

**Newchurch Parish Council** Minutes of the meeting held at 7.30 pm in the Old Wool Store, Brooker Farm, Newchurch TN29 0DT on **Monday 31st July 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 Number</i>	<i>Agenda Heading</i>	<i>Record</i>	<i>Action by whom and within what timescale</i>
2017-7-1	Persons Present	Chairman Cllr Trevor Apps Vice Chairman Cllr Andrew Cragg Cllr Neal Waters Cllr Brian Sneyd Cllr Kevin Shaw Mrs Valerie Denby (Treasurer and Responsible Financial Officer of Newchurch Parish Council) Mr Michael Sharpe (Clerk to Newchurch Parish Council)	
2017-7-2	Apologies	None	
2017-7-3	Declarations of Pecuniary Interest	None regarding the business to be transacted at this meeting	
2017-7-4	Approval of Final Minutes of previous meeting	The printed and website copies of the minutes were examined and discussed and unanimously APPROVED Proposed Cllr Waters Seconded Cllr Cragg	<b>ACTION Clerk</b> to place signed copy of paper minutes in Minute Book and update website before end August
2017-7-5	Matters Arising from those Minutes	<p>2017-6-7 The <a href="http://www.newchurchvillage.org">www.newchurchvillage.org</a> website should be amended to include a link to the Declarations held by Shepway District Council from the Meet the Parish Council page. Councillors agreed to check their individual declarations, and update by contacting the Monitoring Officer at Shepway District Council as necessary.</p> <p>2017-6-8 The Financial Risk Register had been discussed between the Clerk and the Responsible Financial Officer, and Councillors suggested further improvements</p> <p>2017-6-10 The new phone number for the Clerk 07749 958 274 was read out to Councillors and consideration given to publicising and displaying it</p>	<p><b>ACTION Councillors</b> to access their own records at <a href="http://www.shepway.gov.uk/moderngov/mgParishCouncilDetails.aspx?ID=200&amp;LS=3">http://www.shepway.gov.uk/moderngov/mgParishCouncilDetails.aspx?ID=200&amp;LS=3</a> when convenient.</p> <p><b>ACTION Clerk</b> to arrange link from webpage and to test that it works by end August.</p> <p><b>ACTION Clerk</b> to continue to develop the Risk Register to incorporate the risks of Financial Fraud, by the date of next meeting 18<sup>th</sup> September</p> <p><b>ACTION Clerk</b> to place number for public access below the photo</p>

			on the website, and to email Councillors, by August 4 <sup>th</sup> .
2017-7-6	FINANCIAL REPORT	<p>Mrs Denby reported the transactions in the Parish Council's finances since the last meeting and the balances remaining in the current and deposit accounts. The Parish Council then considered and APPROVED the following payments by the Treasurer:</p> <p>£16.99 (including VAT) to Michael Sharpe for purchase of Clerk's phone  £144 (including VAT) to Cllr Brian Sneyd for capstone materials of Airfield memorial  £96.50 (including VAT) to PlaySafety Limited (RoSPA) for playground inspection and illustrated written report dated 12 July 2017.</p> <p>The Council also noted that the VAT elements of these and similar payments stand to be reclaimed from HMRC within the financial year.</p> <p>PROPOSED T.Apps  SECONDED A Cragg</p> <p>The Council thanked Mrs Denby for her report, and at this stage she left the meeting.</p>	
2017-7-7	Spinney Airfield Tribute September 2017 update	<p>The Parish Council thanked Cllrs Sneyd and Waters for finishing the plaques to a very high standard. The flagpole is now in position. Cllr Cragg reported on the detailed arrangements for invited guests. Cllr Waters proposed a prominent banner or notice should be placed at the site to raise public awareness. A poster for display on various premises is in preparation by Cllr Cragg. The Parish Council APPROVED the formation of a sub-committee to draw in the stakeholders within a shortening timescale, headed by Cllr Cragg and with help from other Councillors.</p> <p>PROPOSED A Cragg  Secoded T Apps</p>	<b>ACTION Cllr Cragg</b> to continue to manage this laudable project towards the completion date of 23 <sup>rd</sup> September.
2017-7-8	Bumblebee Project	<p>Cllr Cragg shared the 2-page Habitat Management Plan proposed by Lucy Witte of Fifth Continent/Bumblebee Conservation Trust for three parcels of Parish Council land. This links in well with his existing projects at Brooker Farm for bumblebee conservation and reintroduction, which was featured on BBC South East Today news on Friday 28<sup>th</sup> July. Cllr Cragg stated the mowing practices at the Jubilee Playing Field have already been adapted to leave as much red clover unmown as possible, and further efforts would follow in the coming months. The Parish Council thanked Cllr Cragg for his stewardship of this interesting project.</p>	<b>ACTION Cllr Cragg</b> to continue to develop the Parish Council's involvement with this project, and to report back when convenient.
2017-7-9	Progress of Trim Trail Bid with Shepway District Council (SDC) Community Chest	<p>The Clerk reported that the Community Chest bid for part-funding from SDC for the additional play equipment on the Jubilee Field had been accepted by SDC before the deadline of 31<sup>st</sup> July. The Panel's decision was expected to be made in October, and it was open to the Council to change specification or supplier before committing to the expenditure.</p>	<b>ACTION Clerk</b> to continue to monitor and report back when appropriate

