



## Newchurch Parish Council

**Minutes** of Meeting 2021-4 held by remote Zoom meeting on Monday 12<sup>th</sup> April 2021. At 7.30 pm Chairman Cllr Apps welcomed all participants to the Ordinary Parish Council Meeting. As a mark of respect to HRH Prince Philip the Duke of Edinburgh, who died on Friday 9th April 2021, the Council observed a minute's silence. These Minutes appear with a black border under the same protocol.

Unique Minute Number	Agenda Heading	Record	Action by whom and within what timescale
2021-4-1	Persons Present	<u>Councillors</u> Trevor Apps (Chairman), Andrew Cragg, Alison Youd, Tony Goode, Deborah Woollard; <u>Officers</u> Mrs Valerie Denby (Responsible Financial Officer / RFO to Newchurch Parish Council/ NPC), Mr Michael Sharpe (Clerk to NPC).	
2021-4-2	Apologies	None	
2021-4-3	Declarations of Interest	The Chairman reminded Councillors of their obligation to declare any interest, pecuniary or otherwise before each item begins to be discussed.	
2021-4-4	Final Minutes of previous meeting	The minutes of the Parish Council meeting of 1 <sup>st</sup> March 2021 were examined and discussed and unanimously APPROVED. Proposed A Youd, seconded A Goode.	<b>ACTION</b> Clerk to arrange Chairman's physical signature postally and update website, by 25 <sup>th</sup> April.
2021-4-5	Matters Arising	Under Minute 2021-3-10 (Missing street lamp) the Clerk reported that he had sent emails to Folkestone & Hythe District Council (FHDC) as the owners of the lamp, Kent County Council (KCC) as the Highways Authority, and telecoms and electricity service providers. He has received acknowledgements from the first two, but as yet no proposals for action.	<b>ACTION</b> Clerk to pursue correspondence and keep residents and Councillors informed by email on continual basis.
2021-4-6	Public Interval	No members of the public attended this online meeting.	
2021-4-7	FINANCIAL REPORT	Mrs Denby reported that bank balances were £11,568.12 (current) and £0.06 (deposit), with no incoming or outgoing cheques remaining uncleared. There were 4 cheques for payment as follows: Hopkins, St Mary's Bay, <i>Defibrillator parts replacement</i> , £68.50 + £13.70 VAT = £82.20 total Darren Godden, Romney Marsh <i>Hire of Digger for Jubilee Field ditch clearance</i> £200 +£40 VAT = £240 total M Sharpe (Clerk) <i>Salary Jan-Mar 2021 inclusive</i> £407.16 HMRC <i>Clerk's Income Tax Jan-Mar 2021 inclusive</i> £19.20	<b>ACTION:</b> V Denby to arrange Internal Auditor's report for AGAR process, at earliest convenience <b>ACTION:</b> A Cragg to liaise with V Denby and M Sharpe on AGAR documentation, before next meeting.

Unique Minute Number	Agenda Heading	Record	Action by whom and within what timescale
		The RFO's report was accepted and the payments approved, proposed T Apps, seconded A Youd, all in favour.	
2021-4-8	Kent Association of Local Councils (KALC) membership and subscription payment	The Council examined the invoice and covering letters received from KALC by email. After debate, it RESOLVED to renew the subscription for a further year at a rate of £185.71. Proposed A Cragg, seconded T Apps, unanimous.	<b>ACTION:</b> Clerk to forward the invoice to V Denby as soon as possible, for payment by cheque forthwith.
2021-4-9	Planning Applications, Listed Building Consents, Tree Works	No new ones received. The Council noted that Cllr Cragg's application 21/0251/FH was approved on 1 <sup>st</sup> April with the customary conditions. The Officer's Report and other documents are available online at the FHDC Planning Portal.	
2021-4-10	NPC representative to go to FHDC Planning Forum Online	The Council noted the invitation from FHDC and Cllr Goode volunteered to attend online on Thursday 29 <sup>th</sup> April 5pm start. Proposed T Goode, seconded T Apps, all in favour.	<b>ACTION</b> T Goode to attend and report to next NPC meeting
2021-4-11	Correspondence	The Council reviewed email received from FHDC about the English Government's 'Welcome Back' funding opportunities; and from British Legion Industries regarding the commemoration of VE Day on May 8 <sup>th</sup> 2021. After discussion it RESOLVED to take no further action, proposed T Goode, seconded D Woollard	<b>ACTION</b> Clerk to reply to emails as appropriate, by 25 <sup>th</sup> April.
2021-4-12	Clerk's contract	The Clerk referred to two matters for succession planning/employment contracts. Since there were no members of the public present, the Council did not find it necessary to go into private session. With an eye to the 22/23 NPC budget, there is a necessity to review hourly pay rate, number of contracted hours and associated matters. After discussion the Council RESOLVED to program an Item within a future meeting to decide on future arrangements (without the Clerk or public/Press present for that Item). Proposed A Youd, seconded T Apps	<b>ACTION</b> Clerk to prepare a confidential 'Position paper' for Councillors giving options for alterations to pay rates, hours of work and associated considerations, to be circulated by 6 <sup>th</sup> May 2021.
2021-4-13	Exchange of informal information	T Apps stated that a replacement for the stolen Village Gateway sign, in traditional format, was being arranged. A Cragg asked about funeral and mourning protocols for HRH Prince Philip Duke of Edinburgh, particularly relating to flags. Cllr Apps was able to give details of the requirements.	
2021-4-14	Next meetings	The Clerk updated Councillors to say that uncertainties about dates and formats of Annual Meetings have yet to be resolved. The Council RESOLVED to await the outcome of a NALC court case on 21 <sup>st</sup> April, proposed D Woollard, seconded T Apps.	<b>ACTION</b> Clerk to monitor the position carefully and email NALC advice to Councillors with despatch.

The Chairman declared the Parish Council meeting to be concluded at 8.30 pm. END.