

## Newchurch Parish Council

Minutes of the meeting held at 7.30 pm in the Old Wool Store, Brooker Farm, Newchurch TN29 0DT on **Monday 18th September 2017**. At 7.30 pm Chairman Cllr Apps declared the meeting to be quorate. Clerk Mr Sharpe went on to record the following:

<i>Unique Minute No</i>	<i>Agenda Heading</i>	<i>Record</i>	<i>Action by whom and within what timescale</i>
2017-8-1	Persons Present	Chairman Cllr Trevor Apps Vice Chairman Cllr Andrew Cragg Cllr Brian Sneyd, Cllr Kevin Shaw (part) Mrs Valerie Denby (Treasurer and Responsible Financial Officer of Newchurch Parish Council) Mr Michael Sharpe (Clerk to Newchurch Parish Council)	
2017-8-2	Apologies	Cllr Neale Waters (ill-health)	
2017-8-3	Declarations of Pecuniary Interest	None regarding the business notified on the agenda. The Chairman reminded Councillors to declare any interest during the course of the items as they arose.	
2017-8-4	Approval of Final Minutes of previous meeting	The printed and website copies of the minutes were examined and discussed and unanimously APPROVED Proposed Cllr Cragg seconded Cllr Sneyd	<b>ACTION Clerk</b> to place signed copy of paper minutes in Minute Book and update website before end September.
2017-8-5	Matters Arising from those Minutes	<p>2017-7-5 Cllr Cragg demonstrated that the link to the Declarations of Interest held by Shepway District Council was now available from the Parish Council section of the Newchurch Village website <a href="http://www.newchurchvillage.org">www.newchurchvillage.org</a></p> <p>2017-7-5 The Clerk reported on further development of the Financial Risk Register, and handed a paper copy of the latest draft to the Responsible Financial Officer</p> <p>2017-7-11 The Chairman signed the letter to Damian Collins MP regarding National Health Service issues on Romney Marsh</p> <p>2017-7-11 The Chairman also reported back on a Romney Marsh Forum meeting he had attended on 7<sup>th</sup> September when Dr Jonathan Bryant, Clinical Chair, NHS South Kent Coast Clinical Commissioning Group discussed the issues and solutions around GP surgery and associated services. Ham Street Surgery was mentioned as a model of sustainable future provision.</p> <p>2017-7-11 The Clerk confirmed he had notified Kent Resilience Forum and Romney Marsh Forum of Cllr Waters' interest in Flood Warden Training, and showed the Council a copy of the template for a Community Flood Plan</p>	<p><b>ACTION Clerk</b> to continue to develop the Risk Register following guidance from Kent Association of Local Councils (KALC) and the Society of Local Council Clerks (SLCC), and distribute the drafts via Dropbox, by the date of next meeting 2<sup>nd</sup> October.</p> <p><b>ACTION Clerk</b> to monitor training opportunities and to research current partnership documents and actions, in conjunction with Cllr Waters, on a continuing basis.</p>

	NOTE : Cllr Shaw joined the meeting at 7.49 pm	<p>2017-7-12 (a) Cllr Cragg reported he had been in contact with the Pond Volunteers. An agreed method of carrying out maintenance by digger has been discussed and probable costs falling on the Parish Council were estimated at £100+</p> <p>2017-7-12 (b) Cllr Cragg has identified a commercial supplier of bark chippings for the surround of the play equipment, who will deliver to site. It remains to estimate the total quantity of specialised 'children's playground bark chippings' in litres which will be needed for this task. After discussing this issue, the Parish Council accepted the plan to purchase an initial number of 90-litre bags for a trial fill of the play area to recommended depth, followed by a subsequent purchase as necessary, to be funded from within allocated budget.</p>	<p><b>ACTION</b> Cllr Cragg to continue to manage the clearance task on behalf of the Parish Council.</p> <p><b>ACTION</b> Cllr Cragg to continue to manage the bark chippings replenishment task on behalf of the Parish Council.</p>
2017-8-6	FINANCIAL REPORT	<p>Mrs Denby presented her report and demonstrated the Expenditure and Budget updates on an on-screen spreadsheet. A request for payment for grass mowing in the sum of £660 including VAT had been received from Brooker Farms. At this point Cllr Cragg declared an interest in the business under discussion, and took no further part in this item. The Parish Council AGREED to accept the report and to authorise the payment. Proposed T Apps, seconded B Sneyd.</p> <p>Mrs Denby went on to notify the Council of the receipt of the document from the External Auditor PKF Littlejohn signifying that their statutory audit of the Parish Council Accounts and Governance for 2016/17 had been completed with no issues.</p>	<p><b>ACTION</b> Cllr Cragg to arrange upload of the Notice of Conclusion of Audit and Annual Return to the Newchurch Village website,</p>
2017-8-7	Spinney Airfield Tribute 23 <sup>rd</sup> September 2017 update	<p>Cllr Cragg distributed an organisation spreadsheet detailing arrangements. Cllr Shaw stated he had brought the three flags to be used in the unveiling to the meeting, and was due to try out the method of their unfurling to unveil the monuments with Cllr Apps the following day.</p> <p>Cllr Cragg also distributed a written copy of the Risk Assessment for the day's events as required under the Parish Council's Policy of Insurance No LC/M/002837 and this was discussed in detail. The Council APPROVED the document and thanked Cllr Cragg for all his hard work - Proposed T Apps seconded B Sneyd.</p>	<p><b>ACTION</b> Cllr Apps and Cllr Shaw to develop a satisfactory method.</p> <p><b>ACTION</b> Cllr Cragg to retain ownership of the risk minimisation process on behalf of the Parish Council.</p>
2017-8-8	Bumblebee Project further update	Cllr Cragg reported that volunteers and staff from the project had created some enhancement plots in the Spinney on 10 <sup>th</sup> September. This had left some turf piles which looked a little amiss.	
2017-8-9	PLANNING MATTERS	<p>Y17/0727/SH Refusal by Shepway District Council of permission for the works planned at Mill Rock Cottage 4 Lower New Rents. The Council discussed this in general terms.</p> <p>Y17/0832/SH New Application for Listed Building Consent for replacement timber windows and French doors at The Manor House Newchurch. The Council was able</p>	

