

Newchurch Parish Council

Minutes of Meeting 2023-11 held on Monday 6<sup>th</sup> November 2023 in person in The Old Wool Store, Brooker Farm, Newchurch Lane, Romney Marsh, TN29 0DT. At 7.30 pm the Chairman Alison Youd welcomed all present and opened the Ordinary Parish Council Meeting.

Unique Minute Number	Agenda Heading	Record	Action by whom and within what timescale
2023-11-1	Persons Present	<u>Councillors</u> Alison Youd, Antony Youd, Deborah Woollard, Tony Goode, Colin Woollard, invited speaker KCC Councillor Tony Hills, <u>Officer</u> , Mr Michael Sharpe (Clerk & Responsible Financial Officer / RFO to Newchurch Parish Council / NPC).	
2023-11-2	Apologies	Invited speaker District Councillor Tony Cooper (elsewhere engaged).	
2023-11-3	Declarations of Interest	The Chairman reminded each Councillor to declare any conflicts of interest in the business before them. No declarations were made on this occasion.	
2023-11-4	Approval of minutes of the previous Parish Council meeting	The minutes of the Parish Council meeting of 2 <sup>nd</sup> October 2023 were examined and discussed and unanimously APPROVED. Proposed C Woollard seconded T Goode. The Clerk placed the signed copy in the Minutes Book forthwith.	<u>ACTION Clerk</u> to update website by 22 <sup>nd</sup> November.
2023-11-5	Matters Arising	In accordance with <u>Minute 2023-10-10</u> Parish Cllr Antony Youd had prepared a submission to the current Folkestone & Hythe District Council (FHDC) polling station review, which he read to the meeting prior to sending it in. He emphasised the importance of keeping Newchurch Village Hall as the appropriate polling station for the parish and electoral ward, for reasons of accessibility and convenience for voters. Councillors thanked him for his efforts in this regard.	<u>ACTION Cllr Antony Youd</u> to submit to FHDC by email within 2 days from meeting.
2023-11-6	Invited speakers and public participation	Kent County Councillor Tony Hills gave a presentation of his written report, covering the following topics: <ul style="list-style-type: none"> <li>• Potholes on Romney Marsh Highways and how best to report them</li> <li>• Launch of the KCC Making Space for Nature project</li> <li>• Kent's Plan Bee which is improving biodiversity</li> <li>• Bathing Water Quality in coastal seawaters, especially St Mary's Bay</li> <li>• NHS progress on Primary Care provision on the Marsh</li> <li>• Recent Flood warnings associated with spring tides and Storm Ciaràn</li> </ul> Councillors asked several questions on these matters of KCC Cllr Hills, to which he cordially responded. Mr Sharpe then read out District Councillor Cooper's report, which touched on the following: his recent Ward grant towards playground improvements – re-instating the street sweeping service in Newchurch – applications to the Rural Prosperity Fund via FHDC –budget-setting at FHDC over the coming 4 months - his availability at regular 'surgeries' in St Mary's Bay, St Mary in the Marsh and Dymchurch.	
2023-11-7	FINANCIAL REPORTS	<b>A.</b> Mr Sharpe as RFO informed Councillors that the monies at bank on 6 <sup>th</sup> November totalled £2,154.81, according to the online statement. The Bank reconciliation was duly signed. Councillors then RESOLVED to transfer a significant amount of reserve funds to the deposit account, to gain interest payable. <b>B.</b> Councillors considered the cheque signed between meetings under Financial Regulation 6(6):	<u>ACTION Clerk/RFO</u> to arrange when convenient

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2023-11-7 (continued)	FINANCIAL REPORTS (ctd)	Hopkins+, St Mary's Bay, <i>Defibrillator new child electrodes</i> £98.50 + VAT £19.70 = <b>£118.20</b> and RESOLVED to ratify this payment, proposed T Goode, seconded Tony Youd. Councillors went on to consider payment of the following cheque : Mulberry & Co Chartered Certified Accountants, Godalming <i>Interim Internal Audit October 2023</i> £178.75 +VAT £35.75 = <b>£214.50</b> and RESOLVED to approve this payments also. Proposed Alison Youd, seconded C Woollard.	ACTION <b>Clerk</b> to post cheque as soon as possible
2023-11-8	Newchurch Recycling Bin Collections	Colin Woollard stated that the service run by FHDC seems to involve manual sorting at the kerbside by the operatives. This results in paper being taken, but not cans and bottles. Residents in Norwood Lane and Gammons Farm Lane seem to be particularly affected by this defect. Councillors debated the situation and RESOLVED to approach the Cabinet Member for Recycling at FHDC Councillor Stephen Scoffham, copying in the Ward Members and using the FHDC MY Account reporting function.	ACTION <b>Councillor Colin Woollard</b> to make enquiries and require responses from contractor / FHDC, on behalf of NPC, as soon as possible..
2023-11-9	D-Day 80	Councillors noted that the national programme for commemoration 'For Peace' involves bell-ringing at 6.30pm and beacon-lighting at 9.15pm. After due debate, they RESOLVED to contact key local organisations such as Newchurch Social Club, British Legion, BBC Radio Kent and the owner of The Spinney memorial to co-ordinate activities as far as possible. The possibility of a commemorative art project was also mooted.	ACTION <b>Councillors Alison and Tony Youd</b> to forge initial contacts and explore possibilities, and report back to NPC in 2024.
2023-11-10	Interim Audit	Councillors considered the 10-page Interim Audit report and RESOLVED to accept it. Minor improvements should be completed by April 2024, as follows: 1. Add accessibility statement to NPC pages on website 2. Continue to provide supporting documents in advance of meetings, and on the website 3. Ensure Councillors continue to use official NPC email facilities in accordance with guidance	ACTION <b>Clerk/RFO</b> to make progress with procedural improvements, by March 31 <sup>st</sup> 2024.
2023-11-11	Budget Setting	Councillors examined the draft Budget 2024/25. After due debate, they RESOLVED to increase the planned spending on the playground repairs from £500 to £1100; and to increase the Clerk's salary from 10 <sup>th</sup> April 2024 by 6%.	ACTION <b>Clerk/RFO</b> to produce and circulate 24/25 Budget.
2023-11-12	Precept Setting	Having set the budget, Councillors RESOLVED the precept figure for 24/25 would be £6115 to fund projected spending and maintain contingency reserves above the Government-required level.	ACTION <b>Clerk/RFO</b> to inform FHDC as collection authority accordingly.
2023-11-13	KALC AGM	Councillors noted the date of Saturday 18 <sup>th</sup> November, and RESOLVED to accept Mr Sharpe's offer to attend as the NPC representative	ACTION <b>Clerk/RFO</b> to report back to December meeting.
2023-11-14	Correspondence	Councillors considered a request for permission to 'metal-detect' on Parish Council land. After due debate they RESOLVED not to give such permission to the applicant.	ACTION <b>Clerk/RFO</b> to inform applicant by 17 <sup>th</sup> November
2023-11-15	Information-sharing	The Chairman notified Councillors that the street lamp at the T-junction of The Street and St Mary's Road was finally working again. Mr Sharpe reported on a training session on 'Martyn's Law', which may have cost implications for Village Halls.	
2023-11-16	Date, time and place of next NPC Meeting	The Council RESOLVED to hold the next Ordinary Parish Council Meeting at The Old Wool Store, Brooker Farm, Newchurch TN29 0DT on Monday 4 <sup>th</sup> December, at 7.30pm	ACTION <b>Clerk</b> to circulate Agenda etc. by 25th November.

The Chairman declared the Parish Council meeting to be closed at 9.03 pm. END.