



Minutes of a meeting of the Dymchurch Parish Council held at 7pm on Monday 3<sup>RD</sup> April 2023 at the Parish Council Offices Orgarswick Avenue Dymchurch

# MINUTES

## PRESENT-

Cllr McCreedy (Chair)	Cllr D Young	Cllr M Wright
Cllr C Young	Cllr D Coker	Cllr A Goode
Cllr D Noonan		

## Also, in attendance-

Mr J Lawrence- Parish Clerk      Mr A Lawson-Finance and Projects Officer  
District Cllr T Mullard and 4 members of the public

- 1. APOLOGIES.** Members are reminded of the need to tender apologies with the reason for absence direct to the Clerk if they are unable to attend.

All members present

## 2. DECLARATIONS OF INTEREST

- To declare any personal interests in items on the agenda and their nature.
- To declare any prejudicial interests in items on the agenda – any councillors with prejudicial interests must leave the room for the relevant items.

No Declarations made

- 3. MINUTES OF THE PREVIOUS MEETING-** held on the 6<sup>th</sup> March 2023 to be agreed by members present.

Proposed by Cllr D Young, seconded by Cllr D Coker that the minutes should be accepted. The minutes were then signed by the chair.

## 4. PUBLIC PARTICIPATION/PUBLIC QUESTIONS

Members will propose to adjourn the meeting to allow Public Participation- Standing Orders provide the opportunity for members of the public to speak at Council Meetings- The allotted time for Public Participation is 15 minutes and each person may speak for no longer than 3 minutes. This is however, at the discretion of the chair. At the end of the Public Participation section the Council meeting will resume

Mrs Cooper raised an issue relating to the subject of Seawater contamination and advised the meeting that the Environment Agency had installed a new pump at Jefferstone Cut and this be churning up the channel causing the rise in poor sea bathing quality.

## 5. CHAIRMANS REPORT

The Chair will provide an update on any additional Council activities and meetings attended.

The chair reported that a flood risk assessment has been completed at the Recreation ground meaning that the plans for the Pavilion could now be submitted.

**6. COUNCILLORS REPORTS**

Members will update the Committee regarding any meetings or events attended on behalf of the Parish Council.

No reports received.

**7. REPORTS FROM OUTSIDE BODIES**

**a. KCC COUNCILLOR**

No report this month

**b. DISTRICT COUNCILLORS**

Cllr T Mullard reported he had attended about six meeting since the last parish Council meeting. This included attending the Order and Governance Finance Meeting. He had attended a full council meeting on the 29th of March. They had agreed an increase in members pay of a 50 pounds a month. A youth council has been proposed but there were no further details on how this would be arranged. I petitioned by 360 local people had been received regarding Princes Parade. It was debated as to whether this should all be stopped and was referred to the scrutiny committee. It is felt that a new council may have a different view.

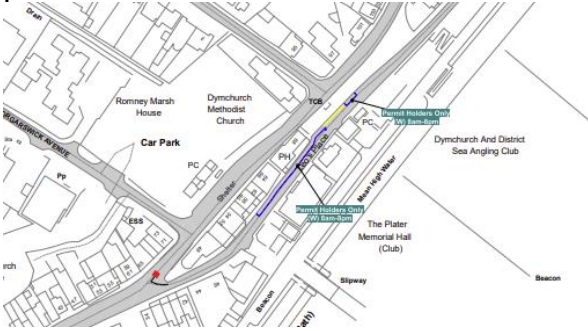
Regarding the elections on the 4th of May 30 Councillors are required. Six will not be standing again. He informed members that he would not be standing again for election.

Councillor Mallard was thanked for all of his efforts for the village over many years and he was wished well for the future.

**c. KCC WARDEN**

**Not present.**

**8. MATTERS ARISING (INCLUDING CORRESPONDENCE IN CIRCULATION)**

DATE AND FROM	DETAILS	Comments
08/03/2023- Highways Engineer FHDC	<p>Public consultation into amending traffic order at the Seawall to increase turning area for angling club and disabled access to commercial premises.</p> 	Noted
08/03/2023	Resident raising concerns that money is being spent in one area regarding planting- They have asked if the flowerbeds at St Mary's Road can be	Noted

	reinstated- The clerk has replied as this area is being looked at for replanting.	
14/03/2023	From Folkestone Lifeguards- to inform the Parish Council that they will not be able to resource Dymchurch beach this year. This is due to a drop in numbers of volunteers and also no volunteers coming forward for Dymchurch.	Members were disappointed by this news as this had been a great addition to the Beach last year. It was agreed that the personnel committee would meet to discuss this matter and identify a way forward. It was also commented that there were still collecting boxes on show at some shops in the area and these would need to be collected.
Various	Complaints from several residents regarding the state of the main roads with potholes	Noted- Pt holes have been reported- The Clerk advised that the KCC have an easy-to-use reporting tool on their website
30/03/2023	Concerns raised over old bollards at the slipway being a safety hazard to the elderly.	Noted- The bollards will be removed
30/03/2023	Folkestone & Hythe District Council write to inform you that the following case has been appealed. 10 Hind Close, Dymchurch, Romney Marsh, TN29 0LGAppeal against refusal of 22/1433/FH - Demolition of existing conservatory and erection of side two storey extension	Noted-

