

**Newchurch Parish Council** Minutes of the meeting held at 7.30 pm in the Old Wool Store, Brooker Farm, Newchurch TN29 0DT on Monday 5<sup>th</sup> June 2017

At 7.30 pm Cllr Apps declared the meeting to be quorate and formally welcomed the new Parish Clerk Mr Sharpe, who proceeded to record the following:

Unique Minute Number	Agenda Heading	Record	Action by whom and within what timescale
2017-6-1	Persons Present	Chairman Cllr Trevor Apps Vice Chairman Cllr Andrew Cragg Cllr Neal Waters Mrs Valerie Denby (Treasurer and Responsible Financial Officer of Newchurch Parish Council) Mr Michael Sharpe (Clerk to Newchurch Parish Council)	
2017-6-2	Apologies	Cllr Brian Sneyd	
2017-6-3	Declarations of Pecuniary Interest	None regarding the business to be transacted at this meeting	
2017-6-4	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 June
2017-6-5	Matters Arising from those Minutes	a) Cllr Waters referred to item 13 Spinney Airfield Tribute and confirmed the correct payment details for the £50 cheque he had personally pledged in sponsorship. b) Cllr Cragg referred to item 11 Jubilee Field and stated that the dog fouling warning signs are in the process of being installed to remind dog owners of their legal and moral responsibilities regarding fouling.	<b>ACTION Treasurer</b> to process payment in due course before next meeting
2017-6-6	Acceptance of Office	Cllrs Apps and Cragg accepted the office of Chairman and Vice-Chairman of the Newchurch Parish Council respectively to which they had been elected at the Annual Parish Council Meeting held at 8pm on Monday 8 <sup>th</sup> May 2017	
2017-6-7	Code of Conduct Register of Interests	As an Information item, each current Councillor was invited to review the public information regarding his Disclosable Pecuniary Interests available through the Shepway District Council website and update where required by the Newchurch Parish Council's Code of Conduct	<b>ACTION Clerk</b> to circulate the relevant forms and instructions to each Councillor as soon as is convenient. <b>ACTION Clerk</b> to arrange for link from newchurchvillage.org website to the correct part of the Shepway District Council website so that Councillors and members of the public can more easily access this information, by 2 <sup>nd</sup> week in July

2017-6-8	ANNUAL RETURN	<p>a) The Parish Council considered the Annual Return in detail, beginning with the requirements on Governance in section 1 of the Annual Return. These were read out and discussed. In particular the Council considered the comments made and published by the External Auditors last year. There was also discussion of the governance and financial risks of which the Council should be cognisant. Cllr Cragg proposed, Cllr Apps seconded and there was unanimous APPROVAL after which the completed Section 1 was signed.</p> <p>b) The accounting statements in section 2 of the Annual Return were then discussed fully, in conjunction with the Treasurer. Mrs Denby confirmed that the Internal Auditor appointed by the Council had examined the accounts and signed as appropriate. After further consideration and a proposal from Cllr Cragg seconded by Cllr Waters and unanimous APPROVAL Section 2 of the Annual Return was signed.</p> <p>c) The statutory public notice of the public availability of the unaudited Annual Return . The location and dates were proposed by Cllr Cragg, seconded by Cllr Apps, and unanimously AGREED as Brooker Farm, Newchurch, between Monday 19<sup>th</sup> June and Friday 28<sup>th</sup> July 2017 inclusive.</p>	<p><b>ACTION Clerk</b>, in consultation with Treasurer, to apply the principles of a 'risk register' to the Council's finances, and report to July 31<sup>st</sup> Council Meeting</p> <p><b>ACTION Cllr Cragg</b> to scan the completed Annual Return as a record before sending the original by post, before 12<sup>th</sup> June. <b>Cllr Cragg</b> also to ensure notice is made publicly available on the newchurchvillage.org website, and that the accounts are available at Brooker Farm during the working days agreed.</p>
2017-6-9	Financial Report	<p>The Treasurer stated that expenditure agreed at the May Meeting had been processed. The Council then voted to APPROVE the following two items of expenditure (proposed Cllr Waters, seconded Cllr Apps):</p> <p>£23.24 Payment to Mrs Starling for taking the minutes for the Parish Council and Annual Parish Council meetings on May 8<sup>th</sup></p> <p>£50.93 Reimbursement of monies paid by Brooker Farms for purchase of Dog Fouling Warning Signs</p> <p>The Newchurch Parish Council Accounts 2016/17 were then examined and ADOPTED by the Council, (proposed Cllr Waters seconded Cllr Apps) who thanked the Treasurer for all her skilful effort and hard work.</p>	<p><b>ACTION: Treasurer</b> to process payments before meeting on 31 July.</p>
2017-6-10	Parish Clerk	<p>a) The Council debated whether the new Clerk should claim travel expenses when attending training or meetings locally at which he was acting as the Council's representative. Proposed by Cllr Cragg, seconded Cllr Waters and RESOLVED unanimously that such expenses could be claimed by submitting vouchers to the Treasurer</p>	

