

Newchurch Parish Council

Minutes of **Meeting 2022-9** held on Monday 3rd October 2022 in person in The Old Wool Store, Brooker Farm, Newchurch Lane, Romney Marsh, TN29 0DT. At 7.33 pm the Chairman Colin Woollard thanked all those present for attending, and opened the Ordinary Parish Council Meeting.

Unique Minute Number	Agenda Heading	Record	Action by whom and within what timescale
2022-9-1	Persons Present	<u>Councillors</u> Tony Goode, Alison Youd, Colin Woollard , Deborah Woollard, James Farrant; <u>Officer</u> , Mr Michael Sharpe (Clerk & Responsible Financial Officer RFO to Newchurch Parish Council/ NPC).	
2022-9-2	Apologies	None.	
2022-9-3	Declarations of Interest	None.	
2022-9-4	Approval of minutes of the previous meeting	The minutes of the Parish Council meeting of 5th September 2022 were examined and discussed and unanimously APPROVED. Proposed D Woollard seconded J Farrant.	ACTION Clerk to place signed copy in Minute Book straightway, and update website, by 30 th October.
2022-9-5	Matters arising	<u>2022-8-9</u> Cllrs Farrant and C Woollard had further inspected the playground equipment and recommended engaging a contractor for one or two specific jobs, including the cable runway and the shelter. This would include rust removal and repainting on perhaps two occasions per year. T Goode offered a possible contact for the basic maintenance work. <u>2022-8-10</u> Mr Sharpe informed the Council that the two local contractors approached specifically for weed clearance of the bark chipping area had turned the task down. He had approached 4 other possible firms further afield. Councillors noted that there was no weed-proof membrane in place, and asked the Clerk to obtain quotes and availability for installation from specialist contractors.	ACTION T Goode to email other Councillors and Clerk with details of contact if agreed to undertake the jobs, when convenient. ACTION Clerk to ask for quotes, and report to next meeting.
2022-9-6	Public Interval	No members of the public were present.	
2022-9-7	FINANCIAL REPORT	As RFO, Mr Sharpe referred to financial reports in the form of the Receipts and Payments Ledger, the Working Budget 22/23, and the Summary of Earmarked Reserves, previously circulated by email. He also produced a Bank Reconciliation showing monies at bank on 3 rd October as £7007.89 (before the cheques for payment below are taken into account). <u>Cheques for payment :</u> Brooker Farms, Newchurch <i>Grass mowing in village field Jan-Dec 2022</i> £550 + VAT £110 = £660 Kent Association of Local Councils, Dover <i>2 Training courses for Councillors:</i> <i>Cheque 1 playground inspection course</i> £66.67 +£13.33 VAT = £80 <i>Cheque 2 dynamic councillor</i> £50.00 + £10.00 VAT = £60 Michael Sharpe (Clerk) <i>Quarterly salary in arrears 4th July to 3rd October 2022</i> £469.80 (no VAT) 4 Cheques TOTAL £1269.80	ACTION Clerk/RFO to file paper bank statement recently received via C Woollard. ACTION Clerk to post cheques and update internal records as soon as convenient.
		The Council RESOLVED to accept the report and to sign these cheques. Proposed A Youd, seconded T Goode.	

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		<p>Mr Sharpe stated that NPC's bankers have still not changed the contact address as requested.</p> <p>He recommended a change in earmarked reserve amounts in advance of the 2023 Parish Council elections, for which Folkestone & Hythe District Council (FHDC) will invoice NPC. After due debate, Councillors RESOLVED to transfer £1600 between unallocated 'contingency' reserve and earmarked 'election reserve' heads.</p>	<p>ACTION Cllr C Woollard to contact bank helpline or online chat to expedite matters.</p>
2022-9-8	Planning	<p>22/1487/FH, <i>Norwood House, Norwood Lane, Newchurch, TN29 0DU Single storey side extension, and the change of use of a small area from agricultural land, to residential</i> After due debate the Council RESOLVED to support this application.</p>	<p>ACTION Clerk to notify decision to FHDC Planning Portal by 4th October.</p>
2022-9-9	Cost of Living Crisis	<p>After discussion of methods of signposting residents to sources of help, Councillors RESOLVED to update both the Notice Board and the website page with suitable content.</p>	<p>ACTION All Councillors to research sources of help. ACTION T Goode to report to November meeting.</p>
2022-9-10	Internal Auditor (IA)	<p>Mr Sharpe reminded Councillors of the need to appoint an Internal Auditor under the terms of the 'Proper Practices' document in good time for financial year-end. Councillors agreed to seek quotes from the practitioners on the Kent Association of Local Councils (KALC) guidance list.</p>	<p>ACTION Clerk to request quotes and availability from local IAs, and report to November meeting.</p>
2022-9-11	Correspondence	<ol style="list-style-type: none"> 1. A resident emailed about the poor state of a Kent Highways village sign on the southern approach to the village. 2. A survey completion request had been received by email from Neighbourhood Watch. 	<p>ACTION Clerk to use photo and location info to make report on Kent Highways website, by October 4th. ACTION Cllr D Woollard to make any necessary response.</p>
2022-9-12	Exchange of information	<p>D Woollard confirmed with the Clerk that the Draft minutes of NPC meetings are required to be publicised on the website within 28 days, under the Government's Transparency Code (2015).</p> <p>A Youd requested the agenda item for 'Precept Setting' at the November meeting should be linked to NPC's actions on the cost of living crisis.</p> <p>Councillors also looked forward to the Coronation of King Charles, which is likely to be held on a date early in June 2023.</p>	
2022-9-13	Date, time and place of next Parish Council Meeting	<p>The Council RESOLVED to hold its next Ordinary Parish Council Meeting at The Old Wool Store, Brooker Farm, Newchurch, on Monday 7th November at 7.30pm, unless circumstances intervene.</p>	<p>ACTION Clerk to book venue and circulate Agenda etc. by 1st November.</p>

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