



**Minutes of the Annual Parish Council meeting of Dymchurch Parish Council held at the Methodist Church Chapel Road Dymchurch on Monday 15<sup>th</sup> May 2023 at 7pm.**

# **MINUTES**

**Present-**      Cllr. D.Young (Chair)      Cllr. C. McCreedy (Vice Chair)      Cllr. C. Young  
                  Cllr. M. Wright                    Cllr. C. Cooper                    Cllr. A. Peglar  
                  Cllr. A. Weatherhead

**Also present-** Parish Clerk Mr J Lawrence, District Councillor Tony Cooper and 2 members of the public.

**The Meeting was opened by the Outgoing Chair Cllr Chris McCreedy**

**1. ELECTION OF THE CHAIR OF DYMCHURCH PARISH COUNCIL**

**Cllr. D Young Proposed by Cllr C Young and seconded by Cllr Cooper  
Cllr. C McCreedy Proposed by Cllr Wright and seconded by Cllr Weatherhead**

**Vote in favour of Cllr D. Young 4-3**

**Cllr D Young was declared Chair of Dymchurch Parish Council**

**Cllr D. Young took the Chair at this point.**

**2. 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.

Cllr. Tillson- Holiday

**3. DECLARATIONS OF INTEREST**

- a.** To declare any personal interests in items on the agenda and their nature.
- b.** 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

**4. PROPOSAL TO ELECT A VICE CHAIR OF THE COUNCIL**

Members will decide if they will elect a vice chair of the Council and if so, propose a member to hold that office

Cllr. C McCreedy was proposed as Vice Chair by Cllr D Young and Seconded by Cllr Wright- A Vote was held and the decision was carried unanimously.

Cllr McCreedy was declared Vice Chair of Dymchurch Parish Council

- 5. PROPOSAL TO PERMIT ANY COUNCILLOR WHO HAS NOT SIGNED A DECLARATION OF ACCEPTANCE OF OFFICE AT THIS MEETING OR BEFORE TO SIGN AT A LATER DATE- section 83 Local Government Act 1972.- (if applicable)**  
**All declarations had been signed prior to the meeting.**

- 6. ACCEPTANCE OF THE MINUTES OF THE COUNCIL MEETING HELD ON THE 3RD April 2021**

It was proposed to accept the minutes by Cllr M Wright and seconded by Cllr Weatherhead-  
The minutes were then signed by the Chair.

- 7. CO-OPTION POST ELECTION PROCESS-**

Members are advised that there is one vacancy created after the recent election which may now be filled by co-option.

It was agreed that those wishing to be Co-opted to the parish council would need to apply in writing with a brief pen picture of what skills they offered the parish council. The closing date would be the 26th of May 2023. If there are more candidates than vacancies available members will need to vote for their preferred candidate with the person receiving the least number of votes being removed from the process and voting continuing until a majority was achieved for a single candidate.

- 8. TO RECEIVE AND ACCEPT OF STANDING ORDERS**

Standing orders were received and accepted by members present. The clerk will publish these on the parish council website.

- 9. TO RECEIVE AND ACCEPT THE CODE OF CONDUCT**

The code of conduct was received and accepted by members present. The clerk will publish the code of conduct on the parish council website.

- 10. TO RECEIVE AND ACCEPT THE FINANCIAL REGULATIONS FOR THE PARISH COUNCIL.**

Financial regulations governing the parish council were received and accepted by members present. The clerk will publish the financial regulations on the parish council website.

- 11. REAFFIRMATION OF DYMCHURCH PARISH COUNCIL'S AUTHORITY TO USE THE GENERAL POWER OF COMPETENCE.**

The criteria for adoption of the power are still in force namely:

- I. **The number of members of the council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the council;**
- II. **The clerk to the council holds the Certificate in Local Council Administration; and the clerk to the council has completed the relevant training;**

Having met the criteria for the use of the general power of competence Dymchurch Parish council will continue to use this power for the term of this administration.

## **12. APPOINTMENT OF COUNCILLORS TO OTHER COMMITTEES/RESPONSIBLE BODIES**

The following councillors were appointed with no objections.

**a. Shepway Area Committee and Planning user group Representative**

Councillor Andy Weatherhead

**b. Village Hall Committee**

Councillors Cathy Young and Anne Pegler

**c. Marsh Forum Representative**

Councillor Chrissie Cooper

**d. Twinning Association Representative**

It was agreed that Councillor Chris McCreedy would take the role of President of the Twinning Association, this post having been devolved to him by the council, and that councillor Chrissie Cooper would be the council representative.

## **13. CONFIRMATION OF MEMBERS OF COUNCIL COMMITTEES**

The following councillors were appointed with no objections.

