

Minutes of the meeting held in the Old Wool Store, Brooker Farm, Newchurch TN29 0DT on Monday 9th April 2018. At 7.38 pm Chairman Cllr Apps welcomed those present to the meeting. Clerk Mr Sharpe recorded as follows:

<i>Unique Minute No</i>	<i>Agenda Heading</i>	<i>Record</i>	<i>Action by whom and within what timescale</i>			
2018-4-1	Persons Present	Chairman Cllr Trevor Apps Cllr Andrew Cragg Cllr Neale Waters Cllr Brian Sneyd Mrs Valerie Denby (Treasurer and Responsible Financial Officer of Newchurch Parish Council) Mr Michael Sharpe (Clerk to Newchurch Parish Council)				
2018-4-2	Apologies	Cllr Kevin Shaw (business incident)				
2018-4-3	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.				
2018-4-4	Approval of Final Minutes of previous meeting 5th March 2018	The printed copies of the minutes were examined and discussed and unanimously APPROVED Proposed N Waters Seconded B Sneyd.	ACTION Clerk to place signed copy of paper minutes in Minute Book immediately, and update website before 30th April.			
2018-4-5	Matters Arising from those Minutes not already on this agenda	2018-3-8 Cllr Apps had consulted the Village Hall Committee and the feeling was that the commemorative textile poppies might be displayed advantageously in the Church. 2018-3-14 The Clerk informed the Council that the contact for remedial works to street name signs had changed, as had the name of Shepway District Council, now officially Folkestone & Hythe District Council. He undertook to send the outstanding list of defective signs to Street.NamePlates@shepway.gov.uk	ACTION Cllr Apps to communicate the initiative to the churchwardens as soon as possible after their election next week. ACTION Clerk to chase up previous referrals as soon as convenient			
2018-4-6	FINANCIAL REPORT :	Mrs Denby presented her report in spreadsheet format and informed the Council that the end-of-year accounts including bank reconciliation had been drafted for internal audit. She and Cllr Cragg were thanked for all their hard work, especially in resolving one particular VAT anomaly, now solved. At present total monies held in bank accounts are £16,556.39. Further discussion ensued about investing the liquid funds arising from the precept and the anonymous donation, until expenditure occurs. The Parish Council AGREED to accept the report and to authorise the following payments. Proposed A Cragg seconded T Apps. <table border="1" data-bbox="411 1440 1193 1518"> <tr> <td>M Sharpe</td> <td>£316.92</td> <td>Clerk's wages Jan-Mar</td> </tr> </table> <p>It also RESOLVED to formalise its internal audit arrangements to one occasion within the yearly cycle.</p>	M Sharpe	£316.92	Clerk's wages Jan-Mar	ACTION Treasurer to liaise with Cllr Cragg in forwarding the spreadsheets from DropBox to the fee-free internal auditor, as soon as possible. ACTION Cllr Cragg to seek advice from KALC on preferable investment accounts and report to May meeting
M Sharpe	£316.92	Clerk's wages Jan-Mar				
2018-4-7	PLANNING MATTERS:	Y18/0344/SH Rosedale Newchurch Lane (extension); Y18/0338 The Old Village Hall Newchurch (proposed tree work in the Conservation Area); The Council accessed the Shepway Planning Portal and collectively viewed the documents available there. After discussion it RESOLVED to support both applications. Proposed N Waters, seconded B Sneyd. The Clerk was able to formulate and submit these comments on-screen there and then.	ACTION Clerk to write to Planning Department and express Council's concern about loose control of planning applications and lack of visibility of some online documents, by 24 th April			
2018-4-8	General Data Protection Regulation (GDPR) update	The Clerk updated the Council on the progress towards compliance on or before May 25 th , and distributed the revised Privacy Notices for Councillors, Volunteers and staff. The Council expressed its wish that the remaining 50% of the project should be delivered in a pragmatic and proportionate way.	ACTION Clerk to continue working through the NALC checklist and report to May meeting			
2018-4-9	Website photo competition	Cllr Cragg reviewed the competition entries (18 photos from 9 entrants) onscreen, and stated that the Website Steering Group was pleased with the response and had chosen a worthy winner. He asked for the cost of the prize champagne (about £15) to be paid at the May meeting .AGREED after proposal by N Waters, seconded T Apps.	ACTION. Cllr Cragg to buy champagne and forward receipt to Treasurer for payment in May			

