



### Newchurch Parish Council

**Minutes** of Meeting 2020-6 held by remote Zoom meeting on Monday 7th September 2020. At 7.32 pm Chairman Cllr Apps welcomed all participants to the Ordinary Parish Council Meeting.

Unique Minute No	Agenda Heading	Record	Action by whom and within what timescale		
2020-6-1	Persons Present	Councillors Trevor Apps (Chairman), Andrew Cragg, Deborah Ward, Alison Youd, Tony Goode, Mrs Valerie Denby (Responsible Financial Officer / RFO to Newchurch Parish Council), Mr Michael Sharpe (Clerk to Newchurch Parish Council)			
2020-6-2	Apologies	None			
2020-6-3	Declarations of Interest	The Chairman reminded Councillors of their obligation to declare any interest, pecuniary or otherwise, during the course of each item as it arises. Cllr Cragg declared a Pecuniary interest in Item 6 Financial Report as he wished to present an invoice for payment to himself as Brooker Farms for the mowing of grass on Jubilee Field and associated grounds maintenance 2020/21.			
2020-6-4	Final Minutes of previous meeting	The minutes of the Parish Council meeting of 1st June 2020 were examined and discussed and unanimously APPROVED. Proposed A Youd seconded A Goode.	<b>ACTION Clerk</b> to bring copy of paper minutes to next physical meeting for Chairman's signature, and make note on website by 18 <sup>th</sup> September.		
2020-6-5	Matters Arising	In examining the Minutes the Council noted that all action points had been addressed as appropriate.			
2020-6-6	FINANCIAL REPORT	Mrs Denby reported that bank balances were £13,864.33 (current) and £0.06 (deposit), with nothing uncleared. The following cheque payments were authorised:	<b>ACTION Treasurer</b> to liaise with Chairman and Councillors for signatures on cheques.  <b>ACTION A Cragg</b> to answer Treasurer's query on Balance Sheet figures by email as soon as possible		
		Playsafety Limited, Wiltshire		Inspection & report 2020 Jubilee Field	£99 inc VAT
		Michael Sharpe, Clerk		Mobile Phone Top-Up	£10 inc VAT
		Brooker Farms, Newchurch		Grass Cutting 2020/21	£660 inc VAT
		proposed T Apps, seconded D Ward, all in favour..			
2020-6-7	Planning and Tree Work Applications	None received from Planning Portal of Folkestone & Hythe District Council (FHDC).			
2020-6-8	Spinney Memorial Interpretation Panel replacement	Cllr Cragg informed the Council of the communications he has received from the Fifth Continent project. These will allow professional replacement of the Interpretation Panel for the Newchurch Airfield aspects of the Spinney. This is desirable since the Panel is 10 years old and has deteriorated a lot in the last 12 months. For an expenditure of around £250 a reserve replacement panel can be made up at the same time, against long-term future requirements. After discussion the Council RESOLVED to approve the expenditure, provided the stray apostrophe in the current text "Newchurch and IT'S Airfield" could be corrected. Proposed A Goode, seconded D Ward, all agreed.	<b>ACTION A Cragg</b> to manage the project and report to the Council when requested.		

2020-6-9	Playground Fencing Project signage	The Clerk screen-shared a draft version of the Funders' Acknowledgement sign (cost approx. £40 inc VAT) which he proposed to fit to the new fencing, and Councillors suggested several amendments which were incorporated.	<b>ACTION Clerk</b> to run proofs past logo copyright holders, commission local production of sign and affix, by end October
2020-6-10	Playground Safety Inspection Report	In accordance with Minute 2020-5-5 the Clerk had circulated the report from the inspection carried out on 22 <sup>nd</sup> July. Councillors debated the findings and A Cragg offered to follow up the relevant action points from them. T Apps informed Councillors of recent vandalism to the Pull-Up Bars, the timber surround for the bark pit, and the field gate, and after debate the Council RESOLVED that the Pull-Up Bars should be marked as out of use and replaced in their entirety, because of age and the nature of the damage. Proposed T Apps, seconded A Cragg. The Council thanked T Apps for carrying out an immediate repair to the gate.	<b>ACTION A Cragg</b> to carry out remedial works, including surround, as soon as possible, and report to October meeting. <b>ACTION Clerk</b> to obtain quotes for replacement and installation, and circulate by email, as soon as possible.
2020-6-11	Asset and Risk Registers	The Clerk had circulated the Asset and Risk Register documents, which are in need of review and updating each year. The COVID-19 restrictions have led to the postponement of the Annual Meeting, and Councillors took the opportunity to suggest amendments.	<b>ACTION Clerk</b> to incorporate extra items such as the 'Sign Interpretation Post' in a document in a format according with current Accounting and Audit guidance, as convenient.
2020-6-12	Exchange of informal information	T Apps stated he was concerned about the noise and disruption caused by heavy track-laying farm tractors as they travelled on the roads through Newchurch. T Apps also informed Councillors that the 'Sign Interpretation Post' has now been erected adjacent to the Notice Board in the centre of the village, and wished to thank Paul Prentice for all his help on this and on previous occasions. A Cragg stated that the project close-out documents for Jubilee Field will be kept on file. D Ward informed colleagues that due to her forthcoming wedding she would become Cllr Woolard. All present wished her and Colin their heartiest congratulations.  A Youd asked Councillors and others to send her Parish Council-related emails on councillor1...as it now seems to be working. She reported that she is looking forward to updating the Council's Standing Orders and Financial Regulations along with the Chairman. Mrs Denby reported several instances of regular flytipping, which is being cleared voluntarily by two residents. A Cragg recommended using the Country Eye app to report flytips, since the camera and GPS functions on a mobile phone simplify the process.	<b>ACTION Clerk</b> to investigate appropriate action, and email Councillors to inform, when convenient. <b>ACTION Clerk</b> to draft and circulate letter of thanks to Mr Prentice, for approval by Councillors, by 18 <sup>th</sup> September. <b>ACTION Clerk</b> to update files and inform FHDC of change of name  <b>ACTION All Councillors</b> to investigate Country Eye App and make a trial incident report on it, by date of next meeting
2020-6-13	Next meeting	Monday 5 <sup>th</sup> October 2020 7.30pm virtually on Zoom or at The Old Wool Store Brooker Farm, Newchurch depending on emergency restrictions in force one week beforehand.	<b>ACTION Clerk</b> to circulate agenda and papers, and update website, by 29 <sup>th</sup> September.

The Chairman declared the Parish Council meeting to be concluded at 8.46 pm.