



(New memorial plaques at The Spinney, February 2022)

## Newchurch Parish Council

**Minutes of Meeting 2022-3 held on Monday 7<sup>th</sup> March 2022 in person at The Old Wool Store, Brooker Farm, Newchurch, Romney Marsh, TN29 0DT. At 7.30 pm Chairman Cllr Colin Woollard welcomed all participants to the Ordinary Parish Council Meeting.**

Unique Minute Number	Agenda Heading	Record	Action by whom and within what timescale
2022-3-1	Persons Present	<b>Councillors Colin Woollard (Chairman), Tony Goode, Alison Youd, Deborah Woollard,; Officers, Mr Michael Sharpe (Clerk to Newchurch Parish Council/ NPC), Mrs Valerie Denby (Responsible Financial Officer / RFO, NPC),</b>	
2022-3-2	Apologies	None	
2022-3-3	Declarations of Interest	<b>The Chairman reminded Councillors of their obligation to declare any conflicts of interest, registered or otherwise, before each item begins to be discussed.</b>	
2022-3-4	Final Minutes of previous meeting	<b>The minutes of the Parish Council meeting of 7<sup>th</sup> February 2022 were examined and discussed and unanimously APPROVED. Proposed A Youd seconded D Woollard.</b>	<b>ACTION Clerk to place signed copy in Minute Book, and update website, by 14<sup>th</sup> March.</b>
2022-3-5	Matters Arising	None.	
2022-3-6	Public Interval	<b>No member of the public was present.</b>	
2022-3-7	<b>FINANCIAL REPORT</b>	<p><b>Mrs Denby stated that the bank balances stand at £0.06 in the deposit account and £8,831.71 in the current account. All cheques are cleared. The bank reconciliation therefore amounts to £8,831.77. The VAT claim will be submitted on 1<sup>st</sup> April 2022.</b></p> <p><b><u>Cheques for payment:</u> to Cleverley &amp; Spencer (Dover) <i>Refurbishment of memorial plaques at The Spinney (balance on completion)</i> £3000.25 + VAT £600.05 TOTAL £3600.30.</b></p> <p><b>The Council RESOLVED to accept the report and to make this payment, proposed C Woollard, seconded A Youd. Mrs Denby then proposed a transfer within the reserve funds ('virement') since the earmarked funds for the memorial were £174.10 short of the costs just agreed, to which the Council duly agreed.</b></p>	<b>ACTION V Denby to post cheque and prepare for year-end.</b>

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		Mrs Denby expressed her intention to hand the financial records for 2021-22 to the Internal Auditor just after year-end, for about a week, for audit and report.	
2022-3-8	Planning Matters	None received	
2022-3-9	Kent County Council (KCC) funding for Jubilee Celebrations June 2022	The Council debated the planned events for the celebration period Thursday 2 <sup>nd</sup> June to Sunday 5 <sup>th</sup> June, and noted that other Village Groups are likely to be involved in organising them. The Council RESOLVED to apply for the KCC funding, proposed D Woollard, seconded C Woollard.	ACTION: Clerk to apply for KCC funding as soon as possible, and investigate any other sources.
2022-3-10	New Treasurer	After due consideration, Councillors RESOLVED to combine the Treasurer and Clerk posts with effect from 1 <sup>st</sup> April 2022. Proposed D Woollard, seconded A Youd	ACTION: Clerk to arrange handover with V Denby and Internal Auditor.
2022-3-11	Co-option of replacement Councillor	The Clerk reported that Folkestone & Hythe District Council (FHDC) received no request for a poll, so the Council must co-opt as soon as practicable to bring the sitting Councillors number up to five. After due discussion the Council agreed to co-opt at the April meeting if a volunteer can be found.	ACTION: Clerk to prepare Councillor induction pack, by April meeting.
2022-3-12	Correspondence	<ol style="list-style-type: none"> <li>1. Councillors noted the approach from the Keep Britain Tidy Great British Spring Clean. They decided against signing up to the event.</li> <li>2. Street Lamp outside Bramley Cottage TN29 0DZ. Councillors noted the recent email from a resident and the long time taken for FHDC (lamp owners) and KCC (lamp repairers) to agree action.</li> </ol>	ACTION: Clerk to phone and email FHDC engineer again, by 11 <sup>th</sup> March.
2022-3-13	Exchange of information	<ul style="list-style-type: none"> <li>• C Woollard noted that Storm Eunice had damaged trees in the churchyard. Councillors acknowledged that the responsibility for these trees lies with the Parochial Church Council (PCC).</li> <li>• A Youd informed the Council that repairs to the Jubilee Field fencing, already agreed with a contractor, have become more urgent since the storm.</li> <li>• Councillors then made an informal presentation to Mrs Denby as a token of thanks for all her hard work during her 6 years as Treasurer, and she was roundly applauded.</li> </ul>	ACTION: Clerk to email Ash Timberworks Ltd again to ask for a completion date, as soon as possible.
2022-3-14	Next meeting	The Council RESOLVED to hold its next meeting as planned at The Old Wool Store at 7.30pm on Monday 4 <sup>th</sup> April 2022, subject to COVID-19 and other restrictions intervening, proposed D Woollard, seconded C Woollard.	ACTION: Clerk to update website, prepare and circulate papers by 29 <sup>th</sup> March.

The Chairman declared the Parish Council meeting to be concluded at 8.13 pm. END.