**a. Assets and Amenities Committee**

Three councillors were appointed to this committee with the final member to be appointed at the next parish council meeting.

Cllrs. C. Young, C. McCreedy and Cllr M. Wright

**b. Personnel Committee**

Cllrs. D.Young, C. McCreedy and C. Young

## **14. CONFIRMATION OF MEMBERS OF WORKING GROUPS AND ADVISORY GROUPS**

**a. Pavilion Working Group**

Councillors Mark Wright, Doug Young, Chris McCreedy, and Cathy Young

**b. Beach Advisory Group**

Cllrs Chrissie Cooper, Anne Peglar, Chris McCreedy, and Cathy Young

**c. Policy Advisory Group**

Cllrs Cathy Young, Andy Weatherhead and Dougie Young

## **15. FINANCE-**

**a. Bank reconciliation**

The bank reconciliation was received and accepted by members present and signed by the chair and the responsible financial officer for the council.

**b. Authorisation of payments**

Payments for authorisation are shown at appendix 1.

Payments were agreed by members present and will be authorised online after the meeting.

**c. Review of transactions**

Banking transactions are available at appendix 1. Now matters raised by members present.

**16. Audit 2022/2023- ANNUAL GOVERNANCE STATEMENT 2022/2023**

The annual government statement 2022/2023 had been circulated prior to the meeting. All statements contained within the document were agreed by members present. The statement was then signed by the Chair of the council and witnessed by the Parish Clerk.

**17. Audit 2022-2023- ACCOUNTING STATEMENT 2022/2023**

The accounting statement had been circulated prior to the meeting and was accepted by members present.

The statement was then signed by the Chair of the council.

**18. RECEIVE RECOMMENDATIONS FROM PERSONNEL COMMITTEE-**

Members will consider the employment of Beach Managers.

Members were informed that the charity that had provided lifeguard services last year were no longer able to fulfil the role at Dymchurch beach. The personnel committee had proposed that the council should use the funds set aside for the lifeguard services (£13,000) Should be used to employ two people to cover the summer. Starting on the 21st of July and finishing on the 3<sup>rd</sup> of September.

Members agreed unanimously to the following decisions having been proposed by Cllr C McCreedy.

1. that two people should be employed to cover the period described above the funds should be used to cover the employment costs and also any additional equipment, training and uniforms required to carry out the role safely.
2. That the recruitment and employment process should be carried out by the parish council officers with the final decision on who is employed being decided by the personnel committee.
3. That the hourly rate of pay should be set at £12 (twelve Pounds) an hour.

**19. CORRESPONDENCE AND COMMUNICATION**

Details	Comments
Follow up email from resident at The Fairway asking if there is any progress regarding the bus shelters	the clerk informed members that this matter is ongoing, and a further survey of the area is required as it appears that there is not enough space to erect the bus shelters that have been requested. This will be an ongoing action.
Resident raising concerns about the over growing footpaths through the fields either side of Eastbridge Road	The clerk informed members that he had reported this to the KCC Rights of Way Department stating that this is an annual request which is normally sorted out quite quickly

<p>KALC are offering training for new Councillors which will be held this time at New Romney 20<sup>th</sup> June, online dates 1<sup>st</sup>,15<sup>th</sup>, and 29<sup>th</sup> June- Please inform the Clerk if you wish to attend any of these events.</p>	<p>Councillors Pegler and Cooper requested training for new councillors, and this would be arranged by the Clerk.</p> <p>In addition, it was identified that e-learning packages could be purchased to support members with their knowledge on planning applications the clerk was authorised to purchase packages for those that require them. The packages are 16 pounds per person from the Kent Association of Local Councils.</p>
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**20. 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.

Now matters raised by members of the public

**21. PLANNING**

Reference	Address	Details	Comments
23/0422/FH	Land adjoining 5 Ship Close, Dymchurch, Romney Marsh, TN29 0LH	Siting of a mobile home for use as a holiday let	No objections carried unanimously

**22. DATE OF NEXT MEETING-7pm Monday 5<sup>th</sup> June to be held at the Parish Council Offices Orgarswick Avenue**

There being no further business the meeting was closed at 2010 hours

Appendix1-  
**Dymchurch Parish Council**  
**May 2023 Meeting – Finance Summary**