2017-7-10	Correspondence received from outside bodies requiring action (attached where applicable)	Kent Association of Local Councils regarding Kent Fire & Rescue Service Fire Hydrant Initiative. The Clerk reported that 'signing up' to the initiative involved local residents voluntarily reporting visual problems with fire hydrants (missing signs, broken covers, etc) via an electronic system.	<b>ACTION Clerk</b> to indicate that the Parish Council is willing to sign up to the initiative, and to circulate Councillors by Email the instructions for electronic reporting of perceived problems, by August 11 <sup>th</sup> .
2017-7-11	Romney Marsh Forum	The Chairman and Clerk attended the AGM of the Forum at Lydd Guildhall on July 20 <sup>th</sup> . The Clerk reported back on the contact arrangements for the counter-terrorism Operations Kraken and Pegasus. The Forum is also taking a keen interest on perceived problems with NHS provision on Romney Marsh, including the viability of GP practice surgeries. Availability of Flood Warden training for Councillors who are interested had been trailed, and Cllr Waters expressed an interest in this opportunity.	<b>ACTION Clerk</b> to retain Operation Kraken/Pegasus contact details for future use <b>ACTION Clerk</b> to draft and circulate a letter to Damian Collins MP regarding local NHS provision issues, by August 11 <sup>th</sup> <b>ACTION Clerk</b> to investigate Flood Warden training details and update Cllr Waters as soon as possible
2017-7-12	Any other business	<p>a) An email from the volunteers who maintain the Pond area was received too late for incorporation in the Agenda. After consultation with Councillors the Chairman agreed the matter should be discussed. The email expressed concern that hand clearance of vegetation is now insufficient, and mechanical clearance will be needed. The Council after deliberation agreed that the correct balance between maintenance and conservation should be struck, and asked Cllr Cragg to respond to the volunteers and bring in additional advice and expertise if available from Romney Marsh Countryside Project (RMCP). PROPOSED Cllr Cragg Seconded Cllr Apps</p> <p>b) Cllr Cragg shared the Playing Field Inspection report and the Parish Council discussed the likely budget for future expenditure, including purchase of sterilised bark chippings. There were no high risk items in the report requiring immediate attention.</p> <p>c) Cllr Waters asked about the recent road closure at St Mary's Road toward Martin Farm, and the need for more patching than has been completed.</p> <p>d) Cllr Cragg shared a photo clipping from a ski-slope visit some decades ago, and asked for help naming individuals before it was put on the website under 'History - Newchurch People'</p>	<b>ACTION Cllr Cragg</b> to make contact with the volunteers and also with Owen Leyshon of RMCP, by the end of August.  <b>ACTION: Cllr Cragg</b> to carry out all necessary actions regarding the safety implications of the report, as soon as possible. The council will continue to seek cost-effective solutions to the medium and low risk items. <b>ACTION Clerk</b> to circulate details of KCC Highways portals to Councillors, by 11 <sup>th</sup> August

Date and place of the next Parish Council Meeting were agreed as Monday 18th September 2017 at 7.30 pm at the Old Wool Store, Brooker Farm, NewchurchTN29 0DT. There being no further business, the Chairman declared the meeting to be concluded at 9.20 pm