



### Newchurch Parish Council

**Minutes** of Meeting 2020-4 held by remote Zoom meeting on Monday 1st June 2020. At 7.30 pm Chairman Cllr Apps welcomed all to the Ordinary Parish Council Meeting.

Unique Minute No	Agenda Heading	Record	Action by whom and within what timescale
2020-4-1	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)	
2020-4-2	Apologies	None	
2020-4-3	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.	
2020-4-4	Final Minutes of previous meeting	The minutes of the Parish Council meeting of 2nd March 2020 were examined and discussed and unanimously APPROVED. .Proposed A Cragg seconded D Ward. The Council noted the April meeting had been postponed to the present occasion because of the Coronavirus outbreak and COVID-19 restrictions.	<b>ACTION Clerk</b> to bring copy of paper minutes to next physical meeting and make note on website.
2020-4-5	Matters Arising	In examining the Minutes the Council noted that all action points had been addressed as appropriate. Under <u>Minute 2020-3-5</u> the Clerk reported correspondence with Clive Satchell, Senior Planning Enforcement Officer, at Folkestone & Hythe District Council (FHDC) had been received regarding complaints arising from the use of East & West Warehouses. T Apps also remarked that the replacement bus shelter had been installed, but that it looks ill-cared for and the Perspex vision panels are obscured. Under <u>Minute 2020-3-10</u> the Council noted the successful installation of the fencing, and compliments from residents on its appearance. Under <u>Minute 2020-3-11</u> the Clerk reported that no invoice appeared to have been for Defibrillator maintenance yet.	<b>ACTION Clerk</b> to forward email to warehouse neighbours to update, by 15 <sup>th</sup> June 2020  <b>ACTION Clerk</b> to ask advice of FHDC about cleaning and refurbishment, by 19 <sup>th</sup> June.  <b>ACTION Clerk</b> to email Defibrillator contractor and forward invoice to Treasurer, by 19 <sup>th</sup> June
2020-4-6	FINANCIAL REPORT	Mrs Denby reported that bank balances were £21715.83 (current) and £0.06 (deposit), with nothing uncleared. The following cheque payments were authorised, signed and countersigned Kent Association of Local Councils, Whitfield <i>Yearly subscription</i> £184.92 Four Seasons Fencing Ltd, High Halden <i>Jubilee Field Fencing</i> £6950.20 BHIB Insurance, Leicester <i>Yearly Insurance</i> £241.30	
2020-4-7	Annual Governance and Audit Review (AGAR)	The Council then worked through the process of discussing the Internal Auditor's Report and signing off the AGAR documents. It RESOLVED to approve the Internal Auditor's report –proposed A Cragg, seconded A Youd, all in favour. It then considered signature of the Exemption Certificate	

		and RESOLVED that it should be signed and forwarded to the external audit body PKF Littlejohn – proposed T Apps, seconded A Cragg, all in favour. The Council then considered, agreed and RESOLVED to sign the Annual Governance Statement – proposed A Goode, seconded A Cragg, all in favour. It then set the dates for public inspection of all financial records for 2019-20 and RESOLVED that these are 1 <sup>st</sup> July to 11 <sup>th</sup> August, by arrangement with Councillor Cragg at Brooker Farm Office, proposed A Cragg, seconded A Youd, all in favour.	<b>ACTION Clerk</b> to email the scanned Exemption Certificate as soon as possible, and before the due date of 31 <sup>st</sup> July.  <b>ACTION A Cragg</b> to publish the Notice of Public Rights on the website as soon as convenient, and by 30 <sup>th</sup> June in any case.
2020-4-8	Play Area Inspection July 2020	The Clerk referred to recent correspondence from an inspection firm, and after due discussion the Council RESOLVED to engage the contractor on bespoke terms. Proposed A Cragg, seconded T Apps, all agreed	<b>ACTION Clerk</b> to enter into contractual relations, as soon as convenient.
2020-4-9	Correspondence	The Clerk referred to correspondence from British Red Cross requesting a donation towards its efforts, including support for communities during the COVID-19 emergency restrictions. After due consideration, the Council RESOLVED not to make a donation. Proposed D Ward, seconded A Cragg, all in favour.	<b>ACTION Clerk</b> to reply to Red Cross letter to inform of Council's decision, when convenient.
2020-4-10	Any other business	T Apps raised the question of the difference in the mowing of Jubilee Field now the new fence was in position. A change of mowing regime was generally favoured. T Apps also made Councillors aware of an approach from a landowner about a change of use within the village envelope. A Goode enquired if Newchurch Parish Council possessed a development plan, and whether the preparation of a Neighbourhood Plan might bring financial benefit to the Council under the current Planning framework. There was some discussion on the history and current position. A Cragg updated the Council on his proposals for the Website Accessibility Regulations project, which he has been pursuing with the website hosting contractor. A Youd asked if others have been experiencing random and frequent power outages. Some have. The Council expressed its thanks to A Cragg for setting up the Zoom meeting and running it from his computer.	<b>ACTION A Cragg</b> to assess extra costs, under the current mowing regime, and report to next meeting. <b>ACTION T Apps</b> to communicate that Planning Applications and requests for pre-application advice should be made to FHDC as Planning Authority, not Newchurch Parish Council. <b>ACTION A Goode</b> to pursue lines of enquiry. <b>ACTION A Cragg</b> to propose a formal resolution at the next meeting. <b>ACTION Clerk</b> to write to UK Power Networks to highlight the apparent distribution fault, and ask for a report and action, by 19 <sup>th</sup> June
2020-4-11	Next meeting	Monday 20 <sup>th</sup> July 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 update Councillors on relevant changes to emergency restrictions and arrange meeting accordingly, circulating agendas by 14 <sup>th</sup> July 2020

The Chairman declared the Parish Council meeting to be concluded at 8.27pm.