

## Newchurch Parish Council

Minutes of Ordinary Meeting 2025-7 held on Monday 7th July 2025 in-person and in-public at The Old Wool Store, Brooker Farm, Newchurch Lane, Romney Marsh, TN29 0DT. At 7.30pm Chairman Colin Woollard opened the meeting.

| Unique Minute Number | Agenda Heading                             | Record  | Action by whom and within what timescale   |
|----------------------|--|---|--|
| 2025-7-1             | Persons Present                            | <u>Parish Councillors</u> Colin Woollard, Michelle Barden, Tony Goode, Scott Fielding; <u>Invited speaker</u> Tony Hills (Folkestone & Hythe District (FHDC) Ward Councillor); <u>Officer</u> , Mr Michael Sharpe (Clerk & Responsible Financial Officer/RFO to Newchurch Parish Council/ NPC).   |  |
| 2025-7-2             | Apologies                                  | <u>Invited speaker</u> Tony Cooper (FHDC Ward Councillor)   |  |
| 2025-7-3             | Declarations of Interest                   | The Chairman reminded all Parish Councillors to declare any conflicts of interest in the business before them. No declaration was made.   |  |
| 2025-7-4             | Approval of minutes of previous PC meeting | The minutes of the Parish Council meeting of 2 <sup>nd</sup> June 2025 were examined, discussed and unanimously APPROVED. Proposed S Fielding, seconded T Goode. The Clerk filed the signed Minutes immediately.  | <u>ACTION Clerk</u> to update website by 23rd July.  |
| 2025-7-5             | Matters Arising                            | Under <u>Minute 2025-6-5</u> C Woollard informed fellow-Councillors that the KALC EGM on LGR had proven useful.<br>Under <u>Minute 2025-6-7</u> C Woollard promoted awareness of the planning process regarding the Enviromena application. District Councillor Hills, although not on the FHDC Planning and Licensing Committee, offered help in putting residents' views forward.<br>Under <u>Minute 2025-6-10</u> C Woollard reported one possible applicant for co-option, who was unfortunately unable to attend this meeting.   |  |
| 2025-7-6             | Invited speakers & public participation    | District Councillor Tony Hills gave his short report verbally, covering the major topics of 3 projected solar farms, the Green Party majority on FHDC, and the balance between renewable and nuclear power sources locally.<br>District Councillor Cooper's short apology and report were read out to the meeting. He invited applications for Ward grants; he is chasing Kent Highways about excessive uncontrolled weed growth on pavements in Newchurch and nearby parishes; he and Cllr Hills have represented Romney Marsh ward residents on the FHDC corporate planning for clean energy, and in particular solar farms.<br>One member of the public attended, arriving at 7.38pm and staying to the end. . |  |
| 2025-7-7             | Road schemes for Newchurch                 | Cllr Colin Woollard put forward a '20 mph' speed limit for the centre of the village. Mr Sharpe informed Councillors of Kent County Council (KCC)'s 'Highways' Improvement Plan (HIP)' process for such schemes to be requested. In discussion it became apparent that the Parish Council may need to dedicate resources to the HIP proposal, including part-funding of the costs of a fresh scheme. It was RESOLVED to explore this route.   | <u>ACTION Clerk</u> to circulate Kent Highways guidance by 26 <sup>th</sup> July.<br><u>ACTION Cllr Woollard</u> to seek advice from Ivychurch Parish Council, which has recently completed a HIP scheme, as soon as possible. |

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| 2025-7-8             | FINANCIAL REPORTS                        | <p><b>A.</b> Mr Sharpe as RFO informed Councillors that the monies at bank on 7th July totalled <b>£8,479.91</b> according to the online statements. The Bank reconciliation against the NPC accounting records was duly signed by Cllr Goode.</p> <p><b>B.</b> After due debate, Councillors RESOLVED to sign the following 4 cheques totalling £992.08:<br/> Hopkins+, St Mary's Bay <i>Defibrillator Maintenance 2025</i><br/> <b>£207.90 + VAT £41.58 = £249.48</b><br/> His Majesty's Revenue and Customs (HMRC) <i>Clerk's Income Tax April to July</i> <b>£42.60</b> (No VAT)<br/> Michael Sharpe, <i>Clerk's Salary</i> 11<sup>th</sup> April to 10<sup>th</sup> July inclusive <b>£690.00</b> (No VAT)<br/> Michael Sharpe, Clerk <i>Tesco Mobile Top-up</i> <b>£10.00</b> (No VAT)</p> |   |
| 2025-7-9             | Playground                               | Cllr Colin Woollard stated that after some effort, he had obtained a goodwill quote from Simon Collinge Landscapes & Tree Surgery Ltd of Brookland for the resurfacing/returfing project phase in the Jubilee Field playground. After due debate, Councillors RESOLVED to accept this as a basis on which to proceed. RFO Mr Sharpe assigned the Works Order number NPC/2025/7-9. Authorised expenditure of £620.  | <b>ACTION Cllr Woollard</b> to engage contractor soonest<br><b>ACTION Clerk/RFO</b> to process invoice when received. |
| 2025-7-10            | New Clerk                                | Cllr Colin Woollard informed colleagues that he had discussed the Clerk / RFO position with a local resident. Councillors therefore RESOLVED not to advertise for applicants at this stage.  | <b>ACTION Clerk</b> to approach resident, handing over by October   |
| 2025-7-11            | Village Sign agreement                   | Mr Sharpe reported that the draft renewal agreement is under discussion with the landowners.   | <b>ACTION Clerk</b> to bring to September meeting for countersignature by 2 sitting Councillors.                      |
| 2025-7-12            | Mobile phone                             | Mr Sharpe presented Councillors with costed options for a 4G compatible mobile. After due debate, Councillors RESOLVED to purchase the device and continue the Pay As You Go arrangements, keeping the same number 07749 958 274.  | <b>ACTION Clerk</b> to make purchase and bring to September meeting.  |
| 2025-7-13            | Information-sharing                      | Colin Woollard reported he has been in discussions with a local resident about maintaining and upgrading the physical Notice Board near Church View. He also proposed future meetings of the Parish Council might conveniently be held in the Community Room of the Village Hall. Scott Fielding enquired about future grant funding for playground improvements. Michelle Barden reported that she had booked a training session on defibrillator use for 12 residents. Colin Woollard asked Councillors to revisit the idea of a bike repair station adjacent to the Church Pond. The member of the public made an enquiry about the ownership of another piece of land nearby the Church.   |   |
| 2025-7-14            | Date, time and place of next NPC Meeting | Councillors provisionally set a date of Monday 8 <sup>th</sup> September at the Community Room at 7.30pm, depending on availability.   | <b>ACTION Cllr Woollard</b> to make firm booking.   |

The Chairman Colin Woollard thanked all those present for their contributions, and declared the Parish Council meeting closed at 8.30 pm. Cllr Tony Goode proffered his written resignation to the Chairman, and all present thanked him for his six years of dedicated service to Newchurch Parish Council. Light refreshments were then partaken of. END.