2018-4-10	Insurance renewals update	The Clerk informed the Council that after the March meeting he had received a general email from a new provider offering to fulfil the Council's requirements at the same rate as last year (£285). The Council RESOLVED to take up this offer, proposer A Cragg, seconded N Waters	ACTION Clerk to make efforts to renew the policy, presenting an invoice to the May meeting.
2018-4-11	Playing Field and playground equipment project	<p>Cllr Cragg stated that he had looked for and found a location for a new memorial tree in the Jubilee Playing Field. He also reminded the Council of its responsibility to maintain the Jubilee Field and cut back foliage and scrub as necessary, within the constraints of the Conservation Area. He proposed asking a local tree surgeon to inspect and quote for maintenance along the north boundary hedge, seconded T Apps, all AGREED.</p> <p>Cllr Sneyd informed the Council that the 'Inclusive Orbit' roundabout appeared to have developed a fault meaning it couldn't be pushed round by children very easily.</p> <p>The Council sought views on the most desirable elements of the proposed Trim Trail, and looked online at the availability of wobbly bridges, stepping stones and balance beams. It requested B Sneyd to investigate further, to the point of inviting site visits and quotes from the preferred contractors.</p>	<p>ACTION. Cllr Cragg to arrange for inspection/quote and report to May meeting</p> <p>ACTION Cllr Apps to contact the supplier or a maintenance firm to rectify the fault as soon as possible</p> <p>ACTION Clerk and Cllr Sneyd to meet and finalise the wish-list, by 20th April</p>
2018-4-12	Romney Marsh Forum Meeting Thursday 26 th April 2018	The Clerk reminded the Council of this forthcoming meeting, which he was happy to attend as an observer.	ACTION Clerk and Cllr Apps to attend as representatives of Newchurch Parish Council and report as necessary to the May meeting.
2018-4-13	Correspondence received from outside bodies requiring action	<p>a) PKF Littlejohn, an accountancy concern who had run last year's statutory Governance and Financial Audit, has emailed to notify some changes to this year's procedures, due before 11th June. After some discussion the Council agreed to explore the 'exemption' route in order to sign off the 'AGAR' documents more quickly and easily, while remaining conscious of the need to arrange, and set dates for, publication and public inspection of the Governance Document and Financial accounts 2017-18.</p> <p>b) Shepway District Council had emailed to invite all Parish Councils to tailored information sessions regarding the Otterpool development, and were asking for nominations of up to two representatives from Newchurch.</p> <p>c) The arrival of the Core Strategy Review Consultation Document was also noted</p>	<p>ACTION Clerk to liaise with Cllr Cragg and bring draft procedures and documents to the May meeting</p> <p>ACTION Clerk to respond to the email in the negative by 10th April</p> <p>ACTION Clerk to retain on file</p>
	Any other business	<p>a) Cllr Apps reminded the Council that the Airfield memorial plaques were due to be upgraded, and suggested the present plaques could be moved to a suitable place within the village. After some discussion individual Councillors agreed to give the matter some thought.</p> <p>b) There have also been recurring sewage and wastewater disposal problems at Links Close, where machinery failures appear to be compromising the residents' quality of life. Shepway Environmental Health are monitoring the situation, but the Council expressed a fervent wish for a permanent solution to the problems before Spring advances and the surrounding watercourses are irreversibly affected.</p> <p>c) Cllr Waters criticised in round terms the standard of pothole repairs undertaken recently by the Highways Authority in The Street, Newchurch TN29 0DZ. The Clerk logged on to the pothole reporting site, and Cllr Apps brought forward a list of 9 such potholes in a short 200 yard length of The Street which appeared not yet to have been actioned.</p>	<p>ACTION Clerk to carry on reporting, using the link from www.newchurchvillage.org, including photos.</p>

Date and place of the Annual Meeting and the next Parish Council meeting were agreed as Bank Holiday Monday 7th May 2018 in the Village Hall, Newchurch TN29 0DZ - 7.00pm and 8.00pm respectively. The June meeting will be at 7.30pm 11th June at the Old Wool Store. Chairman declared the meeting to be concluded at 10.00 pm.