

NEWCHURCH PARISH COUNCIL

MINUTES OF MEETING held at 7.30pm in The Wool Store Brooker Farm Newchurch on Monday 3 April 2017

1. PRESENT

Chairman - Cllr Trevor Apps
Vice Chairman - Cllr Andrew Cragg
Treasurer - Mrs Valerie Denby
Cllr Neale Waters
Cllr Kevin Shaw

2. APOLOGIES FOR ABSENCE – Mrs Alison Prentice, Cllr Brian Sneyd

3. DECLARATIONS OF INTEREST – None

4. APPROVAL OF MINUTES OF LAST MEETING - proposed by Cllr Sneyd and seconded by Cllr Shaw

5. MATTERS ARISING – It was noted that there was a mis-spelling of Jadebay in the March minutes. **ACTION Cllr Cragg**

6. COUNCIL MATTERS –

a. Resignation of Clerk

It was noted that Mrs Alison Prentice has resigned by email, and will step down from the role of Parish Clerk after the AGM in May.

It was agreed that an advert will be placed in NALC and Looker Magazine. **ACTION Clerk**

An advert will also be placed on the notice board **ACTION Webmaster**

b. Acceptance of Office

The Council noted from the Annual Return that Newchurch is not subject to “intermediate level procedures” and therefore did not need to submit copies of the Acceptance of Office with the annual return. Clarification will be sought on Acceptance of Office.

7. CORRESPONDENCE

a. AED Report

The Parish Council noted that the AED was inspected on 19th March 2017. The inspection concluded “The AED operational condition was found to be fully functioning within the manufactures guidelines.”

b. Children’s Play areas

Members were made aware of an invitation to join an online petition in favour of a tax on football clubs to support Children’s Play Areas. It was suggested that a link be added to the notice board.

ACTION – Webmaster

c. Shepway Joint Standards Committee

The council was made aware of a vacancy in the Shepway Joint Standards Committee but did not wish to nominate anyone.

- d. Playdale
The council received a letter regarding the inspection of the Inclusive Orbit – this was dealt with in the March meeting.
- e. New Legal Topic notes
New Legal Topic notes from NALC and uploaded to Dropbox were drawn to members attention.
- f. Project Kraken & Pegasus
The Clerk to the Romney Marsh Forum has made the council aware of two new projects “Kraken” and “Pegasus” regarding border crime. It was agreed to put them on the Website in the police area and print and laminate them for the notice board. **ACTION Cllr Cragg**

8. PLANNING APPLICATIONS

- Y17/029/SH Mill House
The planning application at Mill House was discussed and there were no objections. This was proposed Cllr Neale and seconded by Cllr Shaw

9. FINANCIAL REPORT – The finance spreadsheet was reviewed.

The following transactions of **expenditure** were agreed by the Parish Council proposed Cllr Neale and seconded by Cllr Shaw

Clerk wages	£80.32	Wages
Tax/National Insurance	£63.80	Jan-Mar 2017 Tax/NI
Payroll Services	£210.00	Incl VAT for 2016/17
KALC	£166.66	Inc VAT

It was noted that a cheque for £102.76 made payable to the Clerk for January wages has not yet been presented.

The following transactions of **income** for website fees were noted:

Reflect Reflexology	£5.00
Newchurch Village Productions	£10.00
Newchurch Social Club	£5.00

The following website groups have not yet paid their website fees;

Newchurch 2000	ACTION Cllr Cragg
Norwood Farm Campsite	ACTION Cllr Cragg
Village Hall	ACTION Cllr Apps

It was also noted that a cheque has been received for £700 from Newchurch Village Productions to go towards the Playground Equipment Fund. The chairman has asked for a thank you letter to be sent to NVP **ACTION Clerk**

- a. Register of Actions
A register of actions is to be created in the finance spreadsheet.
ACTION Cllr Cragg
The owner of the register will be the Treasurer.
 - b. Signing off by competent person
Jessica Browning a parishioner and competent person has agreed to perform the independent audit.
 - c. Membership of KALC
The council's membership to KALC for 2017/18 was agreed.
10. HIGHWAYS - Nothing to report.
11. JUBILEE FIELD
Suggestions for dog fouling signs were shown to members. It was decided to order 3 of each design and for them to be displayed back to back. **ACTION Cllr Cragg**
12. NEWCHURCH VILLAGE WEBSITE
- It was decided to remove Airfield Memorial Plans from the bottom of latest news as this is now on the main notice board part of the site
 - It was agreed to change the reference to collecting paper copies of planning applications from Trevor Apps to Council Offices, as Cllr Apps no longer holds paper copies of the applications. **ACTION Webmaster**
13. SPINNEY AIRFIELD TRIBUTE EVENT SEPTEMBER 2017
- a. Update –
Cllr Cragg gave an update on the airfield tribute plans.
Also discussed:
 - Kevin has the flag, the flagpole is in the office at Brooker Farm
 - It was agreed that Cllr Cragg would write a letter to request sponsorship for the lunch. **ACTION Cllr Cragg**
 - Draft wording for the notification email was shown to members. A suggestion was made to refer to the completion of the panels.
ACTION Cllr Cragg
 - It was decided that someone will be required to lead the prayers, it was suggested to ask the Squadrons attending **ACTION Cllr Cragg**
 - b. Agree date
The date was agreed as Saturday 23rd September 2017.
14. ANY OTHER BUSINESS
- a. Progressive Supper – the date was noted as 11th November 2017.

There being no further business the meeting closed at 9.15pm

DATE AND TIME OF NEXT MEETING – Monday 8th May and AGM following at The Village Hall, Newchurch.