



Minutes of a meeting of the Dymchurch Parish Council held on at 7pm on Monday 6th February 2023 at the Parish Council Offices Orgarswick Avenue Dymchurch

MINUTES

In attendance

Cllr C McCreedy (Chair)

Cllr C Young

Cllr D Coker (Vice Chair)

Cllr M Wright

Cllr D Young

Cllr D Noonan

Also present- Mr J Lawrence (Parish Clerk) Mr A Lawson (Finance and Projects officer)
Cllr I Meyers and five 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.

Cllr A. Goode -Sickness

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.

Cllr C Young declared an interest in Item 17 as she is a member of this group- It was deemed that this was a personal interest and not a prejudicial interest and would therefore be able to assist the Council with information but take no part in any votes to resolve any matters.

- 3. MINUTES OF THE PREVIOUS MEETING-** held on the 9th January 2023 to be agreed by members present.

Proposed to accept by Cllr Wright and seconded by Cllr D Young- and agreed by all present-
The minutes were then signed by the Chair.

It was then proposed that ITEM 17 was heard at this point to allow a member of the public to leave the meeting- Agreed by all-

ITEM 17-

DYMCHURCH COMMUNITY GARDENING LAND

- To receive a request from the Dymchurch Gardening Community to use land at the Village Hall.**
- To consider a request for a grant for the above group.**

Members heard from the Chair of the newly formed Dymchurch Community Garden group. The aim of the group is to encourage people to learn new skills, look after areas within the Parish and be open to all those that enjoy gardening and growing. An area of land previously used by the toddler group at the rear of the Village Hall has been identified as a good venue for the new Community. This land belongs to the Parish Council.

After discussion, the members proposed that this area of the land should be licenced to the Community group for their use. The Clerk advised that this should be an official agreement reviewed every 5 years and that a peppercorn charge should be made on a yearly basis to protect the interests of the Council and the Community using the land.

A vote was held (Cllr C Young did not take part)

5 Votes for the proposal- Motion carried.

The Chair of the Dymchurch Gardening Community also outlined a bid for £500.00 to assist the group with purchasing of equipment and startup costs.

The funds would initially be held within the Parish Council bank accounts and transferred when the group had arranged a bank account.

It was agreed by all present (Cllr C young did not take part on the vote) that £500.00 be donated to this group.

Carried unanimously.

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

No matters raised however see comments at end-

5. CHAIRMANS REPORT

The Chair will provide an update on any additional Council activities and meetings attended. Individual members will provide update on any meeting attended on behalf of the Parish Council.

- A meeting has been held with Dymchurch Rescue who will again be working at the foreshore for this season. Discussion about signage and raising the profile of this charity took place. In addition, funding for this group will need to be confirmed and decided by the Parish Council at a later meeting.

6. COUNCILLORS REPORTS

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

- No matters to report

7. REPORTS FROM OUTSIDE BODIES

a. District Councillors

Cllr Meyers reported as follows-

- The next full District Council Meeting will be held on the 22nd February
- There has been no further information regarding Seawater Bathing Quality and although Dymchurch waters are shown as good, St Mary's Bay does not. He requested the Clerk send him details of the letter received from Central Government in relation

to this subject. The Clerk informed the meeting that he had also been in Contact with St Mary's Bay and is waiting for a contact for the EA to discuss additional bathing water checks. The current assessment for Dymchurch would not prevent bathing nor the achievement of the Seaside award.

Cllr T Mullard was unable to attend and sent a written report- The matters relating to Dymchurch are as follows-

- The overview and Scrutiny Committee met on the 17th January. One major item considered was illegal encampments and antisocial behaviour and how the district could assist parish council here. Information would be produced for issue to town and parish councils on help available.
- He reported that he had given £300.00 to the new Dymchurch Community Garden Venture

Cllr Mullard also reported that he would not be standing for re-election in May this year.

Members wanted to offer their thanks to Terry Mullard for his years of commitment to Dymchurch Parish over the years both in the Parish Council and the District Council and wished him and his family well.

b. KCC Warden.

Not present- The following update was received in that Warden Barnard now has transport and regularly visits Dymchurch. He is concentrating on identifying the most vulnerable in the Parish and is currently working on assisting a homeless person seen in the village.

c. PCSO

No update this month.

8. MATTERS ARISING (INCLUDING CORRESPONDENCE IN CIRCULATION)

- a. Resident reporting continued concerns regarding speeding and wishing further support from the Council after the KCC representative has resigned.

