

**Newchurch Parish Council**

Minutes of the meeting held in the Old Wool Store, Brooker Farm, Newchurch TN29 0DT on Monday 5th March 2018. At 7.35 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>									
2018-3-1	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)										
2018-3-2	Apologies	Cllr Kevin Shaw (transport difficulties)										
2018-3-3	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.										
2018-3-4	Approval of Final Minutes of previous meeting 5th February 2018	The printed 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 28th March.									
2018-3-5	Matters Arising from those Minutes not already on this agenda	2018-2-5 & 2018-1-12 An email from Kent Highways had been received by the Clerk acknowledging the problem with the siting of the road signs, and offering to put remedial works in the KCC Highways Small Works budget for 2018/19. 2018-2-5 & 2018-1-13 The Clerk passed round a draft letter for comment. After discussion, the Council RESOLVED to hold the letter in reserve against similar problems arising in the near future. Proposed Cllr Apps seconded Cllr Cragg, all agreed.	<b>ACTION Clerk</b> to hold the text of the letter electronically, and print and distribute on the further resolution of the Council.									
2018-3-6	FINANCIAL REPORT	Mrs Denby presented her report and informed the Council that the bank reconciliation end February 2018 was exactly correct. She and Cllr Cragg are working together on finalising a VAT reclaim figure from some years ago to ensure the Council does not owe money in this respect. She also reminded Councillors that year-end for the accounts is 31 <sup>st</sup> March, prior to the next Council meeting. At present total monies held in bank accounts are £12,108.04. Some discussion then ensued about investing in interest-bearing financial instruments. The Parish Council AGREED to accept the report and to authorise the following payments. Proposed B Sneyd seconded N Waters. <table border="1" data-bbox="448 1177 1585 1423"> <tbody> <tr> <td>Kent Tree Wardens Scheme, Hadlow</td> <td>£25</td> <td>Donation as requested (Minute 2018-2-9)</td> </tr> <tr> <td>Warren IT Services Ltd, Folkestone</td> <td>£30</td> <td>Website access and security repairs</td> </tr> <tr> <td>Kent Association of Local Councils (KALC), Whitfield</td> <td>£36</td> <td>Training on GDPR for Cllr Waters (Minute 2018-1-5)</td> </tr> </tbody> </table>	Kent Tree Wardens Scheme, Hadlow	£25	Donation as requested (Minute 2018-2-9)	Warren IT Services Ltd, Folkestone	£30	Website access and security repairs	Kent Association of Local Councils (KALC), Whitfield	£36	Training on GDPR for Cllr Waters (Minute 2018-1-5)	<b>ACTION Treasurer</b> to liaise with Cllr Cragg to ensure the Council maximises its financial assets, and report back to the meeting on 9 April
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2018-3-7	Speedwatch Update	The Chairman having with the agreement of the Councillors present deferred the Planning matters on the original agenda until later in the meeting, he then proceeded to report that he had communicated with Cllr Mrs Beeching, Chair of Brenzett Parish Council. Brenzett Parish Council is not actively carrying										

		out Speedwatch activities at present. However, it may still be possible to gather some Newchurch volunteers for the scheme, so it is still very much 'watch this space'.	
2018-3-8	Battle's Over Commemoration November 2018 – British Legion Wall of Poppies proposal	Cllr Cragg informed the Council that he had had an approach about using the Airfield Memorial at the Spinney as a site for the 'curtain/wall' of poppies. He also displayed onscreen some guidance relating to the knitted type of poppies envisaged, which are to be collected by New Romney Scouts. After some discussion, the feeling of the Council was that the Village Hall might be a preferable location, as this would shelter the textile poppies from the wind and rain.	<b>ACTION Cllr Apps</b> to communicate the initiative to the Village Hall.
2018-3-9	Insurance Renewals	The clerk reported that of the three Local Government specialist brokers he had contacted, one had quoted a sum considerably greater than the budgeted figure, and the other two had not tendered for the renewal, which falls due on 1 <sup>st</sup> June.	<b>ACTION Clerk</b> to make efforts to obtain a satisfactory quote and report back to meeting on April 9 <sup>th</sup> .
2018-3-10	Data Protection options paper	In the absence of Cllr Shaw, who is leading on the GDPR changes, the Clerk presented a short draft paper with proposals for objective, method, timescale and resources. In particular the completion of the NALC checklist and the Parish Council data audit seems necessary as soon as possible. After a short discussion the Council RESOLVED to implement the plan, including the commitment to financial expenditure. Proposed Cllr Cragg, seconded Cllr Sneyd	<b>ACTION Clerk</b> to spend up to 10 hours in total on this project, completing as many tasks as feasible and reporting to the meeting on April 9 <sup>th</sup> .
2018-3-11	PLANNING MATTERS	The Council examined the current application 18/0235/SH about felling a conifer within the Conservation Area. The volunteer Newchurch Parish Council Tree Warden Mrs Ann Cragg was invited to address the Council. She gave some helpful background on her role since she began in 2002, her contacts at Shepway District Council on tree/planning matters and the update training she has recently undertaken with the Kent Tree Warden Scheme at Hadlow College. When asked, she referred to the application details and offered the opinion that the proposed tree works were reasonable in the circumstances. The Chairman thanked Mrs Cragg for her unsung efforts to improve this aspect of Newchurch life, and for her attendance at the Council's request to advise. Councillors discussed and DECIDED to express Newchurch Parish Council's support for the current application. Proposed T Apps, seconded N Waters. This was immediately done online by the Clerk as part of the formal consultation process.	
2018-3-12	Playground Equipment project	The Clerk presented a short draft project plan for adding a Trim Trail to the existing playground in the Jubilee Field. After discussion the Council accepted the report and asked Councillors to canvass local opinion on the exact elements of a five-element trail which would be desirable.	<b>ACTION Clerk</b> to carry out pre-works site inspection and record. Cllr Cragg to consider the safety inspection regime pre-and post-works
2018-3-13	Correspondence	a) Request from Rural Kent, East Brabourne, to renew PC's yearly subscription @ £50 b) Request from Kent Police to highlight new reporting system including Country Eye app on newchurchvillage.org website - agreed c) Two surveys from KALC, on Training and Social media – one filled in on-screen.	<b>ACTION Clerk</b> to check if an existing subscription was paid previously, and report on 9 <sup>th</sup> April. <b>ACTION Clerk</b> to fill in Training survey on behalf of the Council
	Any other business	a) Cllr Apps reported that the street sign saying St Mary's Road on the parish boundary towards Turngates Bridge and Dymchurch had fallen off its mounting.  b) Cllr Cragg notified colleagues of some email address changes, and then demonstrated the additional pages on the newchurchvillage.org website which reproduce photographically the 56 Squadron RAF Operations Record Books from 1944. These are also searchable via search engines for individual family names, since the metadata with each page contains these specifically. The Council thanked Cllr Cragg for this further update to what is already a treasure-trove of detailed original source material.	<b>ACTION Clerk</b> to report electronically to Shepway District Council

Dates and place of the next Parish Council meeting were agreed as Monday 9<sup>th</sup> April 2018 at 7.30 pm at the Old Wool Store, Brooker Farm, Newchurch TN29 0DT. The Chairman declared the meeting to be concluded at 9.26 pm.