



Members of Dymchurch Parish Council are summoned to a meeting of the Dymchurch Parish Council to be held on Monday 4th July 2022 at 7pm at the Dymchurch Methodist Chapel, Chapel Road Dymchurch

MINUTES

Present

- 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 M Wright -work commitments

- 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 6th June 2022 to be agreed by members present.

It was proposed by Cllr Coker and seconded by Cllr C Young that the minutes of the previous meeting were accepted by those present. All agreed and the minutes were duly 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

The meeting was attended by Sonny Spencer from the Coast Guard. He was attending in his capacity as a private citizen. Mr Spencer presented an idea linked to agenda item number 12.

He wished to find out the Parish Councils views on his proposal to buy the area of land from the Environment Agency adjacent to the public slipway at High Knocke. If this were a possibility he would then seek to run a small business from this land which would be a Water Sports Club. This would, he believes, solve two problems the first being that the slipway would be able to be reopened and the second would be to ensure that those using the slipway would be appropriately licenced and using the area under the umbrella of a club. Thereby improving safety.

Mr Spencer was aware that the Parish Council did not own this land and could not agree officially to the idea however the matter was discussed an, apart from one councillor, agreed with the principle of the idea.

At a previous meeting it had been agreed that the parish Clark would write to the District Council with their concerns over the safety of bathers and the lack of an appropriate slipway for the launching of personal watercraft since the closure of the slipway by the Environment Agency.

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.

The chair gave the following report:

- a. The hub at the recreation ground is moving forward and will be unveiled soon. The Heritage Lottery Fund seem very happy with the results.
- b. The Friends of Dymchurch Recreation Ground have received comments from the planning department and will be holding a meeting very soon to discuss a way forward. They will need to carry out a Bat survey prior to any work taking place.

After discussion it was proposed that the Friends of Dymchurch Recreation Ground Charity make the initial payment for the survey and if necessary due to funding concerns approach the council to cover the costs.

It was also commented that a flood assessment will need to take place. It was requested that this is added to the agenda for the September meeting.

6. COUNCILLORS REPORTS

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

No additional meetings attended by members

7. REPORTS FROM OUTSIDE BODIES

a. County Councillor

County Councillor Weatherhead provided the following update:

- i. He is continuing work on the reduction in the speed limit on the east side of Dymchurch via the Joint Transport Board
- ii. The Zebra Crossing at Tescos appear to be well used- However there is an old road sign which is obstructing the beacon itself which he is investigating.

b. District Councillors

Both unavailable and apologies received.

c. KCC Warden

No update this month

d. PCSO

No update this month.

8. CORRESPONDENCE and COMMUNICATIONS (in circulation)

The below information is cut and paste from letters sent into the Council with personal information removed as such grammatical errors have not been corrected

DATE RECEIVED	DETAILS	Comments
<p>By Email- 14-06-2022</p>	<p>I live down the Fairway and have found a locked off, small plot of land which I thought was the perfect opportunity for an allotment/community garden for the residents of the Fairway estate. It's right next to the small Southern Water building (I'm really not sure what to call it), just into the Winton Way road.</p> <p>I've been told that it used to be used as an allotment, and it's a shame that it's stopped being used as one. I don't think the land behind the building is used by Southern water, and at the minute it's just overgrown grass and weeds. The land backs onto the train tracks, but has a chain link fence.</p>	<p>It was agreed the Clerk would make further enquiries with the water board to enquire as to whether this land could be used by residents.</p>
<p>By email 28/06/2022</p> <p>By Email 01/07/2022</p>	<p>HI There I am writing to express my strong objection to a recent planning application at no10 Hind Close Dymchurch under planning ref 22/0991/FH I have left comments on the planning application but notice the new owner of no10 has applied directly to you I own no8 Hind Close and this proposed extension will have a very large detrimental affect on us and the area - new extension will seriously overlook my garden eliminating all privacy for all that live here including a 16 month year old child - the proposed extension will render my ability to maintain my property, wall, cladding etc impossible - the proposed development is not in keeping with the other houses and area. this includes the footprint of the house, the proposed flat roof - the proposed development will cause huge disruption to us as owners of the house next door and is massive, we have a young child and the noise, contractors & build will affect my son and partner massively every day - I officially give notice of absolute objection to this development planning application. - in summary this will cause not only physical difficulties to us as a family and block us from maintaining our</p>	<p>See Planning Item 10 for response</p>

