



Newchurch Parish Council

Minutes of Meeting 2021-2 held by remote Zoom meeting on Monday 1st February 2021. At 7.32 pm Chairman Cllr Apps welcomed all participants to the Ordinary Parish Council Meeting.

<i>Unique Minute Number</i>	<i>Agenda Heading</i>	<i>Record</i>	<i>Action by whom and within what timescale</i>
2021-2-1	Persons Present	Councillors Trevor Apps (Chairman), Andrew Cragg, Alison Youd, Tony Goode, Deborah Woollard; Mr Leigh Poppy, Census Engagement Manager, South East/ Office for National Statistics (ONS); Mrs Valerie Denby (Responsible Financial Officer / RFO to Newchurch Parish Council/ NPC), Mr Michael Sharpe (Clerk to NPC).	
2021-2-2	Apologies	None	
2021-2-3	Declarations of Interest	The Chairman reminded Councillors of their obligation to declare any interest, pecuniary or otherwise, during the course of each item as it arises. No declaration was made.	
2021-2-4	Final Minutes of previous meeting	The minutes of the Parish Council meeting of 4 th January 2021 were examined and discussed and unanimously APPROVED. Proposed A Youd, seconded A Cragg.	ACTION Clerk to arrange Chairman's physical signature and update website, by 15 th February.
2021-2-5	Matters Arising	None.	
2021-2-6	Census Engagement Presentation	Mr Leigh Poppy addressed the Council to raise awareness of the 2021 Census, the date being 21 st March. He outlined the process through which postal mailings from ONS in February and March will allow many residents to fill in the Census form online. This should take each household about 20 minutes. He stressed that data from the forms is anonymised before being aggregated to inform Governmental and planning decisions over the 10 years from 2022 to 2032. The Parish Council's role is a	ACTION Clerk to arrange distribution of further publicity material regarding the census for the website and the Village Notice Board, on a continuing

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		<p>small one, but NPC can help him and his colleagues with its knowledge of its local communities. The process had been adapted to cope with COVID-19 restrictions and eventualities. There will be a great deal of support for individual residents who may have queries and difficulties in completing the Census. For example 2 'field centres' in Folkestone area and 1 in Hythe will be staffed by enquiry officers to help residents who aren't able to complete online, and want support in filling in the paper return, perhaps because English is not their first language. Councillors posed several questions which Mr Poppy was able to respond to. The involvement of New Romney Day Centre for supporting Romney Marsh residents was particularly noted. The role of Folkestone & Hythe District Council was also highlighted. The Chairman thanked Mr Poppy for attending the meeting in the face of technical difficulties, and for imparting this information. Mr Poppy then left.</p>	<p>basis, until the April meeting of NPC.</p>
2021-2-7	FINANCIAL REPORT	<p>Mrs Denby reported that bank balances were £11,009.79 (current) and £0.06 (deposit), with one cheque for £52 (Print Junction Ltd, Ashford) remaining uncleared. Cheques for payment were : Ash Timber Works £187 including VAT for fence repair to Jubilee Field neighbour (already paid and hereby ratified) AND Valerie Denby RFO £10.20 reimbursement for purchase of 1 book of 12 First Class Stamps for Treasurer's correspondence (no VAT) Total £197.20.</p> <p>Mrs Denby expressed her intention to reclaim VAT from HMRC for approximately £568.53 before the end of the Parish Council financial year on 31st March. T Apps proposed to ask Mrs Bruce to continue as Internal Auditor. The RFO's report was accepted, proposed T Apps, seconded A Youd, all in favour.</p>	<p>ACTION: T Apps to arrange signatures and return cheque book and invoices to V Denby for accounting updates.</p> <p>ACTION: T Apps to contact Mrs Bruce to check her availability as NPC Internal Auditor, as soon as convenient.</p>
2021-2-8	Planning Applications	<p>The Council examined the Planning Portal documents for Y21/0048/FH Wills Farm, Wills Lane, Newchurch, TN29 ODT <i>Erection of garage building with a home office above</i>. After discussion it RESOLVED to 'support'. Proposed T Apps, seconded A Cragg.</p>	<p>ACTION: Clerk to access Planning Portal by 4th Feb to notify 'support'.</p>
2021-2-9	Missing Street Lamp	<p>The Clerk screen-shared an email from a local resident indicating a broken</p>	<p>ACTION: Clerk to formulate</p>

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		street lamp is unlikely to be fixed. After discussion the Parish Council deplored the inaction of the District and County authorities and asked the Clerk to make strong representations.	complaint within the reporting system, by 20 th February.
2021-2-10	COVID-19 Vaccination programme	The Parish Council discussed the current needs being addressed by the Lydd Airport Centre.	
2021-2-11	Highways Closure Notices and Road Names	A Cragg complained that recent closure notices affecting Newchurch residents had been incomprehensible. The Council discussed the matter and RESOLVED to make representations to include maps in such Highways Notices in future. Proposed A Cragg, seconded T Apps.	ACTION Clerk to email the Highways Closure contact and make request, by 12th February.
2021-2-12	Clearing of Parish Council Ditch alongside Village Hall, Jubilee Field	Following on from Minute 2020-9-5, A Cragg informed the Council that he had had a verbal estimate of the cost of the clearance work. After discussion, the Council RESOLVED to have the work undertaken on an urgent basis. Proposed T Apps, seconded D Woollard.	ACTION A Cragg to forward contractor's details to Clerk for preparation of documents. ACTION A Youd to place proposals on the agenda for the March PC meeting to amend the financial limits in NPC Financial Regulation 11(1).
2021-2-13	Replacement of North Boundary Fencing at Jubilee Field	A Cragg also notified the Council that weaknesses had been identified in the uprights of the wooden fence between the playground area and the churchyard ditch. The fencing rails are also incomplete following the "mysterious death" of the brambles previously covering them from view. After discussion the Council RESOLVED to have the fence reinstated on an emergency basis, proposed A Cragg, seconded T Apps.	ACTION: T Apps to contact Ash Timber Works Ltd of New Romney, agree specification of remedial works to minimise hazard, and obtain a written estimate, as soon as convenient.
2021-2-14	Exchange of informal information	A Youd informed the Parish Council that, wearing her other hat as Secretary of the Village Hall Committee, she would fill in the application form for the electric vehicle charging points at the Village Hall. This project was envisaged for completion in 2021. The Clerk notified the Council of a	

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		recent complaint about Sunday night-time working at the Westgate industrial site.	
2021-2-15	Next meeting	Monday 1st March 2021 7.30pm virtually on Zoom or under 'hybrid meeting' protocol at The Old Wool Store Brooker Farm, Newchurch depending on emergency restrictions in force.	ACTION Clerk to circulate agenda and papers, and update website, by 23 rd February.

The Chairman declared the Parish Council meeting to be concluded at 8.40 pm.
END.