

Newington Parish Council

Parish Council Meeting
Held remotely via Zoom on Monday 11 January 2021

MINUTES

01 Present:

Councillors: John Neale (Chairman)
Kevin Golding (Vice Chairman)
Craig Watt-Peters
Cleo Smith
Jill Sage
Kent County Councillor: Susan Carey
Folkestone and Hythe District Council Councillor: David Godfrey
Census Engagement Manager South East Kent: Leigh Poppy
Clerk: Melvyn Twycross

Apologies: None

- 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.
None declared
- 03 Agree and sign the minutes of the Parish Council Meeting held on the 16 November 2020**
The minutes were agreed as a true and accurate record of the meeting and will be signed by the Chairman.
- 04 Matters arising from the previous minutes**
None
- 05 2021 National Census to be held on 21 March 2021**
Leigh Poppy, Office for National Statistics, Census Engagement Manager South East Kent, gave a presentation titled "Helping everyone to take part in Census 2021". Leigh showed a timeline which set out the various activities leading up to the census date. In summary these were:
- Online help centre goes live early February
 - Mass marketing campaign begins on TV, radio, newspapers and more from 12 February
 - Every household receives a postcard telling them the census is coming 22 February to 3 March
 - Electronic questionnaire and digital support services go live 23 February
 - The contact centre and support centres go live 1 March
 - Every household receives a pack telling them to join in now – and how to do it 3-13 March
 - Census Day 21 March
- Leigh emphasised that help and advice will be available to members of the public throughout the operation.



- 06 **Open session**
No members of the public were present.
- 07 **Report from Susan Carey - Member for Elham Valley, Kent County Council District Councillor, North Downs West, Folkestone & Hythe District Council**
Council Carey was welcomed to the meeting to which she gave a verbal report on behalf of Kent County Council, a full transcript of which can be found in Appendix A to these minutes.
- 08 **Report from David Godfrey - Folkestone and Hythe District Councillor**
Councillor Godfrey was welcomed to the meeting to which he gave a verbal report on behalf of Folkestone and Hythe District Council, a full transcript of which can be found in Appendix B to these minutes.
- 09 **Report from Community Warden Gary Harrison**
No report received
- 10 **Planning**
To note applications decided and pending since the meeting held on 8 November 2020 (see Appendix C to these minutes)
- 11 **Finance**
 - a. The Financial Statement (Appendix D to these minutes) detailing payments made since the last meeting on 16 November 2020 was reviewed and the payments detailed therein were **agreed**
 - b. The clerk presented the draft budget for 2021/22. Councillors **agreed** the allocation of revenue spending set out therein (see Appendix E to these minutes)
 - c. Council **agreed** to make a precept request of £7000 for 2021/22. This is unchanged from the current financial year
 - d. The annual review of the Parish Council's Financial Reserves Policy has been carried out by the clerk who recommended that it remain unchanged until the next annual review
 - e. Councillors **agreed** to the allocation of earmarked and general reserves for 2021/22 as set out in the agreed budget document (Appendix E)
- 12 **Grounds maintenance Contract**
Councillors confirmed the **agreement** reached since the last meeting that, having received three quotations, Griggs and Partners be awarded the Grounds Maintenance Contract covering the period 1 January 2021 to 31 December 2023
- 13 **ElecLink**
 - a. Update on ElecLink cabling works – Councillor Golding reported that Sam Snart, our representative from Hobbs Parker, has been notified by Fisher German who represent ElecLink that they consider that the surface, fencing and hedging in the King George V playing field has been reinstated to an acceptable standard, although some overseeding may be necessary when the weather improves.
The Council's agreement with Balfour Beatty was that the hedge would be replaced with semi-mature plants rather than the 30cm high plants that are now in place. Furthermore, the surface of the ground is still rutted from the seeding operations making it difficult to mow, and is not suitable for playing sports on.



Sam Snart is of the same opinion as the Council and will continue to pursue these concerns on the Council's behalf.

- b. To receive update on Balfour Beatty Community Project – It remains Balfour Beatty's intention to carry out a project in the village.

