



### Newchurch Parish Council

Minutes of the meeting held in the Old Wool Store, Brooker Farm, Newchurch TN29 0DP on Monday 3rd June 2019. At 7.46 pm Chairman Cllr Apps opened the Ordinary Parish Council Meeting and welcomed all present.

<i>Unique Minute No</i>	<i>Agenda Heading</i>	<i>Record</i>	<i>Action by whom and within what timescale</i>
2019-6-1	Persons Present	Chairman Cllr Trevor Apps, Cllr Andrew Cragg, Cllr Neale Waters, Cllr Deborah Ward, Cllr Alison Youd, one member of the public, Mrs Valerie Denby (Responsible Financial Officer / RFO to Newchurch Parish Council), Mr Michael Sharpe (Clerk to Newchurch Parish Council)	
2019-6-2	Apologies	None	
2019-6-3	Declarations of Pecuniary Interests	None declared relevant to the agenda. The Chairman reminded Councillors of their obligation to declare any interest, pecuniary or otherwise, during the course of each item as it arises.	
2019-6-4	Final Minutes of previous meeting	The printed copies of the minutes of the Annual Parish Council meeting of 13th May 2019 were examined and discussed and unanimously APPROVED. Proposed N Waters Seconded A Youd.	<b>ACTION Clerk</b> to place signed copy of paper minutes in Minute Book straightaway, and update website by 14th June.
2019-6-5	Matters Arising	In examining the Minutes the Council noted that all action points had been addressed as appropriate. Under <u>Minute 2019-5-6</u> the Clerk informed the Council that the bin had been ordered for local delivery within the next week, and an invoice is to go to the RFO for a cheque to be signed at the July meeting.	<b>ACTION Cllrs Apps, Ward and Waters</b> to arrange bin fitting, with special banding tool, as necessary
2019-6-6	FINANCIAL REPORT	<p>The Council considered the completion of the Annual Internal Audit Report (AIAR) 2019 signed by the Internal Auditor and REVIEWED the systems of control operative during the local government financial year of 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019. After due consideration it RESOLVED that these systems were effective and sufficient as they stand. Proposed T Apps, seconded D Ward. It then went on to discuss and APPROVE the Annual Governance and Accountability Return (AGAR) including the Accounting Statements presented by the RFO. It therefore completed the Annual Governance Statement and the documents were signed by Chairman and Clerk, as required by the External Auditor, and RESOLVED that the period for the exercise of the public rights of inspection should be Monday 10<sup>th</sup> June 2019 to Friday 19<sup>th</sup> July. Proposed A Cragg, seconded N Waters</p> <p>The Responsible Financial Officer Mrs Denby reported bank balances were £18,880.99 (current) and £0.06 (deposit). The recent receipts had included £4150 full-year precept and £90 for website advertising. One invoice is outstanding in this category.</p> <p>The Council noted the following payment already made (cheque outstanding) BHIB Insurance £237.51.</p> <p>It then RESOLVED to make the following payments, proposed T Apps, seconded A Cragg:</p>	<p><b>ACTION Clerk</b> to arrange for the Exemption Certificate to be emailed to PKF Littlejohn as soon as possible, and for the AGAR documents to appear on <a href="http://www.newchurchvillage.org">www.newchurchvillage.org</a> from the due date</p> <p><b>ACTION Cllr Cragg</b> to chase the outstanding payment of £30, by 30<sup>th</sup> June.</p>

		<p>Eventbrite Training £60 (inc VAT) KALC Subscription £167.35 (inc VAT) FHDC Election recharge for uncontested election May 2019 £56.11 (0% VAT)</p> <p>In relation to the Eventbrite Training session given by KALC the Council RESOLVED to pay Cllr Youd's reasonable travel expenses. Proposed T Apps, seconded N Waters. The Council also RESOLVED to include Alison Youd as an authorised signatory to the Bank Accounts, proposed T Apps, seconded A Cragg.</p>	<b>ACTION Clerk</b> to send FHDC updated address for invoices, by 7 <sup>th</sup> June 2019
2019-6-7	PLANNING MATTERS:	There were none for consideration.	
2019-6-8	Westgate Industrial Site	The Council had received website contacts and personal approaches from residents concerned with the activities at the site. Chairman and Clerk had reviewed the previous history of the site from records dating back to the Land Army Hostel in 1952, and sought advice from FHDC. After brief discussion, Councillors DECIDED to invite the current operators to the next Parish Council meeting, to open up the lines of communication in a spirit of welcoming.	<b>ACTION Clerk</b> to hand-deliver written invitation by end June.
2019-6-9	Correspondence	<p>1. Free Training on Planning Matters was offered by FHDC. This approach was welcomed, because of the major changes in the planning system taking place at present. Unfortunately the dates were found to be inconvenient by all concerned.</p> <p>2. A recent email from newly-elected District Councillor Terry Mullard (Romney Marsh Ward, FHDC) sent Sunday stated he would be happy to come to Newchurch Parish Council meetings from time to time to report on FHDC matters. The Council welcomed his approach as he may also be able to represent collective concerns of residents at District level.</p>	<b>ACTION Clerk</b> to invite Cllr Mullard to speak to September Parish Council meeting, by 7 <sup>th</sup> June
<i>At this point Cllr Cragg left the meeting to attend to a phone call, then returned</i>			
2019-6-10	Any other business	<p>Councillors returned to the questions of dog bins, and whether there was a pressing need for an extra bin near Norwood campsite.</p> <p>A question was asked as to the current status of the FHDC Local Plan.</p> <p>A plea was made for extra cutting/mowing of the Jubilee Field with mobility-impaired users in mind, so that a shorter sward could be established around the perimeter.</p>	<p><b>ACTION Cllr Cragg</b> to approach the campsite owners to find a common way forward, as soon as possible.</p> <p><b>ACTION Cllr Cragg</b> to update instructions to mowers with this in mind, as soon as possible.</p>
<i>At 8.38pm with the Chairman's permission Cllr Waters took his leave of the meeting, feeling unwell</i>			
2019-6-10 (continued)		<p>Further discussion of the Playing Field Maintenance Schedule took place. General approval of a replacement seat was expressed, with the possibility of a memorial plaque.</p> <p>New charges and disposal policies at KCC dumps were noted.</p>	
2019-6-11	Date and place of next Parish Council meetings	After discussion Councillors agreed on Monday July 15 <sup>th</sup> , at 7.30pm at the Old Wool Store, no meeting in August, and September meeting to be 2 <sup>nd</sup> September same time and place.	<b>ACTION Clerk</b> to prepare and circulate agendas by 9 <sup>th</sup> July

The Chairman declared the Parish Council meeting to be concluded at 8.57 pm.