

**Newington Parish Council
Annual Meeting of the Council
held at George's Barn, Newington on Monday 23 May 2022**

Present:

Councillors: John Neale (Chairman)
Kevin Golding (Vice Chairman)
Councillor Sarah Wright
Councillor Jill Sage
Clerk: Sharon Westby

01	Election of Chairman Councillor Neale offered to continue as Chairman of the Council for the ensuing year. His offer was accepted unanimously.	
02	Election of Vice-Chairman Councillor Golding offered to continue as Vice-Chairman of the Council for the ensuing year. His offer was accepted unanimously.	
03	Apologies None.	
04	To declare any Disclosable Pecuniary Interests (DPI) and Other Significant Interests (OSI) relating to items on the agenda. <i>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.</i> Councillor Golding declared a personal interest in item 10 of the agenda.	
05	Agree and sign the Minutes of the Parish Council Meeting held on 14 March 2022. The minutes were agreed as a true and accurate record of the meeting and were signed by the Vice Chairman.	
06	Matters arising from the previous minutes None.	
07	Open session There were no members of the public present.	
08	Planning To note applications decided and pending since the meeting held on 14 March 2022 (see Appendix A to these minutes) It was discussed and noted that planning application 22/0492FH would be completed under permitted development and the council were therefore unable to comment. No other comments or concerns were raised by councillors.	

09	<p>Finance</p> <ul style="list-style-type: none"> a. The Financial Statement (Appendix B to these minutes) detailing payments made since the 01 March 2022 was reviewed and the sums detailed therein were agreed b. Council received and noted the Annual Internal Audit Report 2021/22. Council approved 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. Council approved the Annual Governance Statement 2021/22 d. Council approved the Accounting Statements 2021/22 e. Council approved the KALC/NALC subscription for 2022/23 (a decrease from £207.10 to £205.51 including VAT). 	
10	<p>Tree Planting and Work Required to Trees and Hedgerow on the Playing Field</p> <p>Three estimates were requested for the work required but after reminders only two estimates were received. The estimates obtained were discussed at length. Councillor Sage questioned the need to lose any of the trees and Councillor Golding explained that several of the trees and hedgerow were dead so needed to be removed.</p> <p>When making a decision, councillors gave consideration to cost and whether the work was necessary. After careful consideration, it was decided that the work was necessary and the contract be given to Griggs & Partners on the basis that all roots would be dug out and soil imported to make the area ready for the planting of new trees. It was also acknowledged that Griggs & Partners had agreed to accept responsibility of watering and looking after any new trees until they were firmly established. All councillors were in agreement.</p> <p>The clerk will advise Griggs & Partners. A start date for the works was suggested from September onwards to ensure that nesting birds would not be disturbed and that there would be less disruption after for the summer for those wanting to use the playing field during the better weather.</p> <p>Prior to the next meeting on 11 July 2022, councillors agreed that they would all take time to look at the Woodland Trust website to decide which species of trees they would apply for through the Queen's Green Canopy scheme. The clerk will forward a link via email. Councillor Golding will also get advice from Colin Griggs regarding suitable species for the area.</p>	<p>Clerk</p> <p>Clerk KG</p>
11	<p>ElecLink</p> <p>Councillor Golding reported that the faulty kissing gate has now been repaired, the hedge is looking healthy and growing well. The ground still requires recultivating and levelling but he is hopeful that by the end of the summer, works will be completed.</p> <p>It was agreed that the remaining stiles within the parish should be converted to kissing gates (three in total). However, having agreed the grounds work on the playing field under item 10 of these minutes, councillors acknowledged that it was too early in the financial year to commit to the cost of replacing these. It was suggested that Folkestone and Hythe District Councillor David Godfrey and/or Kent County Councillor Susan Carey be approached to ask if this might be something that they could help to fund.</p> <p>Councillors agreed to revisit this at the next meeting once it was ascertained if any additional funding was available.</p> <p>The clerk will find out the cost of the kissing gates in the meantime.</p> <p>Councillor Neale will contact David Godfrey and Susan Carey.</p>	<p>Clerk JN</p>
12	<p>Telephone Box</p> <p>After the lengthy discussion relating to budget constraints under Item 11, councillors agreed that a decision would be made at the next meeting regarding work to convert the telephone box to a library once it was known whether any additional funding could be secured.</p>	

