

**Newington Parish Council  
Minutes of the Annual Meeting  
Held at Georges Barn at 7pm on 13<sup>th</sup> May 2024**

Present: Councillor John Neale – Chairman  
Councillor Sarah Wright  
Councillor Bob Laslett  
FHDC Councillor David Godfrey  
FHDC Councillor James Butcher

Clerk: Mrs Jean Gilham

ITEM	DETAIL	
	<b>Welcome by the Chairman to those who were present</b>	
1	<b>Election of New Chairman</b> The Chairman stood down from his post Proposal(s) for Chairman were accepted – Proposed – John Neale by Sarah Wright Seconded – Bob Laslett All in favour – the chairman for 2024 will be Mr John Neale	
2	<b>Election of New Vice-Chair</b> Sarah Wright was proposed by John Neale Seconded by Bob Laslett All in favour – the vice chair for 2024 will be Miss Sarah Wright	
3	<b>Members of the public present</b> Mrs S Coleman – Newington & District Gardening Association Mr V Coleman – Newington & District Gardening Association Greta Rajadhyaksha – Friends of St. Nicholas Church Newington Samual Cox Apologies; None received	
4	<b>Declaration of any DPI or OSI – none received</b>	
5	Minutes of meeting held on March 11 <sup>th</sup> 2024 were signed by S. Wright as a true record of the meeting	
6	<b>Matters arising from 11.03.24</b> Fasthosts – Cleo Smith has been removed from the email site and Bob Laslett has been added. John Neale and Sarah Wright will advise the clerk when Kevin Golding has reviewed the emails relating to his time on the committee. Defibrillator – not pursued as there is not a constant electric supply at any of the Parish Council sites within the villages.	
7	<b>Open Session</b> Sam Cox had requested information relating to the trees which have been planted on the playing field and to the evergreen which was also removed – Sarah Wright informed those present that the report which was commissioned by the committee in 2022 stated that the trees were considered to be in an unsafe and poor condition and should be removed and replanted. The committee accepted this document and agreed an estimate from Griggs and Partners for replanting the trees which took place recently. Sam Cox was concerned that the spruce was not replaced and offered to purchase one and have it planted. The committee thanked Sam and he will meet with John Neale to discuss both the space between the new trees and also a site where the new spruce	

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	would be sited. With regard to the missing plaque, the Contractor confirmed that they haven't seen it for at least a couple of year. Sam Cox agreed that it had been missing for that period of time.	JN/SC
8	<b>Planning</b> no objections were raised to Ref: 24/0470/FH – the approval of reserved matters relating to (appearance, landscaping, layout and scale) of outline planning permission 21/2434/FH-land adjoining 1 Bear Garden Cottages, Newington Rd, Peene	
9	<b>Finance</b> a) Bank statements and reconciliation forms were signed for March and April 2024 b) Council received and noted the Annual Internal Audit Report 2023/24. Council <b>approved</b> the Certificate of Exemption confirming that Newington Parish Council is exempt from a limited assurance review under section 9 of the LA (smaller authorities) regs 2015 c) <b>Approval</b> of the Annual Governance Statement was given d) <b>Approval</b> of the Accounting Statements for 2023/24 were given e) Authorisation was given to add Bob Laslett to the bank signatory list. f) VAT – payment of £318 has been received from HMRC	
10	<b>Southern Water</b> The condition of the roads due in part to the constant use of lorries by Southern Water was discussed. Currently the lorries have been stood down as the water levels have receded, concern was voiced for the coming winter if no repairs were carried out on the existing infrastructure.	
11	<b>Co-option of a new Parish Councillor</b> There were no local candidates applying to join the Parish Council when the vacancy was recently advertised. Councillor J Neale proposed that Mr David Godfrey FHDC be co-opted to join the council and this was seconded by Councillor S Wright, and carried The Clerk will forward all relevant documents to the Monitoring Officer	
12	Audit update as per item 9	
13	<b>Telephone Box</b> Bob Laslett and Jill Sage are continuing to maintain the telephone box library. The external decorating will take place during June – subject to the weather conditions.	
14	<b>Policy and Procedure Review</b> (documents were circulated prior to the meeting) Internal Control Policy agreed and signed Financial Reserve Policy was agreed and signed ROSPA report (from July 2023) was discussed, maintenance of specific items – Junior Swing – maintenance needed on the blockheads Paintwork issues – maintenance is required in a number of places Clerk to phone/contact the Ground Maintenance team at FHDC -to	

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	enquire if they deal with these matters. David Godfrey will also seek information relating to maintenance of park equipment from the Clerk in Hawkinge.	JG/DG
15	<b>A.O.B</b> – information only the clerk has been notified that the ROSPA inspection for 2024 has been booked	
16	<b>Date of next meeting</b> – 8 <sup>th</sup> July 2024 at 7pm	
17	<b>Meeting closed at 8.45pm</b>	