

Newington (Folkestone and Hythe) Parish Council

Parish Council Meeting held at The Barn, Newington
on Monday 9 September 2019

MINUTES

01 Present

Councillors: John Neale (Chairman)
Kevin Golding (Vice Chairman)
Sue Smith
Robin Peters
Craig Watt-Peters
KCC Councillor Susan Carey
District Councillor David Godfrey
Four members of the public

Clerk: Melvyn Twycross

Apologies KCC Community Warden Gary Harrison

02 To declare any **Disclosable Pecuniary Interests (DPI)** and **Other Significant Interests (OSI)** relating to items on the agenda.

A member who declares a DPI in relation to any item on the agenda will need to leave the meeting for the whole of that item and will not be able to speak or take part unless a relevant Dispensation has been granted. A member who declares an OSI will be able to speak on the item but will be required to leave the meeting for the vote.

Councillor Golding declared an interest (OSI) in Item 10 on the Agenda

03 **Agree and sign the minutes of the Parish Council Meetings held on the 8 July 2019**

The minutes were agreed as a true and accurate record of the meeting and signed by the Chairman.

04 **Matters arising from the previous meeting**

- a) HGV usage of A2/A20 link via Elham Valley Road
The Clerk emailed the Clerk of Barham Parish Council on 5 September 2019 offering the Council's support in this initiative.
- b) Parish Council website
The website can now be accessed using the new domain name of www.newingtonandpeene-pc.gov.uk

05 **Open session – Questions from Parishioners**

- a) A Parishioner asked the reason for the barriers that have been erected at various locations in the village. Councillor Golding explained that they had been erected in connection with the electric power cabling works that are being carried out by ElecLink. The works have taken longer than originally planned but Councillor Golding has been informed that removal of the fencing and reinstatement works are due to start in week commencing 16 September. It is further planned that the public footpaths will re-open early in the new year.
- b) A Parishioner who lives in Beechborough expressed concern that the hedges in that area are becoming overgrown and overhanging the main

road, particularly near the bus stops. The Chairman and Clerk will carry out an inspection to establish who is responsible for maintaining the hedges and report the matter accordingly.

06 Reports from Local Authorities

a) Report from KCC Councillor Susan Carey

Hope for the best prepare for the worst. KCC is preparing for possible risks from a no deal exit and the plans put in place for the 31 March 2019 have been updated.

We are working with partners to make sure that if HGVs need to queue it will not disrupt the road network in Kent the way it did in 2015 when we had industrial action in France.

A paper on Brexit preparedness is going to our next council meeting which covers KCC's work and also sets out issues where we want the Government to be clearer or do more. Go to the 'Brexit' area of the Parish Council's website to view this paper.

KCC's Low Emissions Strategy for Kent (zero carbon by 2050) is out for consultation until 23 September. Do please look at what's proposed and give your views. Go to www.kent.gov.uk/energyandlowemissionsconsultation to take part in the consultation.

b) Report from Folkestone and Hythe District Councillor David Godfrey

Councillor Godfrey reported on a number of initiatives including Otterpool – acquisition of Westenhanger Castle; litter and flytipping; gypsy and traveller sites. Go to the 'News' area of the Parish Council's website to view Councillor Godfrey's full report.

c) Written report from KCC Community Warden Gary Harrison

Go to the 'News' area of the Parish Council's website to view Gary Harrison's report.

07 Update of Parish Council's Standing Orders

In response to a motion put before Council, Councillors resolved to adopt the revised Standing Orders based on the Model Standing Orders 2018 (England) produced by the National Association of Local Councils. A copy of the updated Standing Orders will be placed on the Parish Council's website.

08 Planning – Peene Housing Development

In response to the Council's concerns, the developers have submitted a revised layout which sets the new houses further back from the road and moves the access to the development's parking area further away from the sharp bend at the bottom of Hill Lane.

There remains the outstanding matter of prioritising occupancy of the affordable housing for local people. The developers have informed the Council that they are talking to a specialist housing provider with a track record of delivery in small villages like Newington, and also with the housing development team at Folkestone and Hythe DC.

The Clerk was instructed to write to the developers and ask them to submit all outstanding matters to Folkestone and Hythe Planning before the next Parish Council Meeting on the 11 November 2019.

