

Newchurch Parish Council

Minutes of Meeting 2022-6 held on Monday 6th June 2022 in person in The Old Wool Store, Brooker Farm, Newchurch Lane, Romney Marsh, TN29 0DT. At 7.54 pm the Ordinary Parish Council Meeting became quorate.

Unique Minute Number	Agenda Heading	Record	Action by whom and within what timescale
2022-6-1	Persons Present	<u>Councillors</u> Tony Goode, Alison Youd, Deborah Woollard; One member of the public; <u>Officer</u> , Mr Michael Sharpe (Clerk & Responsible Financial Officer RFO to Newchurch Parish Council/ NPC)	
2022-6-2	Apologies	Cllr Colin Woollard (medically indisposed). In the absence of Chairman Cllr C Woollard, Vice-Chair Cllr Youd presided at this meeting.	
2022-6-3	Declarations of Interest	None made.	
2022-6-4	Approval of minutes of the previous meeting	The minutes of the Parish Council meeting of 3rd May 2022 were examined and discussed and unanimously APPROVED. Proposed A Youd seconded D Woollard.	<u>ACTION Clerk</u> to place signed copy in Minute Book straightway, and update website, by 18 th June.
2022-6-5	Matters arising	Mr Sharpe referred Councillors to the letter of engagement of the Internal Auditor 2022-23, which he had yet to complete.	<u>ACTION Clerk</u> to send letter and inform Councillors of reply at next PC meeting.
2022-6-6	Public Interval	No business brought forward by the public or the PCSO.	
2022-6-7	Co-option of new Councillor	The member of the public present then indicated he was prepared to be co-opted on to NPC to fill the casual vacancy arising from a resignation in January. After due debate Councillors RESOLVED to co-opt James Farrant as a new NPC Councillor, and all welcomed him to his new voluntary role. Cllr Farrant signed his Declaration of Acceptance of Office in the presence of the Clerk, and contributed to the decision-making during the rest of the meeting.	<u>ACTION Clerk</u> to set up Council email facilities for Cllr Farrant, advise on submission of Declaration of Interests form to Folkestone & Hythe District Council within 28 days, and provide other support on a continuing basis.
2022-6-8	FINANCIAL REPORT A.	Mr Sharpe stated that the Parish Council accounts are now run in a slightly altered format, in accordance with H M Government's 'Proper Practices' guidance. He produced a Bank Reconciliation at the foot of the 'Receipts and Payments' spreadsheet to show monies at bank on 28 th May of £6,737.94. He also circulated 'Working Budget' and 'Reserves Summary' spreadsheets to give the 'dashboard' information on the FY22/23 NPC finances. He is awaiting the latest Bank Statement which should include details of the VAT reclaim made by the previous RFO.	<u>ACTION Clerk /RFO</u> to reconcile and file bank statement when received.

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2022-6-8 (continued)	B. C.	<p><u>Cheques for payment (on the agenda): NONE</u> <u>TOTAL £0.00</u> The Council RESOLVED to accept the report and to receive updates at future Full Council meetings. Mr Sharpe then advised the Council that the deadline for the Annual Governance Assurance Review (AGAR) was this year set for 30th June, and presented the documents for ratification and publication. After debate the Council RESOLVED that the Chairman and Clerk should sign the AGAR form as a true and fair reflection of the NPC FY21/22 finances, and Mr Sharpe set the dates for public inspection as 13th June to 22nd July inclusive.</p>	<p><u>ACTION Clerk</u> to scan completed Section 1 and 2 Forms, and place on website with Notice of Public Inspection on 8th June. <u>ACTION Cllr D Woollard</u> to post Forms and Notice on village Notice Board on 8th June.</p>
2022-6-9	Planning Matters	None received.	
2022-6-10	New Dog Waste Bin	Following on from Minute 2022-1-10, Councillors RESOLVED to approve the expenditure on a new item in Norwood Lane.	<u>ACTION Clerk</u> to liaise with FHDC and KCC Highways re installation, and FHDC / Veolia re emptying, and report to July meeting.
2022-6-11	Playground Inspection July 2022	Councillors RESOLVED to approve the expenditure up to £150 including VAT for a report from the same independent contractor as the previous year and to note completion of recent remedial works to a satisfactory standard. The 'Inclusive Orbit' roundabout now appears to be moving freely, and the problems with weed thistles growing in the bark chippings around the Multi-Play Tower may be addressed by engaging a contractor for hand-weeding, rather than pesticide spraying.	<u>ACTION Cllr A Youd</u> to consider specification for weeding contract, and to obtain an estimate from local <i>bona fide</i> Grounds Maintenance contractor, as soon as convenient.
2022-6-12	Correspondence	<ol style="list-style-type: none"> 1. FHDC Licensing Forum Thursday 16th June 11am – 12.30pm Civic Centre RESOLVED Cllr Farrant would attend as NPC representative; 2. Fifth Continent Project 'Our Romney Marsh - Heritage Exhibition' 10am to 4pm on 18th & 19th June at Ivychurch Village Hall – all three Councillors present expressed an interest in attending in their official capacity; 3. 'Civic Day' in Folkestone Quarterhouse building 11am t 4 pm Saturday 18th June – Cllr D Woollard offered to attend as NPC representative. 	<u>ACTION Clerk</u> to notify bodies of Councillors' attendance, and forward relevant communications by email, as convenient.
2022-6-13	Exchange of information	Cllr D Woollard expressed an interest in sprucing up the Village Notice Board, and adding some artistic touches. This idea was universally approved.	
2022-6-14		The Council RESOLVED to hold its next Ordinary Parish Council Meeting at The Old Wool Store, Brooker Farm, Newchurch, on Monday 18 th July at 7.30pm	<u>ACTION Clerk</u> to make venue booking and circulate Agenda and Supporting papers by 12 th July

The Vice-Chair declared the Parish Council meeting to be concluded at 8.44 pm. END.