



Newchurch Parish Council

Minutes of Meeting 2021-5 held on Monday 24th May 2021. At 7.30 pm Chairman 2020-21 Cllr Apps welcomed all participants to the Annual Parish Council Meeting.

Unique Minute Number	Agenda Heading	Record	Action by whom and within what timescale
2021-5-1	Persons Present	<u>Councillors</u> Trevor Apps (retiring Chairman), Alison Youd, Tony Goode, Deborah Woollard; <u>Officers</u> Mrs Valerie Denby (Responsible Financial Officer / RFO to Newchurch Parish Council/ NPC), Mr Michael Sharpe (Clerk to NPC). 3 members of the public.	
2021-5-2	Apologies	Councillor Andrew Cragg	
2021-5-3	Election of Chairman and Vice-Chairman 21-22	T Apps was nominated for the position of Chairman for the coming 12 months, proposed D Woollard, seconded T Goode, resolved <i>unanimously in favour</i> . A Youd was nominated for the position of Vice-Chairman 21-22, proposed T Apps, seconded D Woollard, resolved <i>unanimously in favour</i> .	ACTION Clerk to arrange to update website, by 28 th May.
2021-5-4	Acceptance of Office Forms to be signed	T Apps and A Youd then accepted their respective offices by signing the statutory forms in the presence of the Clerk/Proper Officer.	ACTION Clerk to file paper copies in Minutes Book.
2021-5-5	Declarations of Interest	The Chairman reminded councillors to declare any interests in the items on the agenda now or before the discussion commences. None was declared.	
2021-5-6	Final Minutes of previous meeting	The minutes of the previous Newchurch Parish Council meeting of 12 th April 2021 were agreed as a true record; proposed D Woollard, seconded T Goode.	ACTION Clerk to file paper copies in Minutes Book.
2021-5-7	Matters Arising	None	
2021-5-8	FINANCIAL REPORT	A. The Treasurer and Responsible Financial Officer V Denby then presented her report. The year-end bank balance was £11,568.12 in the current account, and £0.06 in the savings account. A large increase in the amount spent in the year, around £5191.99, was funded from the budget including grants, and reflected the conclusion of projects for repairs and maintenance at Jubilee Field (playground and fallen tree). The Parish Council RESOLVED to accept the report, proposed T Apps, seconded A Youd. Two cheques for payment were presented to the Council for signature, being <i>BHIB Insurance for renewal by 31st May £243.96 no</i>	

Unique Minute Number	Agenda Heading	Record	Action by whom and within what timescale
		<p>VAT & M Sharpe (Clerk) repayment £10 Tesco Mobile top up voucher no VAT (TOTAL £253.96) Proposed T Apps, seconded D Woollard.</p> <p>B. Consideration by the Council of the Annual Internal Audit Report (AIAR) was undertaken. The RFO presented the signed Accounting Statement for 20/21 Council and NPC RESOLVED to accept the Accounting Statement in conjunction with the AIAR and the Annual Governance Statement (AGS), proposed A Youd, seconded T Goode.</p> <p>C. The Council proceeded to consider the signing of the Annual Governance and Audit review (AGAR) exemption certificate, on the grounds of turnover less than £25,000, and debated the arrangements for public inspection of accounting records for 20/21. It RESOLVED to notify its exempt status to the External Auditor PKF Littlejohn; it further RESOLVED that public inspection should be by prior arrangement with the Clerk & RFO, at COVID-secure premises with appropriate precautions, the dates to be from 2nd June to 14th July 2021 (being at least 30 working days including the first 10 working days in July as required by law). Proposed T Apps, seconded D Woollard.</p>	<p>ACTION: Clerk to email Exemption Certificate, as required, by 31st May.</p> <p>ACTION: Clerk to update website with AGAR documents and Notice of Public Inspection Rights.</p> <p>ACTION: T Apps to put paper copies on Village Notice Board - both by 31st May.</p>
2021-5-9	Planning Applications, Listed Building Consents, Tree Works	None received	
2021-5-10	Solar Lights on Village Sign	T Apps informed the Council that he had received a suggestion from a local resident that the Village Sign appearance might be improved by night-time lighting driven by solar power units. He had scoped the project as offering up to 10 hours' illumination per night at 60 Lumens. He proposed to obtain Globe Solar Spotlights for around £40. The current flags on the Sign would be removed and lighting supports fitted by the resident. After a short debate the decision was deferred to the next meeting..	<p>ACTION: Clerk to place on the agenda for the next meeting as a separate item.</p> <p>ACTION: All Councillors to consult residents informally and prepare for further debate prior to resolving on the project.</p>
2021-5-11	The Street, Newchurch - road surface maintenance	The Clerk read out an email from a resident asking for support from the Parish Council in encouraging the Highways Authority Kent County Council to consider renewal of the road surface through the heart of the village. After debate, NPC RESOLVED to send an email to KCC Highways in support. Proposed A Youd, seconded T Apps.	ACTION Clerk to write an email to KCC Highways in appropriate terms, by 18 th June.
2021-5-12	The Spinney memorial tablets /boards - project spending approval	The RFO informed the Council of project costs of 2 projects at The Spinney: £6050 (Net of VAT) for supply and installation of granite plaques on the	ACTION Clerk and V Denby to liaise with A Cragg as project leader; enter into

