

**Newchurch Parish Council**

Minutes of the meeting held at 7.30 pm in the Old Wool Store, Brooker Farm, Newchurch TN29 0DT on **Monday 6th November 2017**. At 7.34 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>
2017-10-1	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)	
2017-10-2	Apologies	Cllr Kevin Shaw (unwell).	
2017-10-3	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.	
2017-10-4	Approval of Final Minutes of previous meeting	The printed and website copies of the minutes were examined and discussed and unanimously APPROVED Proposed N Waters seconded B Sneyd.	<b>ACTION Clerk</b> to place signed copy of paper minutes in Minute Book immediately, and update website before 4th December.
2017-10-5	Matters Arising from those Minutes	<p>2017-9-5 N Waters reported he was unable to attend the Flood Warden Training session in Ditton near Maidstone on 7<sup>th</sup> October, but would be glad to be advised of future opportunities.</p> <p>2017-9-6 A Cragg reported that the replenishment of the layer of bark chippings in the playground was now complete.</p> <p>2017-9-10 The Clerk reported verbally on the procedures involved in installing a 'Village Gateway' as advertised recently by a commercial provider. Kent County Council (KCC) Highways Department would need to be involved to a greater or lesser degree. Commercial providers are in a position to act as consultants (for a fee) but the materials and layouts of such Gateways can be sourced from a wide range of suppliers. The experience of neighbouring Councils such as Bonnington and Ivychurch was informative. The project management principles of consulting on a specification for the works, tendering, compliance checking and sign-off by the Highway Authority (KCC) are all involved, with direct costs of £1200 - £4000 and a timescale in excess of 8 weeks from project inception. If a speed sign or traffic calming measures</p>	<b>ACTION Clerk</b> to continue discussions with Kent Highways on a scoping basis, without further commitment, and report back to the Parish Council on 4 <sup>th</sup> December.

		were to be incorporated into the specification, the project would become more complex.							
2017-10-6	FINANCIAL REPORT	<p>Mrs Denby presented her report and informed the Council that the bank reconciliation end October 2017 was exactly correct. A Cragg declared an interest because he is one of the payees, and took no further part in the discussion.</p> <p>The Parish Council AGREED to accept the report and to authorise the following payments. Proposed N Waters, seconded B Sneyd.</p> <table border="1"> <tr> <td>V Denby, Treasurer</td> <td>Postage Stamps for cheques</td> <td>£15.43</td> </tr> <tr> <td>Brooker Farm</td> <td>Playground consumables including bark chippings and paint</td> <td>£333.71</td> </tr> </table>	V Denby, Treasurer	Postage Stamps for cheques	£15.43	Brooker Farm	Playground consumables including bark chippings and paint	£333.71	
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2017-10-7	Speed signage	<p>Since K Shaw was absent through being unwell, T Apps reported his findings to the Council. A neighbouring Parish Council had purchased a speed warning sign (not incorporating a camera) for around £6500 and this was capable of being placed on Highways Authority posts in three different locations within the village speed envelope. That Parish Council reported a marked effect in reducing the perceived speeds of through traffic, without quantifying it. Newchurch Parish Council then discussed the incidence of speeding (i.e. above the existing built-up area limit of 30 mph), particularly of North-South through traffic. K Shaw has received offers of help from the neighbouring Parish Council in sharing their contacts and experience of the project.</p>							
2017-10-8	Kent Association of Local Councils (KALG) AGM	The Clerk distributed the papers sent to him by post, and the Council considered the Agenda for the meeting.	<b>ACTION Clerk</b> to attend the AGM as representative of Newchurch Parish Council with voting rights, and to report on the proceedings to Newchurch Parish Council on 4 <sup>th</sup> December.						
2017-10-9	PLANNING MATTERS	The Council examined the refusal by Shepway District Council of Listed Building Consent for works at The Manor House, Newchurch Y17/082 by accessing the online planning documents and projecting them for group discussion. In particular Councillors discussed the Officer's Report which cited the findings of the Heritage Consultant Anthony Swaine Architecture Ltd of 16 Pound Lane Canterbury.							
2017-10-10	Correspondence received from outside bodies	<p>a) <i>Funding Approach for improvements to the Playpark.</i> Councillors discussed the possibility of replacing some of the equipment or of placing a protective railing around the equipment to minimise dog nuisance and achieve separation from the sports playing area.</p> <p>b) <i>Community magazine printing offer.</i> Councillors read a letter offering</p>	<p><b>ACTION Clerk</b> to respond to the approach positively, mentioning the railings project, by 10<sup>th</sup> November.</p> <p><b>ACTION Cllr Cragg</b> to inform relevant</p>						

		<p>specialised services and prices for Parish, Church or group magazines.</p> <p>c) <i>Maintenance of the Village Defibrillator.</i> After reading the Email from the Village Hall Committee, T Apps declared an interest as a member of that Committee and took no further part in the discussion. A Cragg proposed that the Parish Council pay 100% of the continuing maintenance costs of the defibrillator, seconded N Waters, and the Parish Council DECIDED to respond to the approach by offering to do so.</p> <p>d) <i>Publicity for Veterans' Event on 15<sup>th</sup> November at Dungeness Power Station Visitor Centre.</i> An Invitation for those over 65 who have served in the UK Armed Forces from the Royal British Legion was forwarded by Shepway District Council, with a request to promote this event. A Cragg informed the Council that notice of this was already on the village website. T Apps took a paper print of the poster for display on the village notice board.</p> <p>e) <i>Romney Marsh Internal Drainage Board vacancy.</i> After reading the approach from Shepway District Council, Newchurch Parish Council DECIDED to put forward Neale Waters' name as a potential appointee. Proposed T Apps, seconded B Sneyd.</p> <p>f) <i>The Shepway District Council Sports Facilities survey</i> was displayed via the projector and filled in as a collective effort.</p>	<p>bodies within the parish, when convenient.</p> <p><b>ACTION Clerk</b> to respond to the Email informing the Village Hall Committee of this decision, by 10<sup>th</sup> November.</p> <p><b>ACTION Cllr Cragg</b> to inform contractors that invoice should be addressed to Newchurch Parish Council, as soon as possible</p> <p><b>ACTION Cllr Apps</b> to arrange display on village noticeboard, as soon as possible.</p> <p><b>ACTION Clerk</b> to respond to the Email giving Shepway District Council Neale Waters' contact details by 10<sup>th</sup> November.</p>
2017-10-11	Report from Romney Marsh Forum	T Apps brought a copy of the minutes from the Health Services Provision meeting that he had attended on 7 <sup>th</sup> September, which were passed round. The Clerk passed round some leaflets about the Speedwatch and Police Volunteer schemes from the meeting on 26 <sup>th</sup> October.	
2017-10-12	Any other business	<p>Dates of next meetings were put forward as 4<sup>th</sup> Dec 2017, 8<sup>th</sup> Jan 2018 (budget setting) and the first Mondays in the month (where there is no Bank Holiday).</p> <p>A Cragg advised of a new section of the website featuring video, photo and audio records of the ALG Memorial Unveiling.</p>	<b>ACTION Clerk</b> to make diary notes of these dates, and circulate by Email to Councillors, by 10 <sup>th</sup> November.

Date and place of the next Parish Council Meeting were agreed as Monday 4th December 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 9.24 pm