



Newchurch Parish Council

Minutes of Meeting 2022-5 held on Tuesday 3rd May 2022 in person in The Community Room, Newchurch Village Hall, Romney Marsh, TN29 0DP. At 8.02 pm Chairman Cllr Colin Woollard welcomed all participants to the Annual Parish Council Meeting.

Unique Minute Number	Agenda Heading	Record	Action by whom and within what timescale
2022-5-1	Persons Present	<u>Councillors</u> Colin Woollard (Chairman), Tony Goode, Alison Youd, Deborah Woollard <u>Officer</u> , Mr Michael Sharpe (Clerk & Responsible Financial Officer RFO to Newchurch Parish Council/ NPC)	
2022-5-2	Apologies	None	
2022-5-3	Election of Parish Council Chairman and Vice-Chairman 2022-23	There was one nomination for Chairman, Colin Woollard, elected unanimously. There was one nomination for Vice-Chairman, Alison Youd, elected unanimously. The Chairman signed the Declaration of Acceptance of Office, witnessed by the Clerk.	<u>ACTION Clerk</u> to place signed Chairman's DoAoO in Minute Book straightway.
2022-5-4	Approval of minutes of the previous meeting	The minutes of the Parish Council meeting of 4 th April 2022 were examined and discussed and unanimously APPROVED. Proposed A Youd seconded D Woollard.	<u>ACTION Clerk</u> to place signed copy in Minute Book straightway, and update website, by 18 th May.
2022-5-5	Matters arising	None	
2022-5-6	Co-option of new Councillor	A name has been put forward for co-option at the start of the June meeting.	<u>ACTION Clerk</u> to post Induction Pack to potential co-optee, by 20 th May
2022-5-7	FINANCIAL REPORT A. B.	Mr Sharpe stated that the handover from the previous Treasurer / Responsible Financial Officer was now complete. He produced a Bank Reconciliation to show NPC bank balances stood at £0.06 in the deposit account and £5,231.41 in the current account on 1st April (start of financial year), with monies at bank on 3rd May (date of this meeting) £0.06 and £9,876.67 respectively, mainly due to the 22/23 precept having been received. <u>Cheques for payment (on the agenda):</u> Kent Association of Local Councils Membership 22-23 £155.42 +VAT £31.03 = £186.50 BHIB Ltd Insurance 22-23 £270.11 No VAT <u>TOTAL £456.61</u> The Council RESOLVED to accept the report and to make these payments, proposed C Woollard, seconded A Youd. The RFO notified Councillors that the invoices for the two jobs on Jubilee Field playground completed on 26 th April were received too late for inclusion on this	<u>ACTION Clerk</u> to process payments and post to payees as soon as possible.

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	C. D.	agenda. After debate the Council agreed to pay both these late invoices under Financial Regulation 6.6 and ratify the amounts of £1,675.92 and ££1,051.20 including VAT within the agenda for the June meeting. Mr Sharpe then advised the Council that the Council was under the receipts/payments threshold 21/22 of £25,000, and could therefore claim exemption from the 'limited assurance' external audit. After debate the Council RESOLVED to sign and forward the Exemption Certificate AGAR 21/22 to PKF Littlejohn presently; and to complete the Annual Governance Assurance Review at the June meeting. Mr Sharpe requested two signatories to countersign a 'change of details' letter to the NPC bankers.	<u>ACTION Clerk</u> to note payments on June agenda. <u>ACTION Clerk</u> to scan and email the Exemption Certificate by 8 th May. <u>ACTION Clerk</u> to post letter to bank by 8 th May.
2022-5-8	Planning Matters	<u>22/0376/FH 3 Rectory Close</u> Councillors debated and RESOLVED to support the application, proposed D Woollard, seconded A Goode.	<u>ACTION Clerk</u> to notify support to the FHDC Planning Portal by 5 th May.
2022-5-9	Jubilee Celebrations June 2022	Mr Sharpe informed Councillors of the progress of the application for a KCC grant towards Jubilee celebrations. In connection with this, Councillors agreed to adopt the draft Safeguarding Policy.	<u>ACTION Clerk</u> to proofread the draft Policy and incorporate into Council documents.
2022-5-10	Annual review of Council General Power of Competence	Under the Localism Act 2011 Newchurch Parish Council noted that its General Power of Competence lapsed because of too few Councillors being elected rather than co-opted. The Clerk advised that this was a technical change which should have no major effect on Parish Council decisions or activities until the election of a new Parish Council in May 2023.	<u>ACTION Clerk</u> to prepare for NPC to reassume GPOC in May 2023.
2022-5-11	Annual review NPC Standing Orders / Financial Regulations/ Asset / Risk Registers	Under Standing Order 5(j).v to x. the Council reviewed these documents and RESOLVED to make no changes.	
2022-5-12	Appointment of Internal Auditor 2022-23	The Council after due debate RESOLVED to offer the contract to act as Internal Auditor 22/23 to the independent person who had carried it over previous years.	<u>ACTION Clerk</u> to draft and send 'letter of engagement' by 31 st May, and notify June meeting of reply.
2022-5-13	Exchange of information	A councillor asked if training in specific areas of Parish Council work, such as Planning or Finance, might be appropriate. Councillors also noted the repairs outstanding to the playground, including the sign / plaque no longer fixed in position.	
2022-5-14	Meetings 2022	The Council RESOLVED to hold its Ordinary Parish Council Meetings for the rest of 2022/23 at 7.30 pm on the first Monday of each month (BUT 3rd Monday in July AND excluding August,) preferably at The Old Wool Store, Brooker Farm, Newchurch, proposed C Woollard, seconded D Woollard.	<u>ACTION Clerk</u> to diarise, update website, and book venue. The June meeting will therefore be 6/6/22.

The Chairman declared the Parish Council meeting to be concluded at 8.46 pm. END.