

[Newchurch Parish Council](#)

Minutes of **Meeting 2023-1** held on Monday 7th January 2023 in person in The Old Wool Store, Brooker Farm, Newchurch Lane, Romney Marsh, TN29 0DT. At 7.31 pm the Chairman Colin Woollard wished all those present a Happy New Year, and opened the Ordinary Parish Council Meeting.

Unique Minute Number	Agenda Heading	Record	Action by whom and within what timescale
2023-1-1	Persons Present	<u>Councillors</u> Tony Goode, Alison Youd, Colin Woollard , Deborah Woollard, James Farrant; <u>Officer</u> , Mr Michael Sharpe (Clerk & Responsible Financial Officer / RFO to Newchurch Parish Council / NPC).	
2023-1-2	Apologies	None.	
2023-1-3	Declarations of Interest	None.	
2023-1-4	Approval of minutes of the previous meeting	The minutes of the Parish Council meeting of 5th December 2022 were examined and discussed and unanimously APPROVED. Proposed D Woollard, seconded J Farrant.	<u>ACTION Clerk</u> to place signed copy in Minute Book forthwith, and to update website by 17 th January.
2023-1-5	Matters arising	<u>2022-11-10</u> Mr Sharpe produced 3 examples of 'No Dogs in Playground' -type signs, and informed Councillors that a quote of £75+VAT for two Dibond (weatherproof) signs had been received from a contractor who had previously supplied a similar sign. Councillors expressed their preferences over layout and wording.	<u>ACTION Clerk</u> to arrange production of signs, then collect and install, by end January.
2023-1-6	Public Interval	No members of the public were present.	
2023-1-7	FINANCIAL REPORT	As RFO, Mr Sharpe produced a Bank statement and Reconciliation showing monies at bank on 3rd January as £5,700.89. He thanked Cllr Colin Woollard once again for his sterling efforts in communicating the change of Treasurer/RFO to Santander Bank. Compensation of £150 has now been received. The Parish Council's move towards electronic banking and BACS transactions should now gather pace. The Council RESOLVED to accept the report and to sign the bank reconciliation. Proposed C Woollard, seconded J Farrant. There was one cheque for signature on this occasion, Clerk's Salary (quarterly) for £469.80 (NO VAT) payable on 10 th January to M V Sharpe. Proposed C Woollard, seconded A Youd, RESOLVED unanimously to pay.	<u>ACTION Clerk/RFO</u> to investigate enhanced banking procedures, by end February.
2023-1-8	Planning	None received	
2023-1-9	Coronation celebration	A Youd made a presentation of the planning undertaken for a series of low-key community events over the weekend of 6 th -8 th May 2023. She reported a positive response from other bodies in Newchurch, and proposed gathering interested parties at the next Parish Council meeting to make definite arrangements for the dates, which are only 4 months away, at a busy time of year. Proposals such as 'bring your own picnic and garden games to the Jubilee Field', 'decorate your windows in Royal style' and others suggested should provide a sense of fun and community, while acknowledging the widespread concerns over the rising costs of living and the climate emergency.	<u>ACTION A Youd</u> to continue to canvass support from organisations and individuals. <u>ACTION C Woollard</u> to solicit donations from local businesses where appropriate, and to arrange flyer printing. <u>ACTION D Woollard and J Farrant</u> to organise suitable

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2023-1-9 (continued)		Councillors thanked Cllr Youd for undertaking the task of organising, and offered practical help where needed.	modifications to the Notice Board. <u>ACTION All Councillors</u> to consider leaflet drop to publicise the events, and encouraging a 'window decoration' project. <u>ACTION Clerk</u> to check insurance provision and prepare any necessary risk assessments.
2023-1-10	Review of Playground Improvement Projects	Mr Sharpe presented a draft written report on the quotes received from 3 contractors (anonymised). Although not entirely like-for-like, costs were quoted between £13K and £28K (+VAT) for 2 remedial surfacing tasks. Councillors discussed the differing solutions offered, and chose a surface similar to the existing type around the 'Inclusive Orbit' roundabout. This is 50mm solid rubber mulch with a gravel footing and weed-proof membrane underneath. Options for funding this major outlay were then discussed.	<u>ACTION Clerk /RFO</u> to communicate with preferred contractor to refine specification for the works. <u>ACTION Clerk /RFO</u> to prepare for safety re-inspection in July by incorporating repairs to other equipment within maintenance contract. <u>ACTION Clerk /RFO</u> to seek funding for surfacing project.
2023-1-11	Correspondence	Mr Sharpe read out the long-awaited pre-application advice from Folkestone & Hythe District Council (FHDC) Planning Department about illumination of the Village Sign in the Donkey Field. Councillors noted that a full and retrospective application for 'advertisement consent' is the orthodox way of proceeding, at a cost of £231 to NPC. They also took into account the agreement with the owners of the Donkey Field, which will be in need of re-negotiation before it runs out in 2025.	<u>ACTION Clerk</u> to reply to FHDC with thanks for no-cost advice, by 13 th January. <u>ACTION Clerk</u> to examine the current (2015) agreement and report on proposals for renewing it, by March meeting.
2023-1-12	Exchange of information	Councillors discussed the need to add waterproofing and other enhancements to the Notice Board.	
2023-1-13	Date, time and place of next Parish Council Meeting	The Council RESOLVED to hold its next Ordinary Parish Council Meeting at The Community Room, Newchurch Village Hall, Newchurch TN29 0DP on Monday 6th February 2023 at 7.30pm, in order to invite residents to engage with the Coronation celebration proposals.	<u>ACTION A Youd</u> to book venue. <u>ACTION Clerk</u> to circulate Agenda etc. by 31 st January

The Chairman declared the Parish Council meeting to be concluded at 8.31 pm. END.