	<p>own house but also affect our mental health and development of our child. Many thanks for your help and consideration of these points when looking at the application. I am happy to attend any meeting regarding this to vocalise and justify our objections</p> <p>Dear DPC RE upcoming planning application on 10 Hind Close Dymchurch. I am Chairman of Shipfield Residents Society which maintains the communal garden areas of the Shipfield Estate. The Estate was designed and built as a complete entity. I am objecting to the plan specifically on the flat roof of the extension . There are four terrace rows on the Estate and all retain their original rooflines, a visual that is important to the integrity of design of the estate. The proposed flat roof would be visually out of character with the rest of the estate and as it is on a full height extension would be visually intrusive and out of keeping with the terrace row. I recognise that the decision is in the hands of the planning officer but would hope that DPC could support my specific objection. Many thanks for your time Regards Chairman Shipfield Residents Society</p>	
<p>By Email 27/06/2022</p>	<p>Good morning,</p> <p>We are a small catering company who makes fresh sandwiches, salads, hot potatoes and other cold refreshments.</p> <p>We are enquiring as to whether there is availability to trade on Dymchurch sea wall? We are aware there was previously a bike hire hut on Dymchurch sea wall and also an ice cream van slightly further down towards St Mary's Bay.</p> <p>We are currently in the process of applying for a street licence however would prefer to trade in Dymchurch as we also run charity events in the local recreation ground enabling us to still attend events</p>	<p>It was agreed that this matter would be passed to the Assets and Amenities Group in order to obtain further information</p>
<p>By email 22/06/2022</p>	<p>BUS SHELTERS- THE FAIRWAY "I have another enquiry, but about the bus stops for the Fairway. We seem to have the only bus stops in Dymchurch that don't have bus shelters, and I think that they're really needed. When it's windy and raining it's so horrible to stand out in it whilst waiting for the bus. I've used both bus stops since about 2011, and so many times I've turned up to school/work soaking wet because there's no shelter. I know that there's lots of elderly</p>	<p>It was agreed that costs for installing bus shelters would be obtained.</p>

	people that live down this road who depend on buses a lot, and it can't be nice for them with no shelter or no where to sit. "	
By Letter 27/06/2022	Letter asking for a donation for the Bedingfield Trust from Mr Terry Preston- Circulated Separately	It was proposed by Cllr D Young and seconded by Cllr Leverick to donate £75.00 to this worthy cause- It was agreed unanimously.

9. CLERKS REPORT

- The yearly audit papers have been submitted on time to the external auditors and the notice for public examination of the accounts has been posted on the notice boards and online
- A meeting has been held with interested parties regarding the High Knocke Slip way- See agenda item 12
- Wicksteeds have been instructed to carry out the repairs to the playpark as authorised at the last meeting.
- As requested, a report was sent to the Health and Safety Executive regarding concerns of the operation of the building site at the main slip way. A visit took place and action was taken by the HSE.
- Talks have taken place about the installation of a half gate at the Slip way to replace the bollards. At the time of writing, I am awaiting a response from Parking Services regarding whether they can enforce the slipway area. (See agenda item 13)
- The Parish Council election will take place on the 21st July- Andy Weatherhead and Chrissie Cooper are the official nominations- Just to confirm we as a Council cannot advertise anything about the candidates or offer any comments as to the suitability or not of a Candidate so please do not get drawn into any conversations within the Village.
- Over the next couple of months myself and Adrian will get specific prices for the office refurbishment for presentation at the September meeting- this will include electrics, painting throughout and new flooring together with suitable furniture and display technology to accommodate Council meetings.