## 9. UPDATE ON PREVIOUS ACTIONS

ACTION	UPDATE	Comments
Report potholes to KCC various	Reported as and when reported to the Parish Council	Noted
Report Bench at A259 Youngs for repair	This has now been replaced by the Parish Council	Noted
Order Bike Rack for Seawall-	Further enquiries revealed that this item was shipped from Italy which more than doubled the original price quoted- Therefore not ordered	Noted-
Order AED Cabinet on arrival of AED	Completed	Noted
Contact solicitor to progress lease agreement with Friends of Dymchurch Recreation ground	Letter sent to solicitor – awaiting update	Letter sent to solicitor awaiting response

The meeting was informed that the Internal Audit would take place on the 23<sup>rd</sup> April and members would be updated at a future meeting as to its findings.

## 10. PLANNING

REFERENCE	ADDRESS	DETAILS	Comments
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23/0407/FH/CON	Former Compressor Station, Marshlands, Dymchurch, TN29 OPT	Approval of details pursuant to conditions 4 (construction method statement), 6 (mitigation strategy), 7 (biodiversity enhancements), 8 (tree survey), 10 (materials) and 11 (landscaping) of planning permission 21/2345/FH	Noted
23/0374/FH/CON	Land To Rear Of Willop Close, Willop Close, Dymchurch, TN29 OHU	Approval of details pursuant to conditions 13 (foul and surface water), 14 (drainage management strategy) and 15 (finished floor levels) of planning permission 20/1212/FH & app reference APP/L2250/W/22/3290772 (Erection of two 3 bedroomed dwellings and associated parking)	Noted

## 11. BOWERY HALL PLANNING APPLICATION-

Members will reconsider the above application having now received further information.

After discussion a vote was held to decide if the objections raised by the Parish Council should now be withdrawn having received additional information.

For the withdrawal of comments- 4  
 Against the withdrawal of comments- 1  
 Abstained- 2

The Clerk was instructed to write to the planning department to withdraw the comments and support the application.

## 12. FINANCE

a. Breakdown of expenditure/income since last meeting-  
 No issues raised-

b. Authorisation of Payments - Members will review the list of invoices for payment and identify two Councillors to authorise the payments online.- See appendix 1

c. Additional items requiring authorisation.

i. Gate Slipway Seawall

After discussion it was agreed that Orgarswick Forge will be asked to complete the work on the gate at the slipway with a budget of £6000.00

ii. Replacement fencing Recreation Ground

It was agreed by members present to authorise up to £1500 for the fencing- The Clerk will decide on the most appropriate contractor.

iii. Replacement Fencing Car park

It was agreed that additional information would be obtained prior to installation.

iv. Slipway Road Markings

After discussion it was agreed that ULSS would carry out the work marking the slipway and a budget of £600.00 was agreed.

v. Materials for memorial garden planters

After discussion it was agreed that a budget of £400.00 would be granted to purchase plants for the memorial garden at the Seawall.

vi. Fire alarm Office

Members were advised that at the minimum Battery powered fire alarms need to be installed as members of the public come into the premises- These will be purchased by the Clerk on behalf of the Council.

vii. Pay and Display machine upgrades

After discussion it was agreed that upgrades to the machines can take place to both machines.

**13. DYMCURCH PARISH COUNCIL RISK ASSESSMENT- 2023**

The Parish Council risk assessment was accepted and approved by those present.

**14. STATEMENT OF INTERNAL CONTROL YEAR ENDING March 31<sup>st</sup> 2023**

The Statement of Internal Control was accepted by those present and signed by the Chair

**15. CORONATION LATEST UPDATES**

After discussion it was agreed that commemorative mugs would be purchased for the parishioners. It was agreed that the budget should not exceed the amount spent on Jubilee mugs. It was unanimously agreed.

**16. LANDSCAPING -LAND AT CENTRAL CARPARK TOILETS**

An artist impression was circulated to show the suggestion for the area to the west of the Central Toilets where permission has been granted for the Parish Council to improve the environment there.

Members agreed with the design and asked for quotes to be obtained to progress this project.

