

[Newchurch Parish Council](#)

Draft Minutes of Meeting 2025-1 held on Monday 6th January 2025 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
2025-1-1	Persons Present	<u>Parish Councillors</u> Colin Woollard, Tony Goode, Alison Youd, Michelle Barden; <u>Officer</u> , Mr Michael Sharpe (Clerk & Responsible Financial Officer/RFO to Newchurch Parish Council/ NPC).	
2025-1-2	Apologies	<u>Parish Councillor</u> Scott Fielding (unwell) <u>Invited speakers</u> Tony Hills (Folkestone & Hythe District Councillor/Kent County Councillor), Tony Cooper (both engaged elsewhere)	
2025-1-3	Declarations of Interest	The Chairman reminded all Parish Councillors to declare any conflicts of interest in the business before them. No declarations were made.	
2025-1-4	Approval of minutes of the previous Parish Council meeting	The minutes of the Parish Council meeting of 2nd December 2024 were examined, discussed and unanimously APPROVED. Proposed A Youd, seconded M Barden. The Clerk filed the signed Minutes in the loose-leaf binder immediately.	ACTION Clerk to update website by 15th January.
2025-1-5	Matters Arising	None	
2025-1-6	Invited speakers and public participation	Written reports from FHDC and Kent County Councillors were taken as read. No members of the public attended.	
2025-1-7	FINANCIAL REPORTS	A. Mr Sharpe as RFO informed Councillors that the monies at bank on 3rd January totalled £3,818.51 according to the online statements. The Bank reconciliation against the NPC accounting records was duly signed by Cllr A Youd. B. Cheques for signature: Michael Sharpe <i>Clerk's Salary 11.10.24 to 10.01.25 inclusive</i> £517.70 NO VAT His Majesty's Revenue & Customs (HMRC) <i>Clerk's Income Tax same period</i> £7.00 NO VAT (2 cheques totalling £524.70)	
2025-1-8	Proposed Solar Farm developments in Newchurch and nearby	Councillors received a verbal report from Chairman Colin Woollard. They noted a public meeting at Newchurch Village Hall on Wednesday January 9 th .	ACTION All Councillors to canvass residents' opinions on the various schemes planned and in progress.
2025-1-9	Playground maintenance and improvement.	Councillors discussed the remedial works which have now been completed; and the desirability of laying turf directly on the bark chippings area.	ACTION Cllr Woollard to make enquiries with local turf farm about a donation in kind, and advice on installation, and

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			report to February meeting.
2025-1-10	Adoption of updated Financial Regulations and Risk Register	Councillors discussed the draft texts previously circulated, and thanked Cllr Alison Youd for tailoring the National Association of Local Councils (NALC) Model FRs to Newchurch's circumstances. After due debate on the relevant spending limits, Councillors RESOLVED unanimously to adopt.	<u>ACTION</u> Clerk/RFO to place adopted documents on website as soon as possible, and operate accordingly.
2025-1-11	Improvement of local broadband provision	Cllr Fielding had raised this as a possible future project 2025-26. Councillors discussed the present provision, and possibilities of a new provider using tall structures in the vicinity for a local area Wi-Fi set-up.	
2025-1-12	Complaints of disturbance from Westgate Industrial Estate activities	Cllr Barden relayed complaints from a local resident, and Councillors discussed the various responsibilities of the site owners, operators and Planning Authority (Folkestone & Hythe District Council). They RESOLVED that the points made in previous correspondence were still applicable.	
2025-1-13	Update to Clerk / RFO's contract of employment	After due debate, Councillors RESOLVED that hourly rate of pay and hours to be worked should be updated, in accordance with the budget set at the December meeting. The Chairman and Clerk then both signed the document to set the rates from 1 st of April 2025 at £12.21 (new Minimum wage) and 20 hours per month.	<u>ACTION</u> Clerk to keep signed document with paper records and operate accordingly.
2025-1-14	Information-sharing	Councillor A Youd tendered her written resignation to the Chairman, as previously notified. Cllr Woollard and all present thanked her heartily for the tremendous work done over more than 6 years on Newchurch Parish Council. Alison organized several highly successful community events for Remembrance and D-Day commemorations. She also acted as Chairman, and was instrumental in promoting good governance and residents' involvement.	<u>ACTION</u> Clerk to declare vacancy and liaise with FHDC Elections staff, without delay.
2025-1-15	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 3rd February 2025, at 7.30pm	<u>ACTION</u> Clerk to circulate Agenda and supporting papers by Tuesday 28 th January.

The Chairman Colin Woollard thanked all those present for their contributions, and declared the Parish Council meeting closed at 8.18 pm. END.