



Newchurch Parish Council

Minutes of Meeting 2020-7 held by remote Zoom meeting on Monday 5th October 2020. At 7.35 pm Chairman Cllr Apps welcomed all participants to the Ordinary Parish Council Meeting.

Unique Minute No	Agenda Heading	Record	Action by whom and within what timescale						
2020-7-1	Persons Present	Councillors Trevor Apps (Chairman), Andrew Cragg, Deborah Woollard, Alison Youd, Tony Goode, Mrs Valerie Denby (Responsible Financial Officer / RFO to Newchurch Parish Council), Mr Michael Sharpe (Clerk to Newchurch Parish Council)							
2020-7-2	Apologies	None							
2020-7-3	Declarations of Interest	The Chairman reminded Councillors of their obligation to declare any interest, pecuniary or otherwise, during the course of each item as it arises.							
2020-7-4	Final Minutes of previous meeting	The minutes of the Parish Council meeting of 7 th September 2020 were examined and discussed and unanimously APPROVED. Proposed A Youd seconded A Cragg.	ACTION Clerk to arrange Chairman's signature, and make note on website by 16 th October.						
2020-7-5	Matters Arising	In examining the Minutes the Council noted that all action points had been addressed as appropriate.							
2020-7-6	FINANCIAL REPORT	<p>Mrs Denby reported that bank balances were £14,415.32 (current) and £0.06 (deposit), with nothing uncleared. The VAT reclaim had recently been received. The following cheque payments were authorised:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Michael Sharpe, Clerk</td> <td style="width: 30%;">Clerk Salary July to September inclusive</td> <td style="width: 30%; text-align: right;">£352.36</td> </tr> <tr> <td>HMRC</td> <td>Clerk Income Tax same period</td> <td style="text-align: right;">£5.60</td> </tr> </table> <p>proposed T Apps, seconded D Woollard, all in favour. The RFO stated that the £40 cheque payment to the Information Commissioner's Office authorised by Minute 2020-5-6 would also need signing.</p>	Michael Sharpe, Clerk	Clerk Salary July to September inclusive	£352.36	HMRC	Clerk Income Tax same period	£5.60	ACTION Treasurer to liaise with Chairman and Councillors for signatures on cheques.
Michael Sharpe, Clerk	Clerk Salary July to September inclusive	£352.36							
HMRC	Clerk Income Tax same period	£5.60							
2020-7-7	Planning and Tree Work Applications	The proposal 20/1147/FH/TCA "Pollard to a height of 40 feet of a Willow tree situated within a conservation area Street Farmhouse, Newchurch, TN29 0DZ" was discussed. The Newchurch Tree Warden reported, via Cllr Cragg, no objection. The Council RESOLVED unanimously to make no objection, proposed A Cragg, seconded T Apps. The Council then accessed the Planning Portal of Folkestone & Hythe District Council (FHDC) and screen-shared 20/1428/FH "Determination as to whether the prior approval of the Local Planning Authority is required for erection of an enclosed steel portal framed extension at Wills Farm, Wills Lane, Newchurch, TN29 0DT" , which had been emailed on 1 st October too late for inclusion in the agenda, with a closing date for comments of 23 rd October. After due consideration the Council RESOLVED	ACTION Clerk to make comments as appropriate on Planning Portal, by 6 th October.						

		to comment in favour of a positive determination that prior approval was NOT desirable from the Council's viewpoint. Proposed A Cragg, seconded D Woollard.	
2020-7-8	Update - Standing Orders and Financial Regulations'	The Council discussed the National Association of Local Councils' (NALC) Model governance documents. A Youd and T Apps had spent some time tailoring these to Newchurch's situation and requirements. After suggesting some amendments to the drafts, and after due consideration, the Council RESOLVED to adopt them in their modified form, proposed T Apps, seconded A Youd, all in favour.	ACTION A Youd to forward final text of both documents to Clerk for reference, and to A Cragg for inclusion on the website, by end October.
2020-7-9	Update - Clerk and Treasurer Contracts of Employment	The Council proceeded to discuss the NALC Model Contracts, as adapted by the Clerk. After discussing and agreeing amendments, the Council RESOLVED to issue the contracts to the Clerk and Treasurer/RFO.	ACTION Clerk to finalise text of documents as agreed, and send to T Apps to sign 2 copies of each contract on behalf of Newchurch Parish Council, as soon as possible.
2020-7-10	Playground equipment replacement / repair	The Clerk recapped the information he had emailed regarding complete replacement of the damaged Pull-Up Bars. T Apps stated another contractor had proposed a repair of the damaged post at a much lower cost. The findings of the Playground Inspection Report in July 2020 were also discussed. After due consideration the Council RESOLVED to pursue further quotes for repair. Proposed T Apps, seconded D Woollard	ACTION Clerk to approach known contractors for quotes on repair and replacement, and email these to Councillors, by 16 th October.
2020-7-11	Exchange of informal information	Councillors discussed further projects to be undertaken in the playground, including improvements to the fencing. Thanks were given to D Woollard's husband for installing the replacement litter bin by the stile to the public footpath at the Donkey Field. Further improvements to the look of the bus shelter were desirable. Councillors noted public disquiet at the shooting of birds near Brooker Farm at 5.30am one morning recently, waking people up. A Cragg reported on progress with 3 elements of The Spinney Airfield Memorial, and hopes to notify completion in due course.	ACTION Clerk to email FHDC again re bus shelter. ACTION .All Councillors to monitor Fifth Continent website and newsletters where possible.
2020-7-12	Next meeting	Monday 2nd November 2020 7.30pm virtually on Zoom or at The Old Wool Store Brooker Farm, Newchurch depending on emergency restrictions in force one week beforehand.	ACTION Clerk to circulate agenda and papers, and update website, by 27 th October.

The Chairman declared the Parish Council meeting to be concluded at 8.34 pm.