



Newchurch Parish Council

Minutes of Meeting 2021-10 held on Monday 8th November 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
2021-10-1	Persons Present	<u>Councillors</u> Trevor Apps (Chairman), Alison Youd, Deborah Woollard, Colin Woollard; <u>Invited speaker</u> Police Community Support Officer (PCSO) John Gorham <u>Officers</u> , Mr Michael Sharpe (Clerk to Newchurch Parish Council/ NPC), Mrs Valerie Denby (Responsible Financial Officer / RFO, NPC).	
2021-10-2	Apologies	Cllr Tony Goode.	
2021-10-3	Declarations of Interest	The Chairman reminded Councillors of their obligation to declare any interest, pecuniary or otherwise, before each item begins to be discussed.	
2021-10-4	Final Minutes of previous meeting	The minutes of the Parish Council meeting of 4 th October 2021 were examined and discussed and unanimously APPROVED. Proposed A Youd seconded C Woollard.	ACTION Clerk to place signed copy in Minute Book, and update website, by 1 st December.
2021-10-5	Matters Arising	Under <u>Minute 2021-9-15</u> Cllr D Woollard reported she had looked at several of the designs of dog waste and general bins currently available. She has had no contact with the originator of the request to discuss which might be most suitable. Councillors noted that the existing dog waste bins previously reported as over-full had been emptied by the usual contractors.	ACTION Clerk to bring forward costed options for 3 designs of bin to December meeting..
2021-10-6	Public Interval	PCSO Gorham addressed the Parish Council as part of Kent Police's Community Engagement programme. He informed Councillors of recent thefts in neighbouring parishes where detached barns and outhouses have been targeted by organised thieves who steal high-value machinery and vehicles at night. Kent Police have responded with enhanced deployment of the Rural Task Force (RTF) and by basing a full complement of police officers at Lydd to cover Romney Marsh and beyond. He answered Councillors' questions about issues local to Newchurch, and remained for the duration of the meeting. T Apps thanked PCSO Gorham for taking the trouble to swap shifts and attend the Newchurch Parish Council meeting.	ACTION Clerk to circulate by email the Rural Task Force (RTF) CRAG report and other Kent Police communications as received, to Councillors, for information, as soon as received.
2021-10-7	FINANCIAL REPORT	Responsible Financial Officer (RFO) Mrs Denby stated the bank balances to be £0.06 in the deposit account and £9,245.32 in the current account. The	

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		<p>cheque for £21.40 to HMRC signed at the October Parish Council meeting remains uncleared. The bank reconciliation therefore amounts to £9,223.98. There were no cheques for payment.</p> <p>On a Councillor's question about the engraving of the Spinney Memorial commissioned in June, Mr Sharpe reported that he had telephoned the contractor Cleverley Spencer. The delivery and installation of the plaques are due in mid-December, just within the 6-month timescale agreed.</p> <p>The Council RESOLVED to accept the report, proposed T Apps, seconded A Youd.</p>	
2021-10-8	Budget-setting Financial Year 22/23	<p>Mrs Denby informed the council of the recent email from Folkestone & Hythe District Council (FHDC) which requires a precept figure before 31st January 2022. A spreadsheet was then distributed for discussion. After consideration and debate, Newchurch Parish Council RESOLVED unanimously to set the precept at £5100 for FY 22/23 to allow continuing maintenance of NPC assets such as the playground. Proposed D Woollard, seconded C Woollard.</p>	<p>ACTION V Denby to notify FHDC when appropriate</p> <p>ACTION: All Councillors to consider spending plans for maintenance and special projects within FY22/23 at as early a stage as possible, and bring them forward for discussion.</p>
2021-10-9	Planning Matters	None received	
2021-10-10	Dog Waste in Norwood Lane	This subject was noted as having been discussed earlier in this meeting at 2021-10-5 above.	
2021-10-11	Jubilee Field Playground	<p>C Woollard reported that he had inspected the playground with the Playsafety Ltd report to hand. Councillors debated maintenance and improvements to the apparatus, the safety surfacing and the fence. NPC RESOLVED to carry out minor works as soon as possible and to plan for re-investment in FY 22/23. Proposed T Apps, seconded C Woollard.</p>	<p>ACTION T Apps to negotiate wooden fencing repairs with nominated contractor within FY 21/22.</p> <p>ACTION Clerk to bring costed options for surfacing renewal, to January meeting.</p>
2021-10-12	COVID-19 Risk Assessment	<p>Mr Sharpe presented the document he prepared while on an online training course arranged by Kent County Council. Its purpose is to minimise the spread of the disease at Parish Council meetings. After examination and debate, Councillors RESOLVED to follow the measures recommended, Proposed T Apps, seconded Colin Woollard. T Apps signed on behalf of NPC.</p>	<p>ACTION: Clerk to review the Assessment and update the document on a continuing basis, consulting with Councillors and meeting attendees.</p>
2021-10-13	Correspondence	None received	
2021-10-14	Exchange of information	<p>Mrs Denby brought bank mandate forms for completion after the meeting. Mr Sharpe agreed to circulate further information about the Westgate Industrial Estate matter. T Apps stated the new bench at The Spinney had arrived in good time for the Remembrance Sunday service.</p>	
2021-10-15	Next meeting	<p>The Council RESOLVED to hold its next meeting as planned at The Old Wool Store at 7.30pm on Monday 6th December 2021, subject to further COVID-19 and other restrictions intervening, proposed D Woollard, seconded C Woollard.</p>	<p>ACTION Clerk to update website, and prepare and circulate papers for December meeting, by 30th November.</p>

The Chairman declared the Parish Council meeting to be concluded at 8.56 pm. END.