

Newchurch Parish Council

Minutes of the meeting held in the Village Hall, Newchurch TN29 0DZ on Monday 7th May 2018. At 8.00 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>						
2018-5-1	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)							
2018-5-2	Apologies	Cllr Kevin Shaw resigned this day							
2018-5-3	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.							
2018-5-4	Approval of Final Minutes of previous meeting 9th April 2018	The printed copies of the minutes were examined and discussed and unanimously APPROVED Proposed N Waters Seconded A Cragg.	ACTION Clerk to place signed copy of paper minutes in Minute Book immediately, and update website by 18 th May.						
2018-5-5	Matters Arising from those Minutes not already on this agenda	2018-4-5 Cllr Apps had spoken to the churchwardens and noticed some churchgoers are already involved in the poppy initiative. 2018-4-6 Cllr Cragg had sought investment advice from KALC, who pointed out that they are not financial advisors. 2018-3-14 Cllr Apps had contacted the playground Inclusive Orbit roundabout repairers, and it seemed to have been fixed satisfactorily.							
At 8.08 pm the Chairman suspended the Parish Council meeting in order to be addressed by two local residents who are concerned about the use of a local house for cannabis smoking, to the detriment of neighbours and children. After considering the matter and discussion in open session, all Councillors thanked the residents for bringing this matter to their attention. They undertook to consider further options open to the Council to rectify this worrying situation. At 8.30 pm the Parish Council meeting resumed:									
2018-5-6	FINANCIAL REPORT :	<p>Mrs Denby stated that a total of £16,214.43 is currently in the accounts, with no outstanding payments. The Parish Council AGREED to accept the report and to authorise the following payments. Proposed T Apps seconded A Cragg.</p> <table border="1"> <tbody> <tr> <td>KALC Subscription</td> <td>£166.66</td> <td>Due annually in April</td> </tr> <tr> <td>BHIB Insurance</td> <td>£228.82</td> <td>Cover beginning 1st June 2018</td> </tr> </tbody> </table> <p>Mrs Denby has also prepared invoices to individuals and businesses who advertise on the website, to be sent out and paid as soon as possible. The Council then discussed the detailed procedures for the 2017-2018 Accounts External Audit by PKF Littlejohn, and approved the exemption certificate. It also RESOLVED to complete fully the Accounting Statements and Annual Governance Statement, and to set the dates for public inspection of the accounts, at the June meeting with the Treasurer/Responsible Financial Officer (RFO) in attendance.</p>	KALC Subscription	£166.66	Due annually in April	BHIB Insurance	£228.82	Cover beginning 1 st June 2018	<p>ACTION Treasurer to liaise with Cllr Cragg in monitoring payments ACTION Clerk to complete the electronic submission of the exemption certificate, by 18th May (11th June deadline) ACTION Cllr Cragg to liaise with Treasurer to present the completed Section 2 of the AGAR form to the Council on June 6th</p>
KALC Subscription	£166.66	Due annually in April							
BHIB Insurance	£228.82	Cover beginning 1 st June 2018							

2018-5-7	PLANNING MATTERS:	Y18/0338 The Old Village Hall Newchurch (proposed tree work in the Conservation Area); the Council noted that this work had been approved on 23 rd April. Y18/0179/SH Wills Farm - several Councillors found this application difficult to recover from the Folkestone and Hythe District Council (FHDC) Planning Portal search engine. The Clerk was able to provide paper copies of excerpts from the application and use a wireless-connected laptop to circulate the detail of the application. After debate the Council resolved to support this application (proposed N Waters, seconded B Sneyd, abstaining T Apps). Y18/0023/NMA Mill House (windows and rooflights) Councillors also discussed this application, and expressed no objections to the 'non-material amendments' to the plans as originally submitted.	ACTION Clerk to log into Planning portal and indicate the Parish Council's support, by 17 th May
2018-5-8	Links Close sewage treatment plant	Cllr Apps reported that the distressing problems of the sewage system breakdowns were continuing, and he is still liaising with FHDC Environmental Health as it is plain that the treatment unit is breaking up inside, leading to visible pollution of nearby ditches.	
2018-5-9	General Data Protection Regulation (GDPR) further update	The Clerk Mr Sharpe reported on progress towards completion of the agreed action plan. About 75% of the tasks had been completed, and the next stage involves liaison with Warren IT Services Ltd as website hosting company. They are agreeable to making the proposed changes at a cost of £120+VAT. The Council RESOLVED to approve the expenditure, subject to invoice. Proposed A Cragg, seconded N Waters.	ACTION Clerk to check with webmaster on the exact changes to be requested, and commission the upgrades from Warren IT Services Ltd of Folkestone, by 24 th May
2018-5-10	Playing Field and playground equipment project	The Clerk Mr Sharpe reported on progress towards completion of the agreed project plan. He has consulted Cllr Sneyd on the specific items to be included in the Trim Trail, and arranged for two site visits free of charge, with subsequent quotes, from suitable contractors on Tuesday 8 th May.	ACTION Clerk to bring quotes to June meeting for Council decision on which (if any) to accept..
2018-5-11	Report back from Romney Marsh Forum Meeting Thursday 26 th April	Cllr Apps and the Clerk reported that the meeting had received a presentation on Local Policing from Divisional Acting Superintendent Somerville. Other topics included Speed Watch, local NHS provision, Dymchurch PC's tourism leaflet, the proposed nuclear waste storage facility, and resurfacing of Marsh lanes. The AGM of the Forum will be on Thursday 26 th July.	
2018-5-12	Correspondence received from outside bodies requiring action	a) a letter from Kent Surrey Sussex Air Ambulance dated 27 th April requesting a donation of £150. After discussion the Council RESOLVED not to make a donation. Proposed A Cragg, seconded N Waters	ACTION Clerk to write a reply in the negative and send by 20 th May.
2018-5-13	Any other business	a) In response to a previous request by a Councillor, The Clerk Mr Sharpe produced yearly attendance statistics for each councillor and distributed them. b) The procedure for filling the 'casual vacancy' caused by Cllr Shaw's resignation was discussed	ACTION Clerk to send notice to the Elections / Returning Officer at FDHC without delay
2018-5-14	Date and place of the next Parish Council meeting	Councillors and officers discussed their availability for the June meeting at which the Annual Governance and Accountability Return (AGAR) documents are to be signed. The Council RESOLVED to reschedule this meeting to be at 7.30pm on Wednesday 6 th June at the Old Wool Store, Brooker Farm, Newchurch, proposed T Apps, seconded A Cragg.	ACTION Clerk to circulate draft agenda as soon as convenient, and publicise the final agenda on the website and the notice board before Friday 1 st June

The Chairman declared the Parish Council meeting to be concluded at 9.24 pm.