



(New bench at The Spinney, January 2022)

Newchurch Parish Council

Minutes of Meeting 2022-1 held on Monday 10th January 2022 in person at The Old Wool Store, Brooker Farm, Newchurch, Romney Marsh, TN29 0DT. At 7.29 pm Chairman Cllr Apps welcomed all participants to the Ordinary Parish Council Meeting and wished everyone a Happy New Year.

Unique Minute Number	Agenda Heading	Record	Action by whom and within what timescale
2022-1-1	Persons Present	<u>Councillors</u> Trevor Apps (Chairman), Alison Youd, Deborah Woollard, Colin Woollard; <u>Officers</u> , Mr Michael Sharpe (Clerk to Newchurch Parish Council/ NPC),	
2022-1-2	Apologies	Cllr Tony Goode, Mrs Valerie Denby (Responsible Financial Officer / RFO, NPC), PCSO Gorham. The Clerk advised Councillors on the application of the 'six-month rule' of section 85 of the <u>Local Government Act 1972</u> . After due consideration Councillors APPROVED the absence of Cllr Goode from the two previous Ordinary PC meetings for family reasons and a positive COVID test of a household member. Proposed T Apps, seconded A Youd.	
2022-1-3	Declarations of Interest	The Chairman reminded Councillors of their obligation to declare any interest, pecuniary or otherwise, before each item begins to be discussed.	
2022-1-4	Final Minutes of previous meeting	The minutes of the Parish Council meeting of 8 th November 2021 were examined and discussed and unanimously APPROVED. Proposed A Youd seconded C Woollard. Postponement of the December meeting was noted.	<u>ACTION</u> Clerk to place signed copy in Minute Book, and update website, by 1 st February.
2022-1-5	Matters Arising	None.	
2022-1-6	Public Interval	No member of the public was present.	
2022-1-7	FINANCIAL REPORT	In the absence of Responsible Financial Officer (RFO) Mrs Denby, due to COVID risk assessment procedures, Chairman T Apps stated on her behalf that the bank	

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		<p>balances stand at £0.06 in the deposit account and £9,223.92 in the current account. All cheques are cleared. The bank reconciliation therefore amounts to £9,223.98. A wayleave payment for £77.79 from UK Power Networks in respect of the Jubilee Field is being processed.</p> <p>Cheques for payment: to M Sharpe (Clerk) <i>Pay for October to January</i> and <i>Income Tax</i> to HMRC £450.80 + £19 TOTAL £469.80.</p> <p>The Council RESOLVED to accept the report and make these payments, proposed D Woollard, seconded A Youd.</p> <p>The Chairman then read out a letter from Mrs Denby tendering her resignation at the close of the financial year on March 31st 2022.</p>	<p>ACTION Clerk to file letter of resignation and send card to RFO at next meeting.</p> <p>ACTION T Apps to begin recruitment process for new RFO and report to next meeting.</p> <p>ACTION V Denby to arrange handover to successor in due course.</p>
2022-1-8	Planning Matters	None received	
2022-1-9	Emergency Plan	<p>Cllrs Youd and Woollard presented the completed template Emergency Plan to the Council. A Youd explained that it outlined NPC's role in a first response to emergency situations arising within or near the parish, and would depend on local communication networks being activated before the emergency services response was actioned. The main scenario involves use of the Village Hall, with the co-operation of the Village Hall Committee. Fortunately 2 Parish Councillors also serve on this Committee. The Council commended A Youd and D Woollard for the work they had done on the document, and noted that it qualifies for periodic review . The Council RESOLVED to adopt the document, proposed T Apps, seconded C Woollard.</p>	<p>ACTION Clerk to communicate the Plan to Kent Resilience Forum and Folkestone & Hythe District Council (FHDC), by end January 2022.</p> <p>ACTION Clerk to place document in the public domain on the NPC website, by next meeting.</p> <p>ACTION Clerk to programme review of document for updating at November meeting 2022.</p>
2022-1-10	New Dog Waste Bin	<p>Councillors discussed costed options for any extra dog waste bins which it may require in future. Option A of the usual size and style was chosen as the preferred solution, subject to it being pole-mounted and supplied with a fixing kit. Purchasing decisions were deferred to a future meeting.</p>	<p>ACTION Clerk to open negotiations with FHDC and KCC for the necessary permissions for siting on a Highways verge, by end January.</p>

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			ACTION D Woollard to engage with Norwood Lane residents and users to check detailed siting requirement, and report to next meeting.
2022-1-11	Jubilee Field Playground	Mr Sharpe reported on the estimate for repairing the safety surfacing beneath the Junior swings. Only one contractor of the four approached had been willing to provide an estimate at £1500 for removing and replacing the 'wet pour' soft surface. After discussion the Council RESOLVED to seek further estimates before asking firms to tender. Proposed T Apps, seconded C Woollard. Cllr Apps then updated Councillors on the agreed repairs to the playground fencing and the proposed repairs to the Multiplay Slide Tower.	ACTION: Clerk to approach at least 3 further specialist firms and report to Councillors by email, by 31 st January. ACTION T Apps to liaise with chosen contractor to expedite works.
2022-1-12	Correspondence	<ol style="list-style-type: none"> 1. A resident emailed to express compliments on the new screens and bench at The Spinney Memorial. 2. The same resident highlighted the forthcoming Platinum Jubilee celebrations, requesting that the Parish Council take a co-ordinating role in the events planned for that week/weekend 2nd-6th June. A suggestion was put forward that NPC should buy and distribute commemorative 50p coins for each child in the village. <p>After due discussion Councillors decided against purchasing the commemorative coins (@£7 each), but expressed a willingness to liaise with the Newchurch Social Club and other bodies regarding Jubilee events. The possibility of a Jubilee Arts initiative based at the Village Hall and involving local children was mooted.</p>	ACTION: Clerk to write to A Cragg with thanks, by 20 th January.
2022-1-13	Exchange of information	It was noted that further features of The Spinney memorial were being discussed between the landowner and the Fifth Continent project, including a possible 'sound sculpture' installation and extra interpretation boards.	
2022-1-14	Next meeting	The Council RESOLVED to hold its next meeting as planned at The Old Wool Store at 7.30pm on Monday 7 th February 2022, subject to further COVID-19 and other restrictions intervening, proposed D Woollard, seconded C Woollard.	ACTION Clerk to update website, prepare and circulate papers by 1 st February.

The Chairman declared the Parish Council meeting to be concluded at 8.13 pm. END.