13	<p>Risk Assessment, Statement of Internal Control and Financial Reserve Policy These documents were reviewed, agreed and adopted by councillors with some minor amendments. The proposed timetable for document review was agreed.</p>	Clerk
14	<p>Resolution to Exclude the Public It was resolved that under section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, because of the confidential nature of the business to be dealt with, the Public and Press leave the meeting during discussion of item 15, namely to agree the Clerk's Pay Scale.</p>	
15	<p>To agree the Clerk's Pay Scale It was agreed in a closed session of the Parish Council to review the Clerk's salary. Following the NALC and SLCC National Agreement for Council Clerks, the Parish Council graded the Clerk's salary should be spinal column point 15 for 2022-23.</p>	
16	<p>Any Other Business</p> <ul style="list-style-type: none"> a. Councillor Neale asked councillors if the meeting on 12 September 2022 could be changed as he would be unavailable. Councillors agreed to move the meeting to Tuesday 6 September to accommodate this. Clerk will contact F&HD Councillor David Godfrey and Kent County Councillor Susan Carey to inform them of the change. b. The insurance renewal invite had been received for 2022/23. The premium for 2021/22 was £421.61 and the renewal invite for 2022/23 is £422.16 (an increase of 55 pence). Councillors agreed to accept the renewal invite and the clerk will arrange for payment to be made. 	Clerk Clerk
17	<p>Date of Next Meeting Monday 11 July, 2022</p>	
18	<p>Close of Meeting The meeting closed at 9.05pm</p>	

Please note that these minutes can be viewed on the Parish Council's website at www.newingtonandpeene-pc.gov.uk

Signed and Dated

APPENDIX A

NEWINGTON PARISH COUNCIL

Schedule of planning applications decided and pending since the Parish Council Meeting held on 14 March 2022

A. DECIDED

- i **Ref: 22/0092FH:** Coombe Farm Cottage, Coombe Farm, Etchinghill CT18 8BP
Proposal: Conversion of outbuilding to residential dwelling
Status: Refused
- ii **Ref: 21/2536FH:** Frogholt Manor, Frogholt, Folkestone CT18 8AT
Proposal: Installation of solar panels in the brick terrace.
Status: Closed – approved with conditions
- iii **Ref: 22/0025FH:** Frogholt Manor, Frogholt, Folkestone CT18 8AT
Proposal: Listed building consent for the installation of solar panels in the brick terrace.
Status: Closed – approved with conditions
- iv **Ref: 22/0281FH:** Rivendell, School Lane, Newington, Folkestone, CT18 8AY
Proposal: Works to trees in a Conservation area comprising of canopy thin and reduction of one Cherry tree by 3 metres in height and 2 metres laterally
Status: Closed – no objections
- v **Ref: 22/0224FH:** Rivendell, School Lane, Newington, Folkestone, CT18 8AY
Proposal: Rolling consent to re-pollard a Maple tree back to previous pollarding points annually for a period of 5 years in a conservation area
Status: Closed – no objections

B. PENDING

- i **Ref: 21/2434FH** : Land Adjoining Fairview House, Newington Road, Peene
Proposal: Hybrid application consisting of an outline application for the erection of a 4 bedroom detached self-build plot with all matters reserved except for access to be combined alongside full planning for the erection of three residential dwellings being one 2 bed house and two 2 bed flats and associated vehicular parking and external works.
Status: Under Consultation
No comments submitted by the Parish Council
- ii **Ref: 22/0492FH:** Land Opposite 17 Underhill Cottages, Newington Road, Peene
Proposal: Lawful development certificate (proposed) for the construction of footway (extension to existing), construction of hardstanding (extension to existing parking area) and drainage to existing grass areas
Status: Valid

APPENDIX B**NEWINGTON PARISH COUNCIL****Financial Statement as a at 4 May 2022****Bank balance as at 01 March 2022 = £8227.72****Income**

Date	From	Description	Value
07/04/22	Folkestone & Hythe DC	Precept	3500.00
13/04/22	HMRC VTR	VAT Reclaim 2021/22	97.19
		Total	3597.19

Expenditure

Date	To	Purpose	Value
28/03/22	Mrs Sharon Westby	Clerks Salary March 2022	236.52*
31/03/22	Service Charge	Unity Bank	18.00
01/04/22	Griggs and Partners	Grounds Maintenance (storm clearance)	125.00
05/04/22	Griggs and Partners	Grounds Maintenance	120.00
28/04/22	Mrs Sharon Westby	Clerks Salary April 2022	221.22
03/05/22	Griggs and Partners	Grounds Maintenance	240.00
03/05/22	Suzanne Lister	Internal Audit 2021/22	60.00
04/05/22	KALC	KALC Membership Subscription	205.51
		Total	1226.25

Bank balance as at 10 May 2022 = £10,598.66

*Reflects hourly increase by 17p per hour and back pay as agreed by NALC from 1/11/21