The Council was informed that a meeting had been held with KCC Highways but there was not the evidence to support an extension of the area covered by the 30mph traffic order. What had been agreed was for the road markings to be refreshed, additional repeater signs to be erected and for speed roundels to be marked on the road surface to give a visible indication of the expected speed. It was agreed that this would be a continued subject to be investigated with our new KCC representative when elected.

- b. Reminder of the Scrutiny Programme for 2023/2024 carried out by the District Council
- c. A request from a member of Hythe Youth Football teams for use of a pitch at the recreation ground-
- Members asked for the person requesting to attend a future Council meeting to give some further details.

9. UPDATE ON PREVIOUS ACTIONS

The clerk provided an update on the previous actions – Items 12c iv,13,15,16 relate to actions requested- No other matters raised.

10. TO RECEIVE THE MINUTES OF THE ASSETS AND AMENITIES COMMITTEE AND TO CONSIDER THE FOLLOWING RECOMMENDATIONS.

- a. To permit kiosk licence holders to operate on Friday evenings during February.**

After discussion all members agreed to the proposal- The Clerk will amend the current trading licence.

- b. To extend the kiosk trading licence by one year to allow new administration “settling in period” before new tendering policy is adopted, and new tenders are offered**

It was agreed unanimously to extend the kiosk trading licence by one year- The clerk was instructed to amend the current trading licence

- c. To adopt a tendering policy.**

It was agreed that in order to support future administrations that a tendering a trading licence policy would be adopted- The clerk was instructed to put a policy together for approval.

- d. That no further trading licences will be issued until the above policy is in place and in any case not until the conclusion of the local elections in May 2023.**

After discussion it was agreed unanimously that no further trading licence will be issued.

11. PLANNING

REFERENCE	ADDRESS	DETAILS	Council Comment
22/2081/FH	6 Sea Wall, Dymchurch, Romney Marsh, TN29 0TG	Installation of a small wireless CCTV camera to the front porch.	No objections Carried unanimously
23/0026/FH/TCA	Swallows, New Hall Close, Dymchurch, Romney Marsh, TN29 0LE	Crowning of one Sycamore tree by 4 meters and situated in a conservation area	No Objections Carried unanimously

12. FINANCE

- a.** Breakdown of expenditure/income since last meeting
Noted by the Council- See appendix 1
- b.** Authorisation of Payments - Members will review the list of invoices for payment and identify two Councillors to authorise the payments online.
Agreed by members present- See appendix one- Cllrs Young and McCreedy will confirm online.
- c.** Additional items requiring authorisation.
 - i. Authorisation for purchase of blinds for Office
It was agreed that quote for £450.00 would be accepted
 - ii. To consider hanging basket quotation from Canterbury Oast Trust 2023
Members agreed unanimously to support the Canterbury Oast Trust for hanging baskets for 2023- Value £350.00
 - iii. To consider funding for Beach Entertainment.
It was agreed unanimously to engage Living History Workshops to provide beach entertainment
 - iv. Consider funding for slip way gate (if available by time of meeting)
Members were provided with a quote from SJL Fabrications – for £8600 plus Vat.

Members requested additional quotes to be obtained or further solutions to manage the slip way once the building works are completed.

13. PAVILION DYMCHURCH RECREATION GROUND- UPDATE

Members were informed that the Friends of Dymchurch Recreation Ground will be applying for planning very soon. However, they need to obtain a flood risk assessment which will cost between £2000 and £3000. They are currently working With Funding for All for advice on funding for the project.

It was proposed that to support the project, Mr Lawson would provide working hours to assist with funding applications. This would be of no additional cost to the Parish Council and would be recorded as time in lieu.

14. STREET LIGHT ST MARY'S ROAD- FAILURE TO REPAIR

Members were informed that a street light had now been out of operation for nearly three years and constant requests to the District Council had failed to get the repair carried out. This light was not included in a maintenance contract with KCC who repair and maintain the lights on behalf of the District Council.

The Clerk informed the meeting that the District Council Highways Engineer had now requested this to be repaired as a separate job.

It was agreed to allow time for this to be carried out and reviewed.

15. PROPOSED PEDESTRIAN CROSSING IN AREA OF DYMCHURCH PRIMARY SCHOOL-UPDATE

Members were informed that traffic surveys and pedestrian surveys had been carried out in the area of the school. It was found that the numbers crossing in this area and vehicle movements did not meet the criteria for a funded crossing. It was agreed that this would be pursued with the local school to look at crossing patrols and with the engagement of the new KCC Councillor.