10. Planning Applications for Consideration

Reference No	Address	Details	Comments
22/0862/FH	5 Marine Avenue, Dymchurch, TN29 0TR	Demolition of existing bungalow and erection of a pair of semi detached dwellings (resubmission of Y19/1072/FH).	Object- UNANIMOUS Grounds- 1- Flood risk 2- Overbearing 3- Loss of privacy
22/0991/FH	10 Hind Close, Dymchurch, Romney Marsh, TN29 0LG	Demolition of existing conservatory and erection of a two storey extension and internal alterations.	Vote- 6 Objections 1- No objection Members objected to the application as it was not in keeping with the original estate with the introduction of the flat roof.

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11. FINANCE

- a. Breakdown of expenditure/income since last meeting
SEE APPENDIX 1
No observations made
- 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 for details
Cllrs Leverick and Young will authorise the payments on line.
- c. Additional items requiring authorisation- To be notified at the time of the meeting.
 - i. The Clerk was authorised to spend up to £500.00 to clear rubbish from the rear yard of the Council Offices including the removal of the shed which is no longer fit for purpose.
 - ii. The Clerk was authorised to purchase a suitable storage shed for installation in the rear yard of the Council Offices- Proposed by Cllr C Young and Seconded by Cllr Coker- and agreed unanimously-

12. HIGHKNOCKE SLIPWAY-

Members will consider further actions to request the reopening of the slipway closed by the environment agency.

Members were updated about a joint meeting held to discuss a way forward for reopening the public slipway at High Knocke. There had been reports of people now launching from the main slipway which is a significant safety concern. It was identified that that although the District council have no statutory responsibility for the slipway. Public safety is something they should look to prioritise where possible. As discussed at item 4 there are some ideas, but these will need the cooperation of several partners and may not necessarily be a quick solution.

It was therefore requested that the Clerk write to the leader of the District Council to request that the District Council identify a solution to providing a safe launching area in Dymchurch perhaps along the same lines as Canterbury City Council who have introduced a licencing and permit scheme to use their launch areas around Whitstable and Herne bay

13. MAIN SLIPWAY

Members will consider the installation of a permanent "half gate" provided by the EA at the main slip way and associated road surface painting.

After discussion it was agreed to take up the offer of the half gate installation by the EA at the main slip way to prevent vehicles from entering the seawall and slip way and support the safety of beach users.

Once in place further surface painting will be arranged to deter people from parking in this area.

14. BENCH REVIEW- DYMCHURCH BURIAL GROUND

It was agreed that the bench within the burial ground was no longer fit for purpose and that a new bench should be purchased and a plaque to Diana Downing attached. All those present agreed

15. PAVILION UPDATE

The next meeting of the Friends of Dymchurch Recreation Ground will be on the 12th July where the final designs will be available. It is hoped then that an idea of the costs for a new Pavilion can be considered and the project can move on.

A further update is expected at the September Council meeting.

16. ITEMS FOR CONSIDERATION AT THE NEXT MEETING.

- a. Health provision including GP surgery covering Romney Marsh and Dymchurch (raised by Cllr Goode)**
- b. Car Park Charges Village Hall Carpark and review of Disabled Parking Charges**
- c. Community Gardening (raised by Cllr C Young)**

17. DATE OF NEXT MEETING- Monday September 5th 2022 at 7pm –At the Methodist Chapel, Chapel Road Dymchurch

There being no other business the meeting as closed at 2055hours.

DRAFT

APPENDIX 1

Dymchurch Parish Council
July Meeting - Finance summary

Bank Reconciliation to end of June 2022

DRAFT

Dymchurch Parish Council

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

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

A	Bank Reconciliation at 26/06/2022		
	Cash in Hand 01/04/2022		157,961.42
	ADD Receipts 01/04/2022 - 26/06/2022		56,739.08
			214,700.50
	SUBTRACT Payments 01/04/2022 - 26/06/2022		37,665.79
	Cash in Hand 26/06/2022 (per Cash Book)		177,034.71
B	Cash in hand per Bank Statements		
	Petty Cash	26/06/2022 484.62	
	PayPal	26/06/2022 306.39	
	NSI	01/06/2022 95,417.24	
	Barclays Bank Business Reserve	23/06/2022 11,551.31	
	Barclays Bank Current	23/06/2022 29,374.42	
	Unity Trust Bank	26/06/2022 45,749.73	
		182,883.71	
Less unrepresented payments		6,644.00	
		176,239.71	
Plus unrepresented receipts		795.00	
		177,034.71	
	A = B Checks out OK		

