

Newchurch Parish Council

Minutes of the meeting held at 7.30 pm in the Old Wool Store, Brooker Farm, Newchurch TN29 0DT on Monday **2nd October 2017**. At 7.33 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>
2017-9-1	Persons Present	Chairman Cllr Trevor Apps Vice Chairman Cllr Andrew Cragg Cllr Brian Sneyd Cllr Neale Waters Mrs Valerie Denby (Treasurer and Responsible Financial Officer of Newchurch Parish Council) Mr Michael Sharpe (Clerk to Newchurch Parish Council)	
2017-9-2	Apologies	None received.	
2017-9-3	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.	
2017-9-4	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.	ACTION Clerk to place signed copy of paper minutes in Minute Book immediately, and update website before 28th October.
2017-9-5	Matters Arising from those Minutes	2017-8-5 The Clerk reported the Financial and Information Risk Register was nearing completion, and had emailed a copy to Mrs Denby, but found trouble sharing it on Dropbox® due to the permissions settings. 2017-8-5 The Clerk noted that Cllr Waters' Flood Warden Training session was planned within 7 days, at no cost to the Council except travel to and from East Malling and out-of-pocket expenses. 2017-8-11(c) Cllr Cragg demonstrated that the website now contains a Vulnerability Project form accessible from the front page.	ACTION Cllr Waters to attend the Training if at all possible, submit expenses claim to the Treasurer as soon as possible after attending, and report back to the Council on 6 th November.
2017-9-6	FINANCIAL REPORT	Mrs Denby presented her report and informed the Council that the bank reconciliation end September 2017 was exactly correct. Cllr Cragg informed the meeting that several sponsors had given money for the Memorial Unveiling to the aggregate amount of £1210, and these individuals and businesses were thanked for their support. The Parish Council AGREED to accept the report and to authorise the following payments. Proposed A Cragg, seconded B Sneyd.	

Top Bananas Print & Publicity, New Romney	(banners for Unveiling)	£80
Newchurch Village Hall	(use of hall on Unveiling day)	£32
R C Thompson, Snargate	(catering for Unveiling day)	£800
St John Ambulance	(precautionary provision of ambulance for Falcons Parachute team)	£299
HMRC	Clerk NI	£7.23
Parish Clerk M Sharpe	Wages May-Sep	£471.96

Cllr Cragg went on to identify the costs of the event against monies dedicated to the project in the Reserve 2 section of the budget, and after some discussion the Council AGREED to post a deficit of £233.40 on the Memorial Unveiling event to be adjusted later in the budget review process. Proposed B Sneyd, seconded N Waters

Cllr Cragg also followed up on Minutes 2017-7-12 and 2017-8-5 regarding the replenishment of the layer of bark chippings in the playground, 16 bags had already been purchased, with free delivery, and an extra 40 are needed, giving a total proposed expenditure of £230.70. This figure is within the budget for playground expenditure, and the Council after discussion AGREED to fund this purchase. Proposed T Apps, seconded B Sneyd.

Chairman T Apps expressed the Parish Council's thanks to Brooker Farms staff for putting in 32 hours of maintenance work on the playground prior to the inspection in July (Minute 2017-7-12 (b) refers). Repayment of expenditure on consumables for the maintenance programme is likely to be requested at the next Parish Council meeting.

ACTION: Cllr Cragg to liaise with Treasurer on the correct allocation of budget heads by year end in March 2018.

2017-9-7 Spinney Airfield Tribute 23rd September 2017 - after action review

Cllr Apps thanked Councillors for contributing to a very successful event, especially Cllr Cragg who had shouldered the burden of the bulk of organising the day. The radio coverage by Dominic King on Radio Kent was much appreciated. Cllr Waters reported a lot of positive comments, and Cllr Cragg read out some of the complimentary Emails he had received, including that from Father Matthew Buchan, Rural Dean of Malling, who had officiated. Hasting & St Leonards Voluntary Association had contacted the newchurchvillage.org website to express their appreciation for the hospitality, and another six messages of compliments / congratulations were placed on the file. Cllr Waters added that he had spoken to the Falcons Parachute Team after their successful jump, and gathered that performing for a small audience in the distinctive landscape of Newchurch and Romney Marsh was actually rather special for the team members.

2017-9-8	War Memorials Online	Cllr Cragg demonstrated the update he had made to www.warmemorials.org.uk by posting photographs showing the Spinney Airfield monument. The Parish council expressed its thanks to Cllr Cragg for undertaking this.	
2017-9-9	PLANNING MATTERS	Y17/1151/SH Tree Work Application relating to Newchurch Lodge within the Newchurch Village Conservation Area: FELLING OF ONE LARCH TREE, ONE WILLOW TREE AND ONE BIRCH TREE SITUATED WITHIN A CONSERVATION AREA. The Clerk informed the meeting that this matter had been notified too late for inclusion in the written Agenda. The Chairman in consultation with the other Councillors decided to discuss the application and looked at the onscreen details on the Shepway Planning Portal. After discussing the matter in general terms, the Council decided to suspend judgement on the matter until the volunteer Newchurch Tree Warden could consider the merits or otherwise of the application.	ACTION Cllr Apps to liaise with the Tree Warden and if appropriate to respond directly to Shepway District Council by 17 th October.
2017-9-10	Correspondence received from outside bodies	a) Village Gateway - a commercial provider had emailed the Council to offer the sort of structure previously discussed by the Council (Minute 2017-6-16). After viewing the advert online the Council considered placing the project on its 'wish-list' subject to costing and project scoping.	ACTION Clerk to investigate proposed costs from this and similar providers, seek testimonials, establish value-for-money criteria, and report to Council by 6 th November
2017-9-11	Any other business	(a) Cllr Cragg expressed a willingness to promote the forthcoming Safari Supper Fundraising Event on November 11 th , and asked other Councillors present for help in carrying out a 'mail drop' in the Parish. Offers of help were quickly made and accepted. (b) The Clerk informed the Council that he was undertaking a self-funded e-learning course with the Society of Local Council Clerks (SLCC) leading to a Level 2 'Introduction to Local Council Administration' (ILCA) qualification.	

Date and place of the next Parish Council Meeting were agreed as Monday 6th November 2017 at 7.30 pm at the Old Wool Store, Brooker Farm, NewchurchTN29 oDT. There being no further business, the Chairman declared the meeting to be concluded at 8.36 pm