In addition it was agreed that £250.00 would be spent on plants to improve the area and the Community Gardeners would be asked to plant and maintain them once planted. In addition, they would use this to plant up the Salbris planter and the St Marys Road verge. It was proposed by Cllr Goode that the areas identified needed improvement and the Community Gardeners should be asked to assist. It was seconded by Cllr Coker and agreed unanimously.

**17. DATE OF NEXT MEETING-** This will be the Annual Parish Council meeting to be held on Monday 15<sup>th</sup> May 2023 at the Parish Council Offices Orgarswick Avenue Dymchurch.

**CLOSED SESSION-**

**18. TO CONSIDER MEMORIAL BENCH APPLICATION UNDER MEMORIAL BENCH POLICY**

After discussion it was agreed that the application for a memorial bench on seawall would be authorised in line with the Parish Council policy-

The Clerk was instructed to inform the person requesting the bench and commence the process

There being no further business the meeting was closed at 2115hrs.

**Appendix 1**  
**Dymchurch Parish Council**  
**April Meeting Finance Summary**

29 March 2023 (2022-2023)

**Dymchurch Parish Council**

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 23/03/2023</b>		
	Cash in Hand 01/04/2022		157,961.42
	<b>ADD</b> Receipts 01/04/2022 - 23/03/2023		142,968.40
			300,929.82
	<b>SUBTRACT</b> Payments 01/04/2022 - 23/03/2023		166,920.68
<b>A</b>	<b>Cash in Hand 23/03/2023</b> (per Cash Book)		<b>134,009.14</b>
	Cash in hand per Bank Statements		
	Petty Cash 23/03/2023	426.47	
	PayPal 21/03/2023	153.40	
	NSI 23/03/2023	95,506.04	
	Barclays Bank Business Reserve 23/03/2023	11,575.66	
	Barclays Bank Current 23/03/2023	23,663.39	
	Unity Trust Bank 20/03/2023	12,771.96	
			<b>144,096.92</b>
	Less unrepresented payments		10,170.78
			133,926.14
	Plus unrepresented receipts		83.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>134,009.14</b>
	<b>A = B Checks out OK</b>		

## Payments Awaiting Authorisation

### Financial Year 22/23

30 March 2023 (2022-2023)

#### Dymchurch Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
318 Public Noticeboards & Signs	20/03/2023		Unity Trust Bank		Noticeboard	GreenBarnes Ltd	S	2,197.25	439.45	2,636.70
322 Landscaping	20/03/2023		Unity Trust Bank		6 Wave Seats & 10 Planters	Marmax Recycled Products	S	5,318.00	1,063.60	6,381.60
331 Landscaping	28/03/2023		Unity Trust Bank		Maintenance	Jesse Penfold Landscapes & I	S	8,050.00	1,610.00	9,660.00
333 Repairs & Maintenance	30/03/2023		Unity Trust Bank		Maintenance	Richard AJ Thompson Ltd	S	250.00	50.00	300.00
<b>Total</b>								<b>15,815.25</b>	<b>3,163.05</b>	<b>18,978.30</b>

## Financial Year 23/24

30 March 2023 (2023-2024)

#### Dymchurch Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1 Business Rates	01/04/2023		Unity Trust Bank		Rates	Folkestone & Hythe District C	X	9,468.53		9,468.53
2 Business Rates	01/04/2023		Unity Trust Bank		Rates	Folkestone & Hythe District C	Z	1,218.18		1,218.18
<b>Total</b>								<b>10,686.71</b>		<b>10,686.71</b>