14 King George V Playing Field – Playground

Councillor Sage requested that a child's cradle swing be provided in the playground. Councillors agreed to the replacement of one of the two flat swings with a cradle swing.

15 Newington Unknown Donor's Charity

In response to a request from Crispin Davies, Clerk to the Trustees, the Council has received confirmation from Helen Vincent and Sue Smith that they agree to their re-appointment as trustees for a four-year term backdated to July 2019 and May 2020 respectively.

16 Parish Council Meetings

Councillors agreed to the following dates for Parish Council Meetings during 2021:

- Monday 8th March
- Monday 10th May (Annual Parish Council Meeting followed by the Annual Parish Meeting)
- Monday 12th July
- Monday 13th September
- Monday 8th November

All meetings commence at 7.00pm and will be conducted remotely via Zoom until further notice

17 Any other business

- a. Councillor Golding reported that he met KCC's Highways Officer while the recent pothole repairs were being carried out. He was informed that KCC plan to resurface The Street and Newington Road. Although it will not be carried out in the current financial year, it is hoped that the work could be carried out before next winter. This is always subject to funding constraints and the effects of the current pandemic.
- b. Councillor Golding reported that there had been some flytipping on the banks of the railway tracks behind the new stables. Councillor Carey explained that the Highway Authority are not responsible for removing fly-tipped material from private land. The clerk will inspect and discuss with the MOD.
- c. Councillor Golding expressed his thanks to councillors for recommending him for a KALC Community Award which he has received.

18 Close meeting

The meeting closed at 8.25pm

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



18/3/21

Appendix A

Report from Susan Carey - Member for Elham Valley, Kent County Council District Councillor, North Downs West, Folkestone & Hythe District Council

Covid – KCC is involved in many of the initiatives to combat Covid including a local test and trace system, testing for Covid for those without symptoms and ensuring as many of our services as possible continue despite Covid and the increasing challenge of staff sickness and self-isolating. Covid rates and transmission in Kent remain high so despite the good news about the vaccines the need for measures to limit transmission also remains high. The nearest testing site for Newington is the Library at Grace Hill in Folkestone and a further site is expected to open at the Community Centre in Hawkinge next week. You need to book in advance not just turn up but there's plenty of capacity and people are being encouraged to check at the same time as the rest of their household.

The work done to prepare for a No Deal Brexit was needed instead for the border closure by France and, when HGVs were able to travel once tested for Covid, the backlog of waiting vehicles cleared quickly. It's not thought that France will relax the requirement for such tests anytime soon. After the ugly scenes in Dover with vehicles refusing to move to Manston to get tests done when they were first required, the new system at Manston and Sevington is now operating well. There are still some HGVs turning up at the port (there's better compliance by Eurotunnel customers) without tests but they are being turned away and overall compliance is high.

The Kent Resilience Forum continues to co-ordinate work across the public sector – Kent Highways, Kent Police, Highways England etc and I know many KCC staff have worked exceptionally hard over the Christmas and New Year period to deal with both the crisis caused by the border closure and its fall out.

KCC now has powers in East and Mid Kent to clamp HGVs if they stray from the main routes looking for shortcuts or unofficial parking. We have employed specialist contractors to do this work and it should help reduce the impact of HGVs on our local road network.

Advice by phone and business grants/loans are available for Kent businesses and an employment taskforce is working on training and job opportunities for both young people joining the workforce and those who have lost their jobs.

KCC distributed vouchers to families with children eligible for Free School Meals for the Christmas holiday period and KentTogether continues to offer help for those in need. kent.gov.uk/kenttogether or [03000 41 92 92](tel:03000419292) (this is a 24/7 service).

Household Waste Recycling Centres remain open. Social distancing is ensured by the booking system which controls how many people are on site at the same time. Bookings can be made online or by phone up to a month in advance.

E books are available from the Kent Library Service and some of the libraries including Hythe are operating a select and collect service.

The website remains the best place to check for the latest information on services and I keep the Elham Valley Facebook group updated with updates from Kent Highways.

Susan Carey, Kent County Council Member for Elham Valley.



