

Newchurch Parish Council

Minutes of Meeting 2021-3 held by remote Zoom meeting on Monday 1st March 2021. 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
2021-3-1	Persons Present	Councillors Trevor Apps (Chairman), Andrew Cragg, Alison Youd, Tony Goode, Deborah Woollard; Mrs Valerie Denby (Responsible Financial Officer / RFO to Newchurch Parish Council/ NPC), Mr Michael Sharpe (Clerk to NPC).	
2021-3-2	Apologies	None	
2021-3-3	Declarations of Interest	The Chairman reminded Councillors of their obligation to declare any interest, pecuniary or otherwise before each item begins to be discussed.	
2021-3-4	Final Minutes of previous meeting	The minutes of the Parish Council meeting of 1 st February 2021 were examined and discussed and unanimously APPROVED. Proposed A Cragg, seconded D Woollard.	ACTION: Clerk to arrange Chairman's physical signature and update website, by 15 th March.
2021-3-5	Matters Arising	None.	
2021-3-6	Public Interval	No members of the public attended this online meeting	
2021-3-7	FINANCIAL REPORT	Mrs Denby reported that bank balances were £10,999.59 (current) and £0.06 (deposit), with one cheque for £52 (Print Junction Ltd, Ashford) remaining uncleared. There were no cheques for payment. The Council appointed Mrs Bruce as Internal Auditor for Financial Year (FY) 21/22, proposed T Apps, seconded A Cragg, all in favour. The RFO's report was accepted, proposed T Apps, seconded A Youd, all in favour.	ACTION: V Denby to reclaim VAT at earliest convenience ACTION: A Cragg to liaise with V Denby for FY 20/21 year-end calculations and reports, by 5 th April
2021-3-8	Planning Applications	The Council examined the Planning Portal documents for 21/0251/FH Brooker Farm, Newchurch Lane, Newchurch, TN29 0DT <i>Erection of a single storey rear and side extension</i> . A Cragg declared an interest in this matter as he is the applicant, and left the meeting at 7.38pm. The remaining Councillors were quorate, and after discussion the Council RESOLVED to 'support'. Proposed A Youd, seconded D Woollard, all in favour. A Cragg rejoined the meeting at 7.42pm	ACTION: Clerk to access Planning Portal by 4 th March to notify 'support'.
2021-3-9	NPC Financial Regulations change	The Council discussed the current NPC rules requiring the Clerk to obtain written estimates from contractors before a contract is entered into. Above a certain ceiling, <u>three</u> written estimates are required, and the Council debated raising this ceiling from £100 (Financial Regulation 11 (1)). Considering future ceilings of £300 and £500, the Council RESOLVED to set this ceiling at £500. Proposed A Cragg, seconded T Goode, all in favour.	ACTION: Clerk to amend the NPC Financial Regulations text as necessary, and arrange for upload to newchurchvillage.org website, by 15 th March.

Unique Minute Number	Agenda Heading	Record	Action by whom and within what timescale
2021-3-10	Missing street lamp	The Clerk informed the Council of the actions he had taken in accordance with Minute 2021-2-9, and the email reply he had received and circulated from FHDC Highway Engineer (Transportation). This showed a reluctance to re-instate this particular lighting installation following the storm damage. After considering the wishes of nearby residents, the Council RESOLVED to press for reinstatement of a working public streetlamp at this location. Proposed A Cragg, seconded D Woollard, all in favour.	ACTION Clerk to pursue further correspondence and agree a plan of action with FHDC Councillors, KCC Highways Engineers, and other bodies involved, and report to April meeting.
2021-3-11	Annual meetings in May	The Clerk updated Councillors with the prospective changes to Government restrictions on public meetings, and the advice received from Kent Association of Local Councils (KALC). Councillors agreed to prepare for online-only Annual meetings in case of need.	ACTION Clerk to update Councillors on changing requirements and advice, by email, as necessary.
2021-3-12	'Zoom protocol'	The Clerk screen-shared the draft document for consideration. After discussion the Council RESOLVED to adopt the principles of the protocol, and amend meeting procedures as necessary.	ACTION Clerk to formalise the protocol and prepare a standard text for reading out to attendees before Zoom meetings commence, by 31 st March
2021-3-13	Correspondence: Action with Communities in Rural Kent (ACRK) membership for 2021/22	The Council considered the invitation to join ACRK this year. After discussion it RESOLVED to decline the invitation, on the grounds that NPC's existing membership of KALC offers sufficient benefits on a cost-effective basis.	ACTION Clerk to inform ACRK by email, by 15 th March.
2021-3-14	Exchange of informal information	D Woollard informed the Council that she was hoping to attend the KALC Councillor online training later in the month. T Goode informed the Council as a matter of courtesy that he intends to stand for election to Kent County Council in May 2021, V Denby asked about the flags displayed in the village, especially those on the Village Sign. Those at the Spinney memorial were also mentioned, and those present thought it a good idea to have a clear protocol for which flags are flown on what occasions. A Cragg updated the meeting about the Jubilee Field fencing and ditch. T Apps noted that flytipping continues to be a major problem in the parish. He commended all the public-spirited residents who improve the street scene by picking up litter on an informal basis.	
2021-3-15	Next meeting	Monday 12th April 2021 7.30pm virtually on Zoom or under 'hybrid meeting' protocol at The Old Wool Store Brooker Farm, Newchurch depending on emergency restrictions in force.	ACTION Clerk to circulate agenda and papers, and update website, by 6 th April.

The Chairman declared the Parish Council meeting to be concluded at 8.25 pm. END.