Payments awaiting Authorisation

1 July 2022 (2022-2023)

Dymchurch Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
81 External Meeting Costs (inc 2	26/06/2022		Unity Trust Bank		Hall Hire	Methodist Church	E	120.00		120.00
78 Beach Safety	26/06/2022		Unity Trust Bank		Beach Safety Donation	Folkestone Rescue Ltd	X	6,500.00		6,500.00
82 Stationery & Postage	27/06/2022		Unity Trust Bank		Protective Gloves	Caxton House Ltd	S	19.50	3.90	23.40
87 Audit Fee	30/06/2022		Unity Trust Bank		Annual Internal Audit	David Bucket	X	488.05		488.05
88 Lease Fees EA & Crown Estal	30/06/2022		Unity Trust Bank		Public Access	Environment Agency	X	350.00		350.00
89 Lease Fees EA & Crown Estal	30/06/2022		Unity Trust Bank		Trading Right Rent	Environment Agency	X	753.75		753.75
91 Salaries	30/06/2022		Unity Trust Bank		Salaries	Dymchurch Parish Council	X	2,000.99		2,000.99
92 Misc Stationery	01/07/2022		Barclays Bank Busines		Materials	J H Youngs Ltd	S	4.27	0.85	5.12
93 Misc Stationery	01/07/2022		Barclays Bank Current		Materials	J H Youngs Ltd	S	25.28	5.07	30.35
94 Enforcement	01/07/2022		Unity Trust Bank		Enforcement	Folkestone & Hythe District C	S	207.14	41.43	248.57
90 HMRC	28/07/2022		Unity Trust Bank		Tax & NI	HMRC	X	527.45		527.45
Total								10,996.43	51.25	11,047.68