Appendix B

Report from David Godfrey - Folkestone and Hythe District Councillor
From District Councillor David Godfrey District Council Report –
Newington Parish Council 11 Jan 2021

Just when we thought we were coming out of the crisis with news of vaccines, the variant coupled with many people not taking care plunge us back into the current Lock down.

However, things are looking up, Oakland Health Centre at Hythe has been busy administering the vaccine and this sees a ramping up of vaccine delivery and the opening of new vaccine Centre at Folkestone Civic Centre with more to follow.

In addition, more Asymptomatic testing Centre's are being made available where residents can obtain a free test every two weeks. book online or by phone at <https://www.kent.gov.uk/social-care-and-health/health/protect-kent-and-medway/test-and-trace/symptom-free-testing>

The Community Hubs at Three Hills Sports Park, Age UK Hythe & Lyminge and Romney Marsh Day Centre are fully operational and doing a superb job.

We are very proud of our officers who are all working extremely hard to keep services running as well as helping with the response to fight the virus.

Stay vigilant and stay at home as much as possible!

David Godfrey
Cabinet Member for Housing, Transport and Special Projects



Appendix C

Schedule of planning applications decided and pending since the Parish Council Meeting held on 16 November 2020

A. DECIDED

- i. **20/1175/FH:** 2 Bargrove Farm, Bargrove, Newington, CT18 8BH (listed building consent)
Proposal: To replace existing wooden framed windows and doors with UPVC
Status: Refused

- ii. **20/1455/FH:** Channel Tunnel Terminal, Ashford Road, Newington, CT18 8XX
Proposal: Re-submission under Channel Tunnel Act 1987 of application Y19/1426/FH for an amendment drawing (DEP 0121) slight increase in overall height for - approval of access widening and 3 additional freight tracks. The installation of a canopy over the UK freight pitstop control zone. The relocation of a staff car park to the rear of the check in control building.
Status: Approved

- iii. **20/1473/FH:** Coombe Farm Cottage, Coombe Farm, Etchinghill, Folkestone, CT18 8BP
Proposal: Retrospective consent for the installed cattle grid and entrance gates with the Section 247 stopping up of public highway.
Status: Withdrawn

- iv. **20/1634/FH:** Channel Tunnel Terminal, Ashford Road, Newington, Folkestone, CT18 8XX
Proposal: Construction of a 75m² single storey extension to the UK Incident Control Centre (ICC) comprising two additional offices and one computer server room.
Status: Approved

B. PENDING

- i. **20/1781/FH:** Pine Lodge, The Street, Newington, Folkestone, CT18 8AU
Proposal: Felling of a Purple Plum subject of Tree Preservation Order No 11 of 2003
Status: Under Consultation
No comments submitted by Parish Council

- ii. **20/1977/FH/PA:** Sycamore Cottage, land adjacent to farm buildings at Parsonage Farm, Arpinge, Folkestone, CT18 8AG
Proposal: Determination as to whether the prior approval of the Local Planning Authority is required under Schedule 2, Part 6 of the Town and Country Planning (General Permitted Development) (England) Order 2015 for the erection of a steel portal frame building to replace storm damaged building that will be demolished.
Status: Under Consultation
No comments submitted by Parish Council



- iii. **20/2043/FH:** Channel Tunnel Terminal, Ashford Road, Newington, Folkestone, CT18 8XX
Proposal: Construction of additional freight and passenger vehicle lanes, including the installation of two passport checking booths and one canopy over the additional passenger lanes.
Status: Under Consultation
No comments submitted by Parish Council
- iv. **20/1596/FH:** Manor Barn, Teddars Leas Road, Etchinghill, CT18 8AE
Proposal: Retrospective application to convert the stables within the Manor Barn into a home cinema room, convert part of the ground floor and loft space of the Machine/Hay Store building into a pool/gymnasium, convert the loft over the detached stables block into tack rooms and horse feed storage, replace a number of external lamp standards around the site with new ornate lamp standards and provide a report for the eradication of Japanese Knotweed.
Status: Under Consultation
Comments submitted by Parish Council
- v. **20/1950/FH & 20/1954/FH:** Magpie Cottage, Frogholt, Folkestone, CT18 8AT
Proposal: Erection of new garden room structure. Replacement of existing timber glazed french doors to kitchen with new painted white timber doors with glazing bars. Replacement of existing softwood panelled front door with enhanced security mechanisms.
Status: Under Consultation
No comments submitted by Parish Council