Unique Minute Number	Agenda Heading	Record	Action by whom and within what timescale
		<p>memorial; £659 (net of VAT) for a refresh of the interpretation boards.</p> <p>In response to a question from the floor, T Apps indicated that the granite was to replace the existing hard composite plaques on the memorial, and had been funded by an anonymous donor with personal links to the RAF squadrons and personnel commemorated. The Parish Council then debated the approval to spend on both projects. It noted that the Fifth Continent Project of Kent Wildlife Trust had offered to part-fund the interpretation boards update. It also felt that the removal of stray apostrophes on the interpretation panel would give a much better impression to visitors to The Spinney, and RESOLVED to fund both projects as required. Proposed T Apps, seconded A Youd.</p>	<p>contracts with suppliers under both projects; and report to Councillors on project close-out, by September meeting.</p>
2021-5-13	Review and Adoption of Standing Orders and Financial Regulations.	The Clerk reminded Councillors that reviews are to be undertaken at the Annual Parish Council Meeting to ensure Orders and Regulations remain fit for purpose. If Councillors have any suggestions for amendments, they can be notified to him by email routinely.	ACTION Clerk to collate suggestions for changes and bring to October meeting for decision.
2021-5-14	Review of the Asset Register and Risk Register.	In similar fashion, the Clerk asked for suggestions for upgrading these two documents, and following debate Councillors RESOLVED to add the Parish Council Mobile Phone to the Asset Register as it does not currently appear there. Proposed T Goode, seconded T Apps.	ACTION V Denby as RFO to update the Asset Register for placing on the Website under Transparency Code, as soon as possible.
2021-5-15	Correspondence	None	
2021-5-16	Exchange of informal information	<p>T Apps asked the Clerk to remind Councillors of the procedure when a Councillor resigns, as he had had a verbal indication from A Cragg that he was thinking of doing so.</p> <p>Councillors also considered the arrangements for the COVID-19 security of the current meeting, and the appropriate venues and arrangements for the future. In particular, availability of Wi-Fi and display equipment at the Village Hall with the input of the Village Hall Committee were felt to be important.</p>	ACTION Clerk to continue to monitor Government edicts, and inform Councillors by email of relevant advice from National / Kent Associations of Local Councils (NALC /KALC).
2021-5-17	Next meetings	Monday 28 th June at 7.30 pm at the Village Hall (main room), with a meeting in late July to be decided on if necessary..	ACTION Clerk to make booking, update website, and prepare agendas, as convenient.

The Chairman declared the Parish Council meeting to be concluded at 8.12 pm. END.