

[Newchurch Parish Council](#)

Minutes of Meeting 2023-6 held on Monday 5th June 2023 in person in The Old Wool Store, Brooker Farm, Newchurch Lane, Romney Marsh, TN29 0DT. At 7.27 pm the sitting Chairman Colin Woollard took the chair under section 15 of the Local Government Act 1972, thanking all present for attending, and opened the Annual Parish Council Meeting adjourned from 15<sup>th</sup> May 2023.

Unique Minute Number	Agenda Heading	Record	Action by whom and within what timescale
2023-6-1	Persons Present	<u>Councillors</u> Tony Goode, Alison Youd, Antony Youd, <u>Immediate Past Chairman</u> Colin Woollard, 1 member of the public, <u>Officer</u> , Mr Michael Sharpe (Clerk & Responsible Financial Officer / RFO to Newchurch Parish Council / NPC).	
2023-6-2	Apologies / Declarations of Interest	None.	
2023-6-3	Election of Chairman and Vice-Chair 2023/24	Having conducted the election of his successor successfully, Colin Woollard stood down and Alison Youd took the chair.	<b>ACTION Clerk</b> to notify outside bodies as appropriate
2023-6-4	Co-option policy; and co-option of volunteers for remaining post-election vacancies	Councillors considered the draft policy circulated as a supporting paper. After due debate, they RESOLVED to adopt the Policy as amended, proposed Alison Youd, seconded Tony Goode. The three sitting Councillors then considered the two volunteers who had come forward for co-option, who were both present at the meeting, and RESOLVED to co-opt Deborah Woollard and Colin Woollard as Councillors for the period 2023-27.	<b>ACTION Clerk</b> to produce and publish final text of Policy for website records, by 25 <sup>th</sup> June. <b>ACTION Clerk</b> to arrange for relevant paperwork to be signed, by next meeting.
2023-6-5	Approval of minutes of the previous Parish Council meeting	The minutes of the Parish Council meeting of 3rd April 2023 were examined and discussed and unanimously APPROVED. Proposed T Goode, seconded Alison Youd. The note of the inquorate Annual Parish Council Meeting opened on 15 <sup>th</sup> May was also approved, and both of the records were signed by Alison Youd as the person presiding. There were no matters arising.	<b>ACTION Clerk</b> to place signed copies in NPC Minute Book forthwith, and to update website by 17 <sup>th</sup> June.
2023-6-6	Welcome to new elected Councillor and co-optees	The Chairman noted that Newchurch Parish Council now has a full complement of 5 Councillors, and stands properly constituted under section 14 of the Local Government Act 1972.	<b>ACTION All Councillors</b> to note training opportunities, by July meeting.
2023-6-7	FINANCIAL REPORTS	Mr Sharpe as RFO informed Councillors that the monies at bank on 5 <sup>th</sup> June totalled £5,040.50. The Bank reconciliation was duly signed. Councillors then reviewed the payment of 3 cheques signed between meetings as follows: Kent Association of Local Councils <i>Membership 22-23</i> £156.13 +VAT £31.23 = <b>£187.36</b> BHIB Ltd <i>Insurance 23-24</i> <b>£290.89</b> No VAT Michael Sharpe (Clerk) <i>Reimbursement £10 Mobile phone voucher + £15 key cutting</i> = <b>£25.00</b> No VAT;	

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2023-6-7 (continued)		and RESOLVED to approve the payments made. Councillors also RESOLVED to pay the invoice presented by Folkestone & Hythe District Council for its costs in the recent Parish Council elections in the sum of £60.13 (no VAT). Proposed Alison Youd, seconded T Goode.	ACTION Clerk to make cheque payment via The Post Office to FHDC, by 7 <sup>th</sup> June 2023.
2023-6-8	Annual Governance and Accountability Return (AGAR) consideration and approval	Mr Sharpe circulated the Annual Internal Audit Report (AIAR) for the Financial Year FY22-23. Councillors received and noted its contents and RESOLVED unanimously to accept it. Councillors then considered the individual statements in the Annual Governance Statement, and agreed all paragraphs (except para 9 because NPC is not a trustee body). Mr Sharpe then presented the certified Accounting Statements. Councillors considered the accounts, and checked the basis on which the Box 9 'total fixed assets' figure of £46,275 is based. NPC then RESOLVED to approve the Accounting Statements 2022-23, and the Chairman signed Section 2 of the AGAR form, Proposed Alison Youd, seconded Antony Youd. Based on the Accounting Statements NPC then RESOLVED to submit a completed Certificate of Exemption to the External Auditor Mazars LLP. Lastly, as RFO MR Sharpe set the dates for public inspection of the accounts by arrangement with him as Thursday 8 <sup>th</sup> June to Wednesday 19 <sup>th</sup> July 2023 inclusive.	ACTION Clerk/RFO to continue to liaise with Mulberrys regarding FY23-24 Interim and Annual Audits.  ACTION Clerk/RFO to arrange publishing of AGAR documents on Notice Board and website, by 30 <sup>th</sup> June.  ACTION Clerk/RFO to email Exemption Certificate, by 30 <sup>th</sup> June.
2023-6-9	Annual review of Council policies	Councillors noted the policies are available to all, including new councillors, on the website. They RESOLVED that Policies are correct as they stand, and are subject to continuing review throughout the municipal year in case of need.	
2023-6-10	Bike repair station by pond proposal	Councillors noted that a proposal from the Parochial Church Council of St Peter & St Paul's Church, Newchurch now stood withdrawn.	
2023-6-11	Information-sharing	Councillors noted the progress of Planning matters within the parish. This included a recent request to FHDC Planning for a Lawful Development Certificate (LDC) for a property within the Newchurch Conservation Area. Councillors noted the difference between an LDC, an application for Full Planning Permission (FPP) and Listed Building Consent (LBC).	
2023-6-12	Dates, times and places of NPC Meetings.	The Council RESOLVED to hold the Ordinary Parish Council Meetings at roughly monthly intervals at The Old Wool Store, Brooker Farm, Newchurch TN29 0DT on Mondays at 7.30pm, Therefore the following dates were selected: 3 Jul, 11 Sep, 2 Oct, 6 Nov, 4 Dec; 2024 8 Jan, 5 Feb, 4 Mar, 8 Apr.	ACTION Clerk to circulate July Agenda etc. by 27 <sup>th</sup> June, and confirm bookings of Old Wool Store when convenient.

The Chairman Alison Youd declared the Parish Council meeting to be concluded at 8.37 pm. END.