

Newchurch Parish Council

Minutes of Meeting 2021-9 held on Monday 4th October 2021 in person at The Old Wool Store, Brooker Farm, Newchurch, Romney Marsh, TN29 0DT.

At 7.30 pm Chairman Cllr Apps welcomed all participants to the Ordinary Parish Council Meeting.

Unique Minute Number	Agenda Heading	Record	Action by whom and within what timescale
2021-9-1	Persons Present	<u>Councillors</u> Trevor Apps (Chairman), Tony Goode, Alison Youd, Deborah Woollard, Colin Woollard; <u>Officers</u> , Mr Michael Sharpe (Clerk to Newchurch Parish Council/ NPC), Mrs Valerie Denby (Responsible Financial Officer / RFO, NPC).	
2021-9-2	Apologies	None	
2021-9-3	Declarations of Interest	The Chairman reminded Councillors of their obligation to declare any interest, pecuniary or otherwise, before each item begins to be discussed.	
2021-9-4	Final Minutes of previous meeting	The minutes of the Parish Council meeting of 6th September 2021 were examined and discussed and unanimously APPROVED. Proposed A Goode seconded D Woollard.	ACTION Clerk to place signed copy in Minute Book, and update website, by 1 st November.
2021-9-5	Matters Arising	Under <u>Minute 2021-8-5</u> the Clerk reported that no response has yet been received to the pre-application advice request to Folkestone & Hythe District Council (FHDC) Planning about illuminating the Village Sign. Under <u>2021-8-14</u> the Council noted that dog waste bins had recently become over-full in several locations, possibly due to the bin-emptying contractor Veolia being under pressure during the current fuel 'shortage'.	ACTION Clerk to relay by email FHDC response to NPC request for pre-application advice on illuminating the Village Sign, as soon as received.
2021-9-6	Public Interval	No members of the public attended.	
2021-9-7	FINANCIAL REPORT	Responsible Financial Officer (RFO) Mrs Denby stated the bank balances to be £0.06 in the deposit account and £9,713.40 in the current account. The cheque for £8 to Newchurch Village Hall signed at the June Parish Council meeting remains uncleared. The bank reconciliation therefore amounts to £9,705.46. Councillors considered the following cheques for payment: <i>Michael Sharpe Clerk's Salary July to September inclusive £460.08 (no VAT)</i> <i>HMRC Clerk's Income Tax same period £21.40</i> TOTAL £481.48 The RFO then reported that allocated NPC reserves for various items were £6,059.81, leaving unearmarked funds until FY 21/22 year-end of £2,682.69. Councillors were also reported to be moving forward at speed to complete the bank signatory forms mentioned at Minute 2021-8-5. The Council RESOLVED to pay the cheques and accept the report, proposed T Apps, seconded A Goode.	
2021-9-8	Budget-setting procedure FY 22/23	The Clerk advised Councillors that although the COVID-19 restrictions had derailed the yearly cycle of Local Government finance, it was a principal duty of NPC to set a budget for FY 22/23 and then set the precept amount to be notified to FHDC in a timely fashion. He recommended examining the budget heads	ACTION V Denby to assemble the relevant figures for presentation to the November meeting. ACTION: All Councillors to consider spending plans for

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		and out-turn for 21/22 and the current allocation of NPC reserve funds.	22/23.
2021-9-9	Planning Applications, Listed Building Consents, Tree Works	The Parish Council was invited in correspondence from FHDC – the Planning Authority - to comment on: 21/1815/FH/TCA: Bridge Cottage, Newchurch, Romney Marsh, TN29 0DZ Works to trees situated within a conservation area comprising: Willow (T1) coppice to just above ground level; Ash (T2) pollard at a height of 4 metres After debate the Council RESOLVED to ‘support’, proposed D Woollard, seconded C Woollard. The Clerk was able to fill in the Planning Portal online ‘Comments’ form during the course of the meeting.	
2021-9-10	Operation of Westgate industrial site	Councillors considered an email from a local resident about alleged noise and out-of-hours working at the site. After seeking further information from those affected, NPC RESOLVED to continue emailing the relevant officers at FHDC, and copy in FHDC and KCC members. Proposed T Apps, seconded A Goode.	ACTION: Clerk to escalate complaints already made by NPC to FHDC Planning Enforcement, by 1 st November.
2021-9-11	Jubilee Field Fencing	After discussion of two quotations received for the repair work, the Council RESOLVED to approach Contractor 1 with a view to going ahead with the repairs necessary to provide a sustainable barrier between the playground and the boundary ditch.	ACTION T Apps to check availability of Contractor 1 as soon as convenient, with a view to commissioning the repairs.
2021-9-12	Jubilee Field Playground – Safety Inspection report	Councillors revisited the Safety Report previously discussed at <u>Minute 2021-8-10</u> . T Apps stated he had made enquiries about the cost and practicality of replacing some of the timberwork. Councillors RESOLVED to defer further discussion to the November meeting.	
2021-9-13	Clerk’s revised Contract of Employment	Mr Sharpe presented the paper copy of his Contract for signature. T Apps signed on behalf of NPC.	ACTION Clerk to file securely as soon as possible.
2021-9-14	Correspondence	1. <i>Kent Resilience Forum – Newchurch Community Emergency Plan</i> Councillors examined the materials received from KRF and RESOLVED to draft a Newchurch Community Emergency Plan as suggested. Proposed A Youd, seconded D Woollard. 2. <i>Request to hold Remembrance Service at The Spinney</i> The Parochial Church Council (PCC) emailed to ask permission to hold their service on Sunday 14 th November at 10.45am at the memorial in The Spinney. Councillors RESOLVED to grant permission, proposed T Apps, seconded C Woollard.	ACTION A Youd and D Woollard to co-operate in drafting a CEP, at a future NPC meeting. ACTION Clerk to notify permission granted, by 10 th October.
2021-9-15	Exchange of information	Councillors heard that there are still calls for an extra dog waste bin in Norwood Lane.	ACTION D Woollard to bring a costed proposal to November meeting.
2021-9-16	Next meeting	The Council RESOLVED to hold its next meeting as planned at The Old Wool Store at 7.30pm on Monday 8 th November 2021, subject to further COVID-19 and other restrictions intervening, proposed D Woollard, seconded C Woollard.	ACTION Clerk to update website, and prepare and circulate papers for November meeting, by 2 nd November.

The Chairman declared the Parish Council meeting to be concluded at 8.38 pm. END.