09 Finance

- a) In response to a motion put before Council, Councillors resolved to **adopt** the Financial Regulations based on the Model Financial Regulations 2019 (England) produced by the National Association of Local Councils. A copy of the Financial Regulations will be placed on the Parish Council's website.
- b) The Financial Statement (see Appendix A) was reviewed and the payments detailed therein were **agreed**.
- c) Budget Monitoring 2019/20. The previously circulated budget was discussed. Most cost items were on line with the following exceptions:
 - i. 'Clerk's Salary' was expected to show an *overspend* of £1034 by the end of March 2020. This was mainly due to an increase in the Clerk's working hours on appointment from 4 to 5 hours per week.
 - ii. 'The Clerk and Councillor's Workshops' were expected to show an *overspend* of £200 due to the unanticipated training requirement for two new co-opted councillors.
 - iii. 'Election Expenses' are showing an *underspend* of £444 due to the reduced cost of co-opting of two new parish councillors compared with a holding an election.
 - iv. 'Clerks Expenses' are expected to show an *underspend* of £400 because the current Clerk lives in the parish and will not be claiming the anticipated travel expenses of the previous Clerk.
 - v. 'Replace Printer' shows an *underspend* of £400 because the existing printer is currently meeting the needs of the Clerk.

In accordance with paragraph 4.2 of the Financial Regulations the Clerk recommended approval of the following virements:

- i. To transfer £444 from 'Election Expenses' into 'Clerk's Salary'
- ii. To transfer £400 from 'Clerk's Expenses' into 'Clerks Salary'
- iii. To transfer £200 from 'Replace Printer' into 'Clerks Salary'
- iv. To transfer £200 from 'Replace Printer' into 'Clerk and Councillor's Workshops'

The Council **approved** the recommendations of the Clerk.

10 Grounds Maintenance Contract

Councillors discussed changes to the timing of the grass cutting element of the current contract and possible cost savings that could be gained by increasing the duration of future maintenance contracts from the current one-year term. The Clerk will check to ensure that such changes would be in accordance with the Council's Financial Regulations and report back to Councillors.

11 Highway Matters

The Clerk met John Keefe of Eurotunnel on site on 5 September 2019 to inspect the overhanging hedges on the east side of Newington Road between the Village Hall and entrance to The Barn. Mr Keefe agreed to cut the hedges back as soon as possible but within the next four weeks.

Mr Keefe also agreed to cut back the hedges behind the drainage ditch on the east side of Newington Road between the Village Hall and Newington Village. This work would be carried out over the winter period.

12 King George V Playing Field

Councillors discussed the recent report from ROSPA Play Safety following their annual playground inspection. The Clerk was asked to obtain costings for any remedial works required.

13 Office Matters

Councillors **agreed** to the Clerk's request to purchase an external hard drive to back-up the Council's electronic records. The cost would be approximately £50.

- 14 Newington Unknown Donors Charity**
Councillor Smith confirmed that she is happy to continue as a trustee of the Charity until May 2020.
- 15 ElecLink cable laying operations.**
See item 5 a) above.
- 16 Purchase of Poppy Wreath**
Wreath to be ordered from the Royal British Legion – Clerk to action.
- 17 Shepway Area Committee Meetings**
Councillor Watt-Peters agreed to attend the meetings as a representative of the Parish Council.
- 18 Brexit - To discuss possible mitigation measures resulting from a no-deal Brexit.**
See comments by Councillor Susan Carey in item 6 a) above.
- 19 Any other business**
It was requested that consideration be given to reimbursing the cost of plants outlaid by the parishioner who maintains the planters at the entrance to the village and the flowerbed around the war memorial. Councillor Smith will discuss the matter with the parishioner and report at the next meeting.
- 20 Confirm date of next meeting**
11 November 2019 – 7.00pm at The Barn, Newington.
- 21 Close of meeting**
There being no further business the meeting closed at 8.50pm

A handwritten signature in dark ink, appearing to be 'S. Smith', is written over the bottom of the list items. The signature is stylized and somewhat cursive.

Appendix A

NEWINGTON PARISH COUNCIL **Financial Statement as at 9 September 2019**

The following invoices have been paid since the previous Parish Council Meeting on 8 July 2019:

Payee	Purpose	Value
KALC	Clerk's Conference	72.00
Griggs and Partners	Grounds maintenance (July 2019)	130.00
Melvyn Twycross	Clerk's Salary 08/07/19 – 04/08/19	186.60
HMRC	PAYE 08/07/19 – 04/08/19	46.80

The following invoices are due for payment:

Payee	Purpose	Value
ROSPA Play Safety	Play area inspection	82.20
Melvyn Twycross	Clark's Salary 05/08/19 – 01/09/19	186.80
HMRC	PAYE 05/08/19 – 01/09/19	46.60
Griggs and Partners	Grounds maintenance (Aug 2019)	160.00
Fasthosts Internet Ltd	Domain name registration	130.80

Bank balance as at 9 September 2019 = £6938.84