16. PROPOSAL TO OFFER PARISH COUNCIL AS A SATELLITE LOCATION FOR KCC WARDENS

After discussion it was agreed unanimously to allow KCC Wardens to use the Council Office as a satellite location. This will promote more visibility and accessibility for our residents from the KCC Warden service.

17. DYMCHURCH COMMUNITY GARDENING LAND

- a. To receive a request from the Dymchurch Gardening Community to use land at the Village Hall.**

SEE ABOVE, ITEM MOVED

- b. To consider a request for a grant for the above group.**

SEE ABOVE, ITEM MOVED

18. WATER BATHING QUALITY CONCERNS-

To consider the concerns raised by District Councillor Meyers regarding the water quality report at our adjacent Parish St Mary's Bay.

SEE Cllr Meyers report above

19. ITEMS FOR CONSIDERATION AT THE NEXT MEETING.

- a. Dog mess at the recreation ground and on the seawall
- b. The meeting then heard from a member of the public concerned that a barrier had been erected at Marshlands which now prevented access onto an area of grassland for residents. The Clerk informed the meeting that he had also received some correspondence about the same matter. It was alleged that little consultation had taken place and that this now meant that some residents had been disadvantaged in getting deliveries, accessing their homes especially for those with mobility issues. Residents will be following this up , however the Clerk was requested to send this to the District Councillors for their assistance in supporting the residents in this location

20. DATE OF NEXT MEETING- Monday 6th March 2023 at 7pm – At the Parish Council Offices Orgarswick Avenue Dymchurch.

There being no other business the meeting was closed at 2030 hours.

Dymchurch Parish Council
Finance Summary – February 2023 Meeting

Dymchurch Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/01/2023		
	Cash in Hand 01/04/2022		157,961.42
	ADD		
	Receipts 01/04/2022 - 30/01/2023		139,305.31
			297,266.73
	SUBTRACT		
	Payments 01/04/2022 - 30/01/2023		138,041.35
A	Cash in Hand 30/01/2023 (per Cash Book)		159,225.38
	Cash in hand per Bank Statements		
	Petty Cash	98.74	
	PayPal 27/01/2023	0.01	
	NSI 26/01/2023	95,506.04	
	Barclays Bank Business Reserve 23/01/2023	11,561.31	
	Barclays Bank Current 23/01/2023	43,221.61	
	Unity Trust Bank 30/01/2023	11,177.27	
			161,564.98
	Less unrepresented payments		22,339.60
			139,225.38
	Plus unrepresented receipts		20,000.00
B	Adjusted Bank Balance		159,225.38
	A = B Checks out OK		