Payments made in June 2022

1 July 2022 (2022-2023)

Dymchurch Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
63 Enforcement	01/06/2022		Unity Trust Bank		Enforcement	Folkestone & Hythe District C	S	214.28	42.86	257.14
74 Electricity	01/06/2022		Unity Trust Bank		Electricity	EDF	X	137.00		137.00
65 Public Noticeboards & Signs	06/06/2022		Unity Trust Bank		Maintenance	JC Building Contractors	E	665.00		665.00
66 Grass Cutting & Weeding	06/06/2022		Unity Trust Bank		Grass Cutting	M Coleman	S	850.00	170.00	1,020.00
67 Village Signs & Floral Display	07/06/2022		Unity Trust Bank		Hanging Baskets	Canterbury Oast Trust	S	275.00	55.00	330.00
68 Water & Waste	07/06/2022		Barclays Bank Current		Waste Disposal	Veolia Env Serv UK	S	20.00	4.00	24.00
69 Water & Waste	07/06/2022		Barclays Bank Current		Waste Disposal	Veolia Env Serv UK	S	20.00	4.00	24.00
72 Maintenance	09/06/2022		Unity Trust Bank		Solar Battery	Flowbird	S	153.64	30.73	184.37
79 Management Fee & Charges	13/06/2022		PayPal		PBP Fees	Paypal	X	0.53		0.53
73 External Meeting Costs (inc 2	14/06/2022		Petty Cash		Meeting Supplies	Dymchurch Parish Council	E	21.30		21.30
70 Salaries	24/06/2022		Unity Trust Bank		Salaries	Dymchurch Parish Council	X	1,971.38		1,971.38
78 Beach Safety	26/06/2022		Unity Trust Bank		Beach Safety Donation	Folkestone Rescue Ltd	X	6,500.00		6,500.00
77 Water & Waste	26/06/2022		Unity Trust Bank		Water	Castle Water	E	44.48		44.48
81 External Meeting Costs (inc 2	26/06/2022		Unity Trust Bank		Hall Hire	Methodist Church	E	120.00		120.00
75 Management Fee & Charges	26/06/2022		Unity Trust Bank		PBP Fees	Pay By Phone	S	102.20	20.45	122.65
76 Enforcement	26/06/2022		Unity Trust Bank		Mobile Phone	3 Business Services	S	10.00	2.00	12.00
82 Stationery & Postage	27/06/2022		Unity Trust Bank		Protective Gloves	Caxton House Ltd	S	19.50	3.90	23.40
83 Utilities	27/06/2022		Unity Trust Bank		Electricity	EDF	L	145.61	7.28	152.89
85 Water, Electricity & Sewage	27/06/2022		Unity Trust Bank		Electricity	EDF	L	337.46	16.87	354.33
84 Electricity	27/06/2022		Unity Trust Bank		Electricity	EDF	X	-152.89		-152.89
86 Electricity	27/06/2022		Unity Trust Bank		Electricity	EDF	X	-354.33		-354.33
87 Audit Fee	30/06/2022		Unity Trust Bank		Annual Internal Audit	David Bucket	X	488.05		488.05
88 Lease Fees EA & Crown Estal	30/06/2022		Unity Trust Bank		Public Access	Environment Agency	X	350.00		350.00
89 Lease Fees EA & Crown Estal	30/06/2022		Unity Trust Bank		Trading Right Rent	Environment Agency	X	753.75		753.75
91 Salaries	30/06/2022		Unity Trust Bank		Salaries	Dymchurch Parish Council	X	2,000.99		2,000.99
71 HMRC	30/06/2022		Unity Trust Bank		Tax & NI	HMRC	X	557.06		557.06
Total								15,250.01	357.09	15,607.10

Income and Expenditure for the Year to Date

1 July 2022 (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	5,143.26	1,050.74 (16%)	1,050.74
Burial Ground			0.00 (N/A)	2,150.00	2,620.00	-470.00 (-21%)	-470.00
Highways and Other Village Ameniti			0.00 (N/A)	10,200.00	4,022.25	6,177.75 (60%)	6,177.75
Income	125,488.00	52,066.75	-73,421.25 (-58%)			0.00 (N/A)	-73,421.25
Office Costs			0.00 (N/A)	27,697.00	4,502.85	23,194.15 (83%)	23,194.15
Projects			0.00 (N/A)	20,000.00		20,000.00 (100%)	20,000.00
Promotion of the Village			0.00 (N/A)	2,100.00	1,676.58	423.42 (20%)	423.42
Recreation Ground			0.00 (N/A)	4,085.00	1,883.78	2,201.22 (53%)	2,201.22
Seawall			0.00 (N/A)	27,335.00	9,566.46	17,768.54 (65%)	17,768.54
Staffing			0.00 (N/A)	29,200.00	10,461.01	18,738.99 (64%)	18,738.99
NET TOTAL	125,488.00	52,066.75	-73,421.25 (-58%)	128,961.00	39,876.19	89,084.81 (69%)	15,663.56

Total for ALL Cost Centres	52,066.75	39,876.19
V.A.T.	4,672.33	2,774.34
GROSS TOTAL	56,739.08	42,650.53

Breakdown of Income Year to Date

Income

Code	Title
1	Pay & Display
2	Trading Licences
3	Precept
4	Other Income
65	Pay & Display
68	Burial Ground Fees

Receipts

	Budgeted	Actual	Variance
1 Pay & Display	32,000.00	9,402.20	-22,597.80
2 Trading Licences	10,250.00		-10,250.00
3 Precept	83,000.00	41,500.00	-41,500.00
4 Other Income	238.00	1,026.55	788.55
65 Pay & Display			
68 Burial Ground Fees		138.00	138.00
SUB TOTAL	125,488.00	52,066.75	-73,421.25