		to view the application and some details online through the Shepway District Council Planning Portal. After general discussion the Council offered no comment on the application.	
2017-8-10	Correspondence received from outside bodies	<p>1) the Clerk made the Council aware of approaches from Affinity Water and South East Water who are asking for 'stakeholder input' on several of their statutory consultations. These include the draft Water Resources Management Plans and the draft Drought Plan. The Council noted that Affinity Water is a supplier from an adjoining supply area (Folkestone/Hythe/Dymchurch), and as far as is known the majority of premises in Newchurch are supplied by South East Water. After general discussion the Council asked the Clerk to research and monitor the situation, with a view to making an appropriate response at the right time.</p> <p>2) the Clerk made the Council aware of the Kent Association of Local Councils approach to member Councils regarding the Government's consultation on the broadband universal service obligation proposals. These if enacted will place constraints on broadband supply companies and may change the costs and logistics of broadband supply to customers in Newchurch, to encourage business and improve domestic access to networks. After general discussion the Council reserved judgement on responding to the consultation</p> <p>3) the Clerk brought forward the invitation to Shepway District Council's Town &amp; Parish User Group Meeting on 3<sup>rd</sup> October (agenda in preparation) and the Council deferred nomination of representatives until the next meeting, which occurs the day before the User Group</p>	<p><b>ACTION Clerk</b> to monitor further Emails and prepare a short position paper on water supply industry issues locally, by next meeting</p> <p><b>ACTION Cllr Cragg</b> to place Water Company links on website by 2<sup>nd</sup> October</p> <p><b>ACTION Clerk</b> to email KALC document to Cllr Cragg, for further consideration, by 22<sup>nd</sup> September</p> <p><b>ACTION Clerk</b> to place the matter on the agenda for the Council's 2<sup>nd</sup> October meeting</p> <p><b>ACTION Clerk</b> to inform Cllr Waters by Email, and place the invitation on the agenda for the Council's 2<sup>nd</sup> October meeting</p>
2017-8-11	Any other business	<p>a) Cllr Cragg returned the original Insurance Policy documents to the Clerk for safe keeping</p> <p>b) Cllr Shaw drew attention to an electronic speed reminder '30 mph' sign in Bilsington which has recently been installed. He went on to offer to contact a member of Bilsington Parish Council with a view to initiating a project to install a similar sign or signs within Newchurch Parish Council area.</p> <p>c) Cllr Shaw also asked about the level of support for vulnerable adults in Newchurch in relation to the Vulnerability Project. A discussion then ensued around the methods of denoting adults as 'vulnerable' in relation to the Severe Weather Plan, and whether self-nomination was appropriate.</p>	<p><b>ACTION Cllr Shaw</b> to make approach and report back on feasibility, at or before the Council meeting on Monday 6<sup>th</sup> November</p> <p><b>ACTION Chairman</b> to liaise with Cllr Walters as Vulnerability Project Leader and inform Cllr Shaw directly of present arrangements, as soon as is convenient. <b>Cllr Cragg</b> to review the previous website footprint on this issue and re-post if appropriate</p>

Date and place of the next Parish Council Meeting were agreed as Monday 2nd October 2017 at 7.30 pm at the Old Wool Store, Brooker Farm, Newchurch TN29 0DT. There being no further business, the Chairman declared the meeting to be concluded at 9.10 pm