**Bank Reconciliation**

	<b>Bank Reconciliation at 30/04/2023</b>		
	Cash in Hand 01/04/2023		121,668.30
	<b>ADD</b> Receipts 01/04/2023 - 30/04/2023		60,231.01
			181,899.31
	<b>SUBTRACT</b> Payments 01/04/2023 - 30/04/2023		18,672.57
<b>A</b>	<b>Cash in Hand 30/04/2023</b> (per Cash Book)		<b>163,226.74</b>
	Cash in hand per Bank Statements		
	Petty Cash 30/04/2023	348.73	
	PayPal 30/04/2023	7.58	
	NSI 30/04/2023	95,506.04	
	Barclays Bank Business Reserve 21/04/2023	11,575.66	
	Barclays Bank Current 21/04/2023	25,355.79	
	Unity Trust Bank 30/04/2023	29,776.88	
			<b>162,570.68</b>
	Less unrepresented payments		83.94
			162,486.74
	Plus unrepresented receipts		740.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>163,226.74</b>
	<b>A = B Checks out OK</b>		

Unrepresented receipts = P&D car park cash to be banked

## Invoices to be Authorised

4 May 2023 (2023-2024)

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

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
25	Communications	24/04/2023		Unity Trust Bank		zoom Software (refund to Cleri	Zoom Video Comms Inc	S	59.95	11.99	71.94
											<b>71.94</b>
32	Enforcement	02/05/2023		Unity Trust Bank		Enforcement	Folkestone & Hythe District C	S	265.87	53.17	319.04
											<b>319.04</b>
33	Repairs & Maintenance	02/05/2023		Unity Trust Bank		Maintenance	NKF Seymour Electrical	X	309.68		309.68
											<b>309.68</b>
37	Grass Cutting & Weeding	04/05/2023		Unity Trust Bank		Grass Cutting	M Coleman	S	567.50	113.50	681.00
											<b>681.00</b>
<b>Total</b>									<b>1,203.00</b>	<b>178.66</b>	<b>1,381.66</b>

## Invoices Paid since the Last meeting

### Dymchurch Parish Council PAYMENTS 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	4,734.53		4,734.53
											<b>4,734.53</b>
2	Business Rates	01/04/2023		Unity Trust Bank		Rates	Folkestone & Hythe District C	Z	1,218.18		1,218.18
											<b>1,218.18</b>
3	Salaries	03/04/2023		Unity Trust Bank		Salaries	Dymchurch Parish Council	X	2,169.08		2,169.08
											<b>2,169.08</b>
4	HMRC	03/04/2023		Unity Trust Bank		Tax & NI	HMRC	X	561.85		561.85
											<b>561.85</b>
5	Support for Events	04/04/2023		Unity Trust Bank		Coronation Mugs	The Hotline Group	S	3,723.24	744.65	4,467.89
											<b>4,467.89</b>
6	Village Signs & Floral Display	06/04/2023		Petty Cash		Planting	Grovewell Hamstreet	S	306.47	61.29	367.76
											<b>367.76</b>
7	Play Equipment Check	06/04/2023		Unity Trust Bank		Outdoor Annual Inspection	The Play Inspection Compan	S	87.50	17.50	105.00
7	Play Equipment Check	06/04/2023		Unity Trust Bank		Outdoor Annual Inspection	The Play Inspection Compan	S	87.50	17.50	105.00
											<b>210.00</b>
8	Professional Fees	11/04/2023		Unity Trust Bank		SLCC Membership	SLCC	X	88.50		88.50
											<b>88.50</b>
9	Grass Cutting & Weeding	12/04/2023		Unity Trust Bank		Grass Cutting	M Coleman	S	567.50	113.50	681.00
											<b>681.00</b>
10	Subscriptions	12/04/2023		Unity Trust Bank		Subscription	Kent Assoc of Local Councils	S	1,077.50	215.50	1,293.00
											<b>1,293.00</b>
11	Management Fee & Charges	12/04/2023		PayPal		I Zettle Fee	I Zettle	X	5.88		5.88
											<b>5.88</b>
12	Stationery & Postage	12/04/2023		Petty Cash		Stamps	Post Office	X	6.00		6.00
											<b>6.00</b>
13	Bench Maintenance	14/04/2023		PayPal		Engraving	Engraving Studios	S	79.75	15.95	95.70
											<b>95.70</b>
14	Electricity	16/04/2023		Unity Trust Bank		Electricity	EDF	X	199.00		199.00
											<b>199.00</b>
15	Repairs & Maintenance	04/04/2023		PayPal		Maintenance	Suregreen Ltd	S	9.79	1.96	11.75
											<b>11.75</b>
16	MISC-OFFICE EQUIPMENT	04/04/2023		PayPal		Hose	Amazon EU	S	38.69	7.75	46.44
											<b>46.44</b>
17	MISC-OFFICE EQUIPMENT	04/04/2023		PayPal		Maintenance	Amazon EU	S	10.30	2.07	12.37
											<b>12.37</b>
18	Management Fee & Charges	04/04/2023		PayPal		I Zettle Fee	I Zettle	X	7.40		7.40
											<b>7.40</b>



