circumstances. The main difference is the move towards auditable procedures for online electronic receipts and payments. He also produced an update to the Risk Register, which is a document required for the Annual Governance Review in May 2025. After due discussion, Councillors RESOLVED to check through the documents for adoption in their final form at the December meeting.	<b>ACTION Cllr Youd</b> to check draft Financial regulations and forward to Cllr Fielding to bring to December meeting for adoption.
2024-9-10	Succession Planning	Mr Sharpe reminded Councillors of the good practice of having suitable candidates in mind in the event of a Councillor or the Clerk/RFO standing down. He announced his intention of retiring in the period around January 2026, to fit in conveniently with the routine demands of the Parish Council year.	
2024-9-11	Litter bin by The Pound / Pond and EV charging point	Following on from Minute 2024-7-10, the Chairman stated that the bin was awaited from FHDC. Further information was needed about the original Kent County Council proposal for an EV charging point somewhere in the village.	
2024-9-12	Correspondence	1. Kent Highways Parish Seminar 20 <sup>th</sup> November. Councillors noted the invitation, but resolved to decline. 2. The Acres Enclosed Dog Fields proposal. Councillors noted the offer, but resolved to decline. 3. National Association of Local Councils (NALC) Grave Re-use Survey request. Councillors noted that NPC is in law a 'burial authority', but does not currently operate any burial grounds.	<b>ACTION Clerk</b> to respond in appropriate terms, by 10 <sup>th</sup> November.
2024-9-13	Information-sharing	Councillors discussed the offer of FHDC grant funding, and put forward possible future projects involving a 'Green Gym' on the Jubilee Field; a new bench at the Spinney; and removal of the ivy climbing up the Village Sign.	
2024-9-14	Date, time and place of next NPC Meeting	The Council RESOLVED to hold the next NPC Ordinary Parish Council Meeting at The Old Wool Store, Brooker Farm, Newchurch TN29 0DT on Monday 2 <sup>nd</sup> December, at 7.30pm incorporating light festive refreshments.	<b>ACTION Clerk</b> to circulate Agenda and supporting papers by 26 <sup>th</sup> November 2024.

The Chairman Colin Woollard thanked all those present for their contributions, and declared the Parish Council meeting closed at 9.08 pm. END.