

Newchurch Parish Council

Minutes of the meeting held in the Old Wool Store, Brooker Farm, Newchurch TN29 0DT on Monday 5th February 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>			
2018-2-1	Persons Present	Chairman Cllr Trevor Apps Cllr Andrew Cragg Cllr Neale Waters Cllr Brian Sneyd Cllr Kevin Shaw Mrs Valerie Denby (Treasurer and Responsible Financial Officer of Newchurch Parish Council) Mr Michael Sharpe (Clerk to Newchurch Parish Council)				
2018-2-2	Apologies	None				
2018-2-3	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.				
2018-2-4	Approval of Final Minutes of previous meeting 11th January 2018	The printed copies of the minutes were examined and discussed and unanimously APPROVED Proposed A Cragg Seconded B Sneyd, all agreed.	ACTION Clerk to place signed copy of paper minutes in Minute Book immediately, and update website before 28th February.			
2018-2-5	Matters Arising from those Minutes not already on this agenda	2018-1-5 Letter of thanks to the anonymous donor for money for the Airfield Memorial 2018-1-12 Cllr Cragg has viewed the badly-placed road signs and placed a photo on DropBox showing the warning signs obscuring the speed restriction sign. All agreed with problem highlighted by a parish resident. 2018-2-13 The Clerk has been in written communication with Shepway District Council Environmental Services regarding the tenor of the letter which can be sent to those identified as misusing the dog waste bins.	ACTION Clerk to post signed letter as soon as notified of the postal address. ACTION Clerk to contact Kent Highways with a strongly-worded letter of complaint, attaching the photo, by 26 th February 2018 ACTION Clerk to await formal response and draft an appropriate letter, to bring to the next PC meeting on March 5 th .			
2018-2-6	FINANCIAL REPORT	Mrs Denby presented her report and informed the Council that the bank reconciliation end January 2018 was exactly correct, given that there was an uncleared cheque from late 2017. The Parish Council AGREED to accept the report and to authorise the following payment. Proposed B Sneyd seconded N Waters. <table border="1" data-bbox="544 1848 1284 1910"> <tr> <td>M Sharpe, Clerk</td> <td>£10</td> <td>Parish Council Mobile Phone Top-up by voucher</td> </tr> </table>	M Sharpe, Clerk	£10	Parish Council Mobile Phone Top-up by voucher	ACTION Treasurer to encourage payees to cash Parish Council cheques, as soon as possible.
M Sharpe, Clerk	£10	Parish Council Mobile Phone Top-up by voucher				
2018-2-7	PLANNING MATTERS	The Council examined the current application 18/0075/SH for a Legal Development Certificate at Street Farm Cottage, Newchurch. Cllrs Sneyd and Waters declared a pecuniary interest in this matter, the nature of which was that they may be contracted to undertake some of the work planned. They took no further part in the discussion. The three remaining				

		Councillors discussed and DECIDED to express Newchurch Parish Council's support for the current application. Proposed A Cragg, seconded K Shaw, This was immediately done online by the Clerk as part of the formal consultation process.	
2018-2-8	Speedwatch Update	Following on from Minute 2018-1-9, Cllr Apps and Cllr Shaw had attended a presentation at the Romney Marsh Forum on 25 th January. This involved Kent Police and Kent County Council offering to help set up village-based Speedwatch volunteer groups using hand-held equipment to monitor speeding, with a large portable sign to show drivers what speed they've achieved. Cllr Shaw stated that the costs of this type of equipment were much lower than the permanent speed sensor signs that had been discussed at previous Parish Council meetings. He therefore proposed to modify the project he had previously floated, and consult further with Bilsington and Brenzett Parish Councils with a view to sharing resources and efforts.	ACTION Cllr Shaw to make further efforts to contact Bilsington Parish Council, and Cllr Apps to speak to Brenzett Parish Council, and together to bring proposals to the Newchurch Parish Council meeting on March 5 th .
2018-2-9	Tree and Pond Warden Volunteer Scheme	Following on from Minute 2018-1-11 Cllr Cragg reported that the Newchurch Tree Warden had reported favourably on the organisation, and was due to attend some local free training run by the Scheme. The Parish Council therefore RESOLVED to donate £25 to the Scheme.	ACTION Clerk to check payment details and advise Treasurer before the meeting of 5 th March.
2018-2-10	Insurance Renewals	Following on from Minute 2018-1-7 the Clerk reported he was in the process of seeking insurance quotes from three new providers, including Local Council specialist brokers. Value for money would be pursued in accepting the lowest of the three like-for-like prices. The council's assets, procedures and policies were likely to affect the level of premium quoted, and the rate would almost certainly be more than the Council has been paying in the last few years.	ACTION Clerk to bring quotes to March meeting
2018-2-11	Data Protection Update	Following on from Minute 2018-1-5 Cllr Shaw reported back on the General Data Protection Regulation (GDPR) training he had attended that morning. He pointed out the new responsibilities of the Parish Council from May 2018, with risks of data breaches which may occur in forwarding emails containing personal data. He recommended that the Parish Council holds the minimum of personal data, and it should treat what it does hold with the utmost correctness. He then outlined the probable costs of compliance, but reassured Councillors that guidance and model procedures were something that would be provided at County and National Level by Associations of Local Councils. Chairman T Apps thanked Cllr Shaw for his involvement in this issue.	ACTION Clerk to consult with Councillors and bring an action plan on GPDR to the March meeting. ACTION Clerk to seek written invoice for payment for the training from Kent Association of Local Councils (KALC)
2018-2-12	Correspondence	None requiring a decision	
2018-2-13	Any other business	<p>a) Cllr Cragg announced that the Bumblebee Conservation Trust were hoping to follow up last year's successful projects with energy and enthusiasm in 2018, and were looking to appoint a new trainee. Councillors agreed that this job advert could usefully appear on the newchurchvillage.org website</p> <p>b) Cllr Apps noted that the Trim Trail money had now arrived from Shepway District councillors.</p> <p>c) Cllrs Shaw and Cragg agreed a programme for putting up flags within the village using the correct methods/ protocol</p> <p>d) Cllr Shaw asked if a recent item at the Romney Marsh Forum – the Dymchurch Tourism leaflet covering the attractions of all of the Marsh – was something the Parish Council could see itself contributing to the cost of. After discussion the Parish Council decided not to make any donation, but to applaud the initiative.</p> <p>e) Councillors looked at forthcoming meeting dates, expecting some clashes in May and July. RESOLVED to fix the July meeting date as 9th July.</p>	<p>ACTION Cllr Cragg to arrange, at earliest convenience.</p> <p>ACTION Clerk to bring a draft Trim Trail project management paper to the meeting on March 5th</p>

Dates and place of the next Parish Council meeting was agreed as Monday 5th March 2018 at 7.30 pm at the Old Wool Store, Brooker Farm, Newchurch TN29 0DT. The Chairman declared the meeting to be concluded at 9.21 pm.