Items paid since last meeting

**Dymchurch Parish Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
250	01/01/2023		Unity Trust Bank		Mobile Phone	3 Business Services	S	10.00	2.00	12.00
251	01/01/2023		Unity Trust Bank		Electricity	EDF	L	708.70	35.43	744.13
252	01/01/2023		Unity Trust Bank		Dummy	EDF	X	-744.13		-744.13
253	01/01/2023		Unity Trust Bank		Dummy	EDF	X	-174.07		-174.07
254	03/01/2023		PayPal		Instant Ink	HP Ink UK Ltd	S		9.99	9.99
255	03/01/2023		Unity Trust Bank		Maintenance	Mr Morris	X	150.00		150.00
256	27/01/2023		Unity Trust Bank		Tax & NI	Dymchurch Parish Council	E	575.85		575.85
257	27/01/2023		Unity Trust Bank		Salaries	Dymchurch Parish Council	E	2,107.24		2,107.24
258	05/01/2023		Petty Cash		Postage	Post Office	E	2.35		2.35
259	06/01/2023		Petty Cash		Postage	Post Office	X	1.65		1.65
260	09/01/2023		PayPal		Land Registry Search	Land Registry	E	3.00		3.00
261	09/01/2023		Unity Trust Bank		Car Park Signage	Andy Graphix Ltd	S	165.00	33.00	198.00
262	16/01/2023		Unity Trust Bank		Payroll Processing	S H Bureau	S	86.94	17.39	104.33
263	16/01/2023		Unity Trust Bank		Foreshore Rent	The Crown Estate	X	169.63		169.63
264	16/01/2023		Unity Trust Bank		Stationery	Caxton House Ltd	S	13.90	2.78	16.68
265	16/01/2023		Unity Trust Bank		Subscription	Information Commissioners C	X	35.00		35.00
266	15/01/2023		Unity Trust Bank		Electricity	EDF	X	137.00		137.00
267	16/01/2023		Unity Trust Bank		Electricity	EDF	X	541.64		541.64
269	16/01/2023		Unity Trust Bank		PBP Fees	Pay By Phone	S	0.73	0.14	0.87
269	16/01/2023		Unity Trust Bank		PBP Fees	Pay By Phone	X	0.01		0.01
270	16/01/2023		PayPal		Stationery	Amazon EU	S	7.89	1.59	9.48
271	16/01/2023		PayPal		Computer Hardware	Amazon EU	S	158.00	31.61	189.61
272	16/01/2023		PayPal		Licence Fee	IPcamlive	X	13.78		13.78
273	16/01/2023		PayPal		Licence Fee	IPcamlive	X	148.85		148.85
274	16/01/2023		Unity Trust Bank		Payroll Processing	S H Bureau	S	68.04	13.61	81.65
275	17/01/2023		Petty Cash		Door Lock	Ashe Alarms	S	20.83	4.17	25.00
276	23/01/2023		Unity Trust Bank		Accounting Software	Starboard Systems Ltd	S	950.40	190.08	1,140.48
277	24/01/2023		PayPal		Plaque	Engraving Studios	S	15.75	3.15	18.90
278	25/01/2023		Unity Trust Bank		Bat Survey	M.J.T. Newcombe	E			
279	25/01/2023		Unity Trust Bank		Water	Business Stream	E	17.58		17.58
280	25/01/2023		Unity Trust Bank		Seaside Award	Keep Britain Tidy	S	583.00	116.60	699.60
281	25/01/2023		Unity Trust Bank		Maintenance	Ashe Alarms	S	75.00	15.00	90.00

Invoices to be authorised

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

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
262	16/01/2023		Unity Trust Bank		Payroll Processing	S H Bureau	S	86.94	17.39	104.33
263	16/01/2023		Unity Trust Bank		Foreshore Rent	The Crown Estate	X	169.63		169.63
264	16/01/2023		Unity Trust Bank		Stationery	Caxton House Ltd	S	13.90	2.78	16.68
276	23/01/2023		Unity Trust Bank		Accounting Software	Starboard Systems Ltd	S	950.40	190.08	1,140.48
280	25/01/2023		Unity Trust Bank		Seaside Award	Keep Britain Tidy	S	583.00	116.60	699.60
281	25/01/2023		Unity Trust Bank		Maintenance	Ashe Alarms	S	75.00	15.00	90.00
282	26/01/2023		Unity Trust Bank		Hall Hire	Methodist Church	X	75.00		75.00
Total								1,953.87	341.85	2,295.72

Summary of YTD Expenditure

1 February 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
Bulls Field Car Park			0.00 (N/A)	6,194.00	11,400.71	-5,206.71 (-84%)	-5,206.71
Burial Ground		3,002.00	3,002.00 (300200)	2,150.00	3,162.45	-1,012.45 (-47%)	1,989.55
General Maintenance			0.00 (N/A)		3,959.09	-3,959.09 (-39590)	-3,959.09
Highways and Other Village Ameniti			0.00 (N/A)	10,200.00	13,588.65	-3,388.65 (-33%)	-3,388.65
Income	125,488.00	125,217.92	-270.08 (-0%)			0.00 (N/A)	-270.08
Office Costs		215.21	215.21 (215210)	27,697.00	17,191.10	10,505.90 (37%)	10,721.11
Projects			0.00 (N/A)	20,000.00	22,001.98	-2,001.98 (-10%)	-2,001.98
Promotion of the Village			0.00 (N/A)	2,100.00	2,147.34	-47.34 (-2%)	-47.34
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	18,572.00	8,763.00 (32%)	8,763.00
Staffing			0.00 (N/A)	29,200.00	27,304.20	1,895.80 (6%)	1,895.80
NET TOTAL	125,488.00	128,435.13	2,947.13 (2%)	128,961.00	127,361.32	1,599.68 (1%)	4,546.81

Total for ALL Cost Centres		128,435.13			127,361.32	
V.A.T.		10,870.18			10,680.03	
GROSS TOTAL		139,305.31			138,041.35	