

[Newchurch Parish Council](#)



Minutes of **Meeting 2023-4** held on Monday 3rd April 2023 in person in The Community Room, Newchurch Social Club, Romney Marsh, TN29 0DT. At 7.30 pm the Vice-Chairman Alison Youd took the chair under Standing Order 3(o), thanking all present for attending, and opened the Ordinary Parish Council Meeting.

Unique Minute Number	Agenda Heading	Record	Action by whom and within what timescale
2023-4-1	Persons Present	<u>Councillors</u> Tony Goode, Alison Youd, James Farrant, 7 members of the public, <u>Officer</u> , Mr Michael Sharpe (Clerk & Responsible Financial Officer / RFO to Newchurch Parish Council / NPC).	
2023-4-2	Apologies	Parish Councillors Deborah Woollard, Colin Woollard.	
2023-4-3	Declarations of Interest	None.	
2023-4-4	Public Interval / Coronation celebration	Cllr A Youd made a presentation of the up-to-date to-do list. A printed Invitation had been produced and distributed to households in the village. Thanks were given to volunteers for achieving this so quickly. A children and parents Coronation Decoration Workshop is to take place free on Friday 14 th April. Every encouragement will be offered to put up decorations around the Village Hall and the Jubilee Field in advance of the events on the Saturday and Sunday of the Coronation weekend. If the weather is wet on those days the intention is still to go ahead making more use of the Main Hall. Volunteers will be welcome to help marshalling for parking and the group photograph. At the conclusion of the group discussion (7.50pm), the 7 members of the public left the meeting.	ACTION A Youd to continue to co-ordinate efforts, including online publicity notices. ACTION Clerk to prepare Risk Assessment documents and inform Insurers and emergency services in advance of events.
2023-4-5	Approval of minutes of the previous Parish Council meeting	The minutes of the Parish Council meeting of 6th March 2023 were examined and discussed and unanimously APPROVED. Proposed T Goode, seconded J Farrant.	ACTION Clerk to place signed copy in Minute Book forthwith, and to update website by 17 th April.
2023-4-6	Matters arising	None	
2023-4-7	FINANCIAL REPORT	Mr Sharpe as RFO informed Councillors that the Financial Year 2022/23 ended on 31 st March with a total of £6,293.26 in the Parish Council's Current and Savings accounts. The Bank reconciliation was duly signed and Mr Sharpe expressed his intention to liaise with Internal Auditors (IA) Mulberrys of Guildford as soon as possible regarding inspection of financial files. Councillors noted that the completion of the surfacing under the playground swings on 23 rd	ACTION Clerk/RFO to draw together paper and electronic records for FY 22/23, transmit to IA and discuss by telephone on 23rd May.

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		<p>March appeared in good order. Cheques were signed against documented invoices/requests: SSP Specialised Sports Products Ltd, Canterbury Playground Phase 1 repairs £4990 +VAT £998 = £5988.00 Michael Sharpe Clerk/RFO Salary (payable 10th April) £446.40 (no VAT) Michael Sharpe Clerk/RFO Income Tax (payable 10th April) £23.40 (no VAT). Councillors concluded by authorising the cutting of extra keys for the Parish Council Notice Board.</p>	<p><u>ACTION Clerk/RFO</u> to arrange for extra keys to be cut and delivered to May meeting.</p>
2023-4-8	Planning	<p>23/0260/FH Brooker Farm Yard West, Newchurch, TN29 0DT <i>Part retrospective application for change of use of land for an Agricultural Care Farm to include the erection of 2 no of sheds, small tea hut, toilet unit and parking and the erection of 2 animal shelters and a storage unit.</i> Councillors after due debate RESOLVED to support the application. Proposed A Youd, seconded T Goode.</p>	<p><u>ACTION Clerk</u> to email FHDC Planning with NPC's comments, by 8th April 2023.</p>
2023-4-9	Clerk's Pay Rise	<p>Councillors authorised the planned increase in hourly rate from £10.44 to £11.00 with effect from 10th April. Proposed T Goode, seconded A Youd.</p>	<p><u>ACTION Clerk/RFO</u> to update employment and PAYE records as soon as possible</p>
2023-4-10	External Auditor 2023-2028	<p>Councillors noted a change of External Auditor for Parish Councils in the South East region, from PKF Littlejohn of London to Mazars of Newcastle, for a five-year period, according to Central Government arrangements.</p>	<p><u>ACTION Clerk/RFO</u> to follow up year-end process by preparing AGAR documents on 'exempt' basis.</p>
2023-4-11	Information-sharing	<p>Councillors noted news of further disturbances allegedly caused by work at the Westgate industrial/office premises. They also noted the forthcoming elections at District and Council level - not everyone will be standing for re-election.</p>	
2023-4-12	Date, time and place of May Meeting.	<p>The Council RESOLVED to hold the Annual Parish Council Meeting at The Old Wool Store, Brooker Farm, Newchurch TN29 0DT on Monday 15th May 2023 at 7.30pm,</p>	<p><u>ACTION Clerk</u> to circulate Agenda etc. by 9th May, and book Old Wool Store for future meetings, if available.</p>

The Vice-Chair declared the Parish Council meeting to be concluded at 8.16 pm. END.