## Payments made since the last meeting

#### Dymchurch Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
303 Parish Council Newsletter	03/03/2023		Unity Trust Bank		Newsletter Printing	Sandgate Printers	E	300.00		300.00
304 Salaries	28/03/2023		Unity Trust Bank		Salaries	Dymchurch Parish Council	E	2,107.24		2,107.24
305 HMRC	28/03/2023		Unity Trust Bank		Tax & NI	Dymchurch Parish Council	E	575.85		575.85
307 First Aid & Fire Safety	06/03/2023		Unity Trust Bank		Fire Appliance Service	Trans Fire Protection LTD	S	96.70	19.34	116.04
308 Repairs & Maintenance	06/03/2023		Unity Trust Bank		Fire Appliance Service	Trans Fire Protection LTD	S	84.30	16.86	101.16
309 Repairs & Maintenance	06/03/2023		PayPal		Maintenance	Grassmats	S	94.40	18.88	113.28
310 Landscaping	07/03/2023		Unity Trust Bank		Landscaping	Jesse Penfold Landscapes & I	S	7,050.00	1,410.00	8,460.00
311 Software	09/03/2023		Unity Trust Bank		Software	Parish On Line	S	189.00	37.80	226.80
312 Asset Maintenance	09/03/2023		Unity Trust Bank		Pay and Display Mahine Maint	Flowbird	S	875.86	175.17	1,051.03
313 Professional Fees	09/03/2023		Unity Trust Bank		Professional Fees	Lympe Parish Council	X	111.00		111.00
314 Management Fee & Charges	09/03/2023		Unity Trust Bank		PBP Fees	Pay By Phone	S	0.33	0.06	0.39
315 Water & Waste	20/03/2023		Unity Trust Bank		Water	Castle Water	E	274.59		274.59
316 Electricity	20/03/2023		Unity Trust Bank		Electricity	EDF	X	199.00		199.00
317 Other Income	20/03/2023		Unity Trust Bank		VAT Refund	HMRC VAT	R			
318 Public Noticeboards & Signs	20/03/2023		Unity Trust Bank		Noticeboard	GreenBarnes Ltd	S	2,197.25	439.45	2,636.70
319 Cleaning Supplies	20/03/2023		Petty Cash		Cleaning	Tesco	S	5.17	1.03	6.20
320 Cleaning Supplies	20/03/2023		Petty Cash		Cleaning	J Lawrence	X	10.88		10.88
321 Enforcement	20/03/2023		Unity Trust Bank		Mobile Phone	3 Business Services	S	10.00	2.00	12.00
322 Landscaping	20/03/2023		Unity Trust Bank		6 Wave Seats & 10 Planters	Marmax Recycled Products	S	5,318.00	1,063.60	6,381.60
323 Management Fee & Charges	06/03/2023		PayPal		PBP Fees	I Zettle	X	0.44		0.44
324 Management Fee & Charges	20/03/2023		PayPal		PBP Fees	I Zettle	X	0.88		0.88
325 Management Fee & Charges	13/03/2023		PayPal		PBP Fees	I Zettle	X	1.32		1.32
326 Cleaning Supplies	06/03/2023		PayPal		Cleaning	Amazon EU	S	15.72	3.15	18.87
327 Stationery & Postage	07/03/2023		PayPal		Stationery	Amazon EU	S	5.82	1.17	6.99
330 Stationery & Postage	01/03/2023		PayPal		Instant Ink	HP Ink UK Ltd	S	8.32	1.67	9.99
331 Landscaping	28/03/2023		Unity Trust Bank		Maintenance	Jesse Penfold Landscapes & I	S	8,050.00	1,610.00	9,660.00
333 Repairs & Maintenance	30/03/2023		Unity Trust Bank		Maintenance	Richard AJ Thompson Ltd	S	250.00	50.00	300.00
<b>Total</b>								<b>27,832.07</b>	<b>4,850.18</b>	<b>32,682.25</b>

# Annual Expenditure Year to 31<sup>st</sup> March 2023

30 March 2023 (2022-2023)

## Dymchurch Parish Council Summary of Receipts and Payments Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Income	125,488.00	127,842.07	2,354.07 (1%)			0.00 (N/A)	2,354.07
Burial Ground		3,002.00	3,002.00 (300200)	2,150.00	3,162.45	-1,012.45 (-47%)	1,989.55
Bulls Field Car Park			0.00 (N/A)	6,194.00	11,988.76	-5,794.76 (-93%)	-5,794.76
Highways and Other Village Ameniti			0.00 (N/A)	10,200.00	15,849.90	-5,649.90 (-55%)	-5,649.90
Recreation Ground			0.00 (N/A)	4,085.00	8,033.80	-3,948.80 (-96%)	-3,948.80
Seawall			0.00 (N/A)	27,335.00	19,225.70	8,109.30 (29%)	8,109.30
Promotion of the Village			0.00 (N/A)	2,100.00	2,447.34	-347.34 (-16%)	-347.34
Office Costs		215.21	215.21 (21521)	27,697.00	22,965.44	4,731.56 (17%)	4,946.77
Staffing			0.00 (N/A)	29,200.00	32,670.38	-3,470.38 (-11%)	-3,470.38
Projects			0.00 (N/A)	20,000.00	42,644.98	-22,644.98 (-113%)	-22,644.98
General Maintenance			0.00 (N/A)		4,834.95	-4,834.95 (-483495)	-4,834.95
<b>NET TOTAL</b>	<b>125,488.00</b>	<b>131,059.28</b>	<b>5,571.28 (4%)</b>	<b>128,961.00</b>	<b>163,823.70</b>	<b>-34,862.70 (-27%)</b>	<b>-29,291.42</b>

Total for ALL Cost Centres	131,059.28	163,823.70
V.A.T.	12,696.12	15,740.07