APPENDIX D

NEWINGTON PARISH COUNCIL
Financial Statement as at 6 January 2021

Bank balance as at 9 November 2020 = £9,006.07

Income

Date	From	Description	Value
			0.00

Expenditure

Date	To	Purpose	Value
23/11/20	Dawn Neale (Screwfix)	Masonry drill	5.19
30/11/20	HMRC	PAYE November 2020	48.80
30/11/20	Melvyn Twycross	Clerk's salary 01/11/20 – 28/11/20	196.00
04/12/20	Griggs & Partners	Grounds maintenance	266.00
09/12/20	Dawn Neale (Amazon)	2no computer tablets	174.92
31/01/20	Unity Trust Bank	Quarterly service charge	18.00
04/01/21	HMRC	PAYE December 2020	61.20
04/01/21	Melvyn Twycross	Clerk's salary 29/11/20 – 02/01/21	244.80
		Total	1014.91

Bank balance as at 6 January 2021 = £7,991.16



Appendix E

Newington Parish Council - Budget 2021/22

	Actual 2019/20	Budget 2020/21	Predicted Outcome 2020/21	Proposed Budget 2021/22
RECEIPTS:				
Precept	6825.00	7000.00	7000.00	7000.00
Grants	551.28	0.00	0.00	0.00
Virements (from reserves)	0.00	0.00	1150.00	0.00
VAT Refund	738.23	0.00	241.55	0.00
Total Income	8114.51	7000.00	8391.55	7000.00

	Actual 2019/20	Budget 2020/21	Predicted Outcome 2020/21	Proposed Budget 2021/22
PAYMENTS:				
KALC Subscription	154.54	180.00	171.26	190.00
Grounds Maintenance	1275.50	2000.00	2339.00	1600.00
Playground Inspection	68.50	75.00	68.50	75.00
Playground Maintenance	667.00	0.00	605.88	250.00
War Memorial maintenance	50.00	0.00	50.00	50.00
Poppy Wreath	20.00	25.00	20.00	25.00
Bus Shelter	0.00	0.00	0.00	0.00
Village Hall Fees	40.00	80.00	0.00	0.00
Bank Safety Box & Bank Charges	25.00	25.00	47.13	72.00
Insurance	411.08	450.00	415.54	450.00
Election Expenses	56.11	0.00	0.00	0.00
Audit Fees	200.00	120.00	75.00	120.00
Conferences	0.00	150.00	0.00	150.00
Conference Expenses	0.00	0.00	0.00	50.00
Clerk's Expenses	0.00	100.00	0.00	100.00
Clerk's Salary	3204.30	3200.00	3429.74	3400.00
Stationary and Postage	99.95	100.00	97.90	100.00
Clerk and Councillor's Workshops	160.00	200.00	50.00	200.00
2No Android Tablets	0.00	0.00	145.77	0.00
Website Hosting and Mailboxes	237.04	150.00	128.06	150.00
VAT paid	271.04	0.00	253.47	0.00
Total Expenditure	6940.06	6855.00	7897.25	6982.00

Excess Income over Expenditure	1174.45	145.00	494.30	18.00
---------------------------------------	----------------	---------------	---------------	--------------

BANK ACCOUNT:	Actual 01/04/19	Actual 01/04/20	Projected 01/04/21
Balance	9897.31	7659.26	6967.56

	Actual 2019/20	Predicted Outcome 2020/21	Suggested Reserve Allocation 2021/22
RESERVES:			
Earmarked Reserves			
King George V Playing Field	550.00	0.00	100.00
Telephone box	500.00	500.00	500.00
Play area (equipment renewals)	750.00	150.00	150.00
Insurance excess	1000.00	1000.00	1000.00
War Memorial repairs/maintenance	550.00	550.00	550.00
Election expenses	1000.00	1000.00	1500.00
Laptop replacement	0.00	0.00	250.00
General Reserve	3309.00	3767.00	2917.00
Total Reserves	7659.00	6967.00	6967.00