		b) The Council debated whether to purchase a low-cost mobile phone with a dedicated number so that Councillors and members of the public could contact the Clerk by voice, voicemail or SMS text in appropriate cases. Proposed Cllr Cragg, seconded Cllr Waters and RESOLVED unanimously to go ahead.	<b>ACTION Clerk</b> to make an authorised purchase within a limit of £25 and publicise the number by 12 <sup>th</sup> June.
2017-6-11	Correspondence	<p>a) The Council in discussion set general criteria for forwarding email correspondence arriving in the 'Contact Us' box on the <a href="http://newchurchvillage.org">newchurchvillage.org</a> website or directed to the <a href="mailto:pcclerk@newchurchvillage.org">pcclerk@newchurchvillage.org</a> email address</p> <p>b) A particular approach from the Short-haired Bumblebee Reintroduction project within Fifth Continent was discussed, since their proposal is to enable planting of extra forage plants in the Millenium Spinney belonging to Newchurch Parish Council. A reply was proposed by Cllr Cragg, seconded Cllr Apps.</p> <p>c) A general request for feedback from the Small Councils Committee on the success or otherwise of the Transparency Code funding was projected onscreen. A reply was proposed by Cllr Apps and seconded by Cllr Cragg.</p>	<p><b>ACTION Clerk</b> to filter important and time-critical communications to councillors' individual emails, Important items for discussion at meetings to be sent to the Council's dedicated Inbox and placed on the Agenda for the next meeting.</p> <p><b>ACTION Clerk</b> to reply in positive terms to the approach and refer the enquirer to Cllr Cragg as the designated contact for this very interesting initiative, by 12<sup>th</sup> June 2017.</p> <p><b>ACTION Clerk</b> to provide feedback on the successful use of computer and scanner provided by such funding. Also to state that the successful Parish Council section of the <a href="http://newchurchvillage.org">newchurchvillage.org</a> website predated the funding offered, and was not dependent on it, all by 12<sup>th</sup> June.</p>
2017-6-12	Planning applications	No new applications, but there was information available about the granting of permission (with conditions) of an application previously considered favourably by Newchurch Parish Council.	
2017-6-13	Newchurchvillage.org website	The website was reviewed on-screen	<p><b>ACTION Cllr Apps</b> to arrange a suitable photo-opportunity to provide an image to fill the blank Parish Council frame, at or before the September meeting.</p> <p><b>ACTION Cllr Cragg</b> to publish the notice of the public availability of the unaudited Annual Return referred to in Minute 2017-6-8 (c) by Friday 16<sup>th</sup> June.</p>
2017-6-14	Spinney Airfield Tribute	Cllr Cragg updated the arrangements, including the presence of 3 Squadron and 56 Squadron Colour Parties. In preparation, some capping-off works remain to be completed.	<b>ACTION: Cllrs Apps</b> will ring and arrange to meet <b>Cllr Sneyd</b> with a view to completing the works with paving slabs of the correct size.

2017-6-14 (ctd)		Cllr Cragg is also seeking local sponsors for the catering, and several names were put forward.	<b>ACTION:</b> Cllr Cragg to confirm willing sponsors
2017-6-15	Review of Agenda	The Council RESOLVED after discussion that each Meeting Summons, Agenda and papers could be circulated to Members within the statutory timescale by Email rather than by postal delivery. Public notification will continue to be by Village Noticeboard and website. Proposed Cllr Apps, seconded Cllr Waters.	<b>ACTION:</b> Clerk to arrange in future
2017-6-16	Any other business	<p>Cllr Apps stated that a number of street name signs were in poor condition and could be responsible for large vehicles being misdirected and becoming stuck. Newchurch Lane sign has recently been repaired, but at least 7 more thoroughfares would benefit from proper signage of names.</p> <p>Cllr Apps also mentioned a 'village entrance' upgrade on Newchurch Road, St Mary's Road and/ or Bilsington Road similar to that completed recently in Ivychurch.</p> <p>The council decided to defer the pursuit of a 'village entrance upgrade' on the grounds of cost.</p>	<b>ACTION :</b> Clerk to liaise with Shepway District Council ( for street name signs) and Kent County Council (for highway direction signs) to expedite the works benefitting both parish residents and visitors to Newchurch, by next meeting on 31 July.

Date and place of the next Parish Council Meeting were agreed as Monday 31<sup>st</sup> July 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 9.20 pm