19	MISC-OFFICE EQUIPMENT	17/04/2023	Petty Cash	20 m Rope	Lukemar Ltd	E	4.99		4.99
									<b>4.99</b>
20	MISC-OFFICE EQUIPMENT	17/04/2023	Petty Cash	Tape	Amazon EU	S	3.32	0.67	3.99
									<b>3.99</b>
21	Village Signs & Floral Display	17/04/2023	Unity Trust Bank	Maintenance	J H Youngs Ltd	S	12.75	2.55	15.30
21	MISC-OFFICE EQUIPMENT	17/04/2023	Unity Trust Bank	Maintenance	J H Youngs Ltd	S	2.68	0.54	3.22
									<b>18.52</b>
22	Management Fee & Charges	17/04/2023	Unity Trust Bank	PBP Fees	Pay By Phone	S	1.51	0.30	1.81
									<b>1.81</b>
23	Water & Waste	20/04/2023	Barclays Bank Current	Waste Disposal	Veolia Env Serv UK	S	23.00	4.60	27.60
									<b>27.60</b>
24	Enforcement	20/04/2023	Unity Trust Bank	Mobile Phone	3 Business Services	S	10.00	2.00	12.00
									<b>12.00</b>
25	Communications	24/04/2023	Unity Trust Bank	zoom Software (refund to Cler	Zoom Video Comms Inc	S	59.95	11.99	71.94
									<b>71.94</b>
26	Maintenance	24/04/2023	Unity Trust Bank	Fencing	Apps Fencing	E	1,500.00		1,500.00
									<b>1,500.00</b>
27	Communications	28/04/2023	Unity Trust Bank	Phone & Broadband	Onecom	S	174.24	34.85	209.09
									<b>209.09</b>
28	Repairs & Maintenance	30/04/2023	PayPal	Cycle Rack	A J Products	S	250.00	50.00	300.00
									<b>300.00</b>
29	MISC-OFFICE EQUIPMENT	30/04/2023	PayPal	Shelving	Extra Space Industries Ltd	S	276.00	55.20	331.20
									<b>331.20</b>
30	Repairs & Maintenance	30/04/2023	PayPal	Stationery	KPCM Display Ltd	S	11.85	2.37	14.22
									<b>14.22</b>
31	Management Fee & Charges	17/04/2023	PayPal	I Zettle Fee	I Zettle	X	0.88		0.88
									<b>0.88</b>
<b>Total</b>							<b>17,309.83</b>	<b>1,362.74</b>	<b>18,672.57</b>

## Budget vs Actual Expenditure

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

Cost Centre	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
Income	126,000.00	60,070.30	-65,929.70 (-52%)			0.00 (N/A)	-65,929.70
Burial Ground			0.00 (N/A)	2,150.00		2,150.00 (100%)	2,150.00
Bulls Field Car Park			0.00 (N/A)	12,000.00	6,526.07	5,473.93 (45%)	5,473.93
Highways and Other Village Ameniti			0.00 (N/A)	11,950.00	1,454.22	10,495.78 (87%)	10,495.78
Recreation Ground			0.00 (N/A)	6,850.00	166.69	6,683.31 (97%)	6,683.31
Seawall			0.00 (N/A)	23,700.00	748.57	22,951.43 (96%)	22,951.43
Promotion of the Village			0.00 (N/A)	2,200.00	3,723.24	-1,523.24 (-69%)	-1,523.24
Office Costs			0.00 (N/A)	33,752.00	3,498.66	30,253.34 (89%)	30,253.34
Staffing			0.00 (N/A)	34,500.00	2,730.93	31,769.07 (92%)	31,769.07
Projects			0.00 (N/A)	5,000.00		5,000.00 (100%)	5,000.00
General Maintenance			0.00 (N/A)	5,000.00		5,000.00 (100%)	5,000.00
<b>NET TOTAL</b>	<b>126,000.00</b>	<b>60,070.30</b>	<b>-65,929.70 (-52%)</b>	<b>137,102.00</b>	<b>18,848.38</b>	<b>118,253.62 (86%)</b>	<b>52,323.92</b>
<b>Total for ALL Cost Centres</b>		<b>60,070.30</b>			<b>18,848.38</b>		
<b>V.A.T.</b>		<b>1,425.71</b>			<b>1,545.44</b>		
<b>GROSS TOTAL</b>		<b>61,496.01</b>			<b>20,393.82</b>		

## Income split

Precept	£41.5k
F&HDC High St Regeneration	£ 4.9k
Wave Bench dedication	£ 1.3k
Pay & Display	£ 3.3k
Licence Fees	£ 9.0k
<b>Total</b>	<b>£60.0k</b>

