



Minutes of the Dymchurch Parish Council held on WEDNESDAY 7th DECEMBER 2022 at 7pm at the Parish Council Offices Orgarswick Avenue Dymchurch

MINUTES

PRESENT-

Cllr D Young (Chair)
Cllr A Goode

Cllr C Young
Cllr M Wright

Cllr D Noonan

Also, in attendance-

Mr J Lawrence- Parish Clerk (via video link), Mr A Lawson (Projects and Finance Officer)
District Councillor I. Meyers and three 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 C McCreedy- Holiday
Cllr D Coker- Holiday

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 7th of November 2022 to be agreed by members present.

The minutes of the previous meeting were proposed to be accepted by Cllr Noonan and seconded by Cllr Young and accepted by those present and 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.

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.

No update this month-

6. COUNCILLORS REPORTS

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

No update this month

7. REPORTS FROM OUTSIDE BODIES

a. **County Councillor-** No report as position now vacant.

b. **District Councillor- Ian Meyers**

No information directly related to Dymchurch was heard-however,

- Folkestone and Hythe District Council have published financial reports and they are solvent. Princes Parade Development has been put on hold. Otterpool Garden Town is continuing through its planning process with amendments being published
- At a recent Overview and Scrutiny Committee meeting concerns were raised over tax paid by businesses running B and B's- This is going to be investigated.
- The District Council have published funding support for the Sports Centre in Folkestone

c. **KCC Warden**

No report this month

d. **PCSO**

No report this month

8. MATTERS ARISING (INCLUDING CORRESPONDENCE IN CIRCULATION)

Details	Council Comments
<p>Consultation open for Otterpool outline planning application amendment- This runs until the 9th January the amendments can be read at folkestone-hythe.gov.uk/otterpoolpark/planningapplication/updated/2022 Comments can be left at folkestone-hythe.gov.uk/otterpoolpark/planningapplication/updated/2022</p>	<p>Noted by members present</p>
<p>Message received from a member of the public enquiring about a trading licence on the seawall</p>	<p>Noted- This matter will be dealt with by the Assets and Amenities Committee</p>
<p>Message received from member of the public asking whether the Parish Council would consider beach wheelchairs for children and others with physical disabilities-</p>	<p>Members agreed that this was worthy of further investigation looking at costs and how this would be organised- The Clerk was instructed to supply further</p>

	information for consideration at a future meeting.
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9. UPDATE ON PREVIOUS ACTIONS- PARISH CLERK

Much of this month has been taken up with refurbishment of the office, but hopefully we are almost there and now having a more presentable location for meetings and for when the public visit the office. Due to the disruptions some actions have not been completed and are ongoing.

CARPARK FLOODING-

A call out was authorized for the gully to be cleared at the Parish Council carpark during the heavy rains- It was noted that the gully does not actually drain out to a main sewer or dyke but is merely a soak away- with the water table being high in the area, this problem is likely to reoccur and should be considered within future budgets.

A.E.D.

Members will be pleased to hear that the application on behalf of the Parish by resident Jane Stephens has been successful and we await its arrival-

BUS STOPS- THE FAIRWAY-

We have had a response from the KCC regarding this matter and have been asked for confirmation that the Parish Council will be fully funding the installation if agreed. Initial response is that they may not be deemed accessible for all and therefore may not be granted, but we await and update.

CROSSING AT THE PRIMARY SCHOOL-

No further update at this time but it has been noted that the survey strips to measure traffic are now in place

GRASS MAINTAINANCE

The Clerk was asked to ascertain when the grass cutting contract was due to be put out to tender and it appears that 2022 season is the end of the current contract. A new tender will be provided for approval at next month’s meeting and then send out for quotes-We will need to decide on this at February’s meeting to ensure that we get things in place for the new growing season.

In addition to the above the Clerk produced a new quote for works by the current grass contractor- Members decided that in order to carry out a fair process that a tender should be produced as described above to obtain quotes for a decision to be made at a future meeting. It was also decided that in order to ensure the new administration was able to decide who its contractors should be the next contract would run for 12 months and then re tendered for the 2024-2025 growing season.

The clerk was instructed to send the tender out to relevant companies for quotes for the new season ready for the next meeting in January.

10. PLANNING

22/1584/FH	4 Crossway Close, Dymchurch, Romney Marsh, TN29 0ND	Conversion of existing garage to a habitable room through the addition of a window to the side elevation and a skylight	No Objections- Carried Unanimously
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22/1763/FH	Bowery Hall, Ship Close, Dymchurch, TN29 0LH	Demolition of redundant community hall and construction of 4 self-contained holiday let units run in conjunction with the Ship Inn along with associated parking area.	<p>Unanimous Objection Over Intensive Development of the area- The buildings (4) although designed to appear to be one storey are two storey and will overlook neighbouring properties. One side of the property is bordered by a public footpath (only recently adopted by KCC) and a service road to the other which leads to neighbouring properties.</p> <p>The increase in buildings will mean an increase in traffic in an area which (and especially during the Summer period) suffers from obstructions. There are concerns that this will impede the right of access over the land for neighbouring properties.</p> <p>A question was raised about the location of the allocated parking areas along the Ship Field itself and the ownership of this land.</p>
22/2013/FH	14 Marine Avenue, Dymchurch, Romney Marsh, TN29 0TR	Erection of two-storey side extension and new porch on the front elevation	No Objections Carried Unanimously
22/1900/FH	19 Mill Road, Dymchurch, Romney Marsh, TN29 0NY	Outline planning application with all matters reserved for the erection of chalet bungalow and associated facilities.	Due to the late notification of this application the Council have requested an extension for comments

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11. FINANCE

- a.** Breakdown of expenditure/income since last meeting- No matters raised
- b.** Authorisation of Payments - Members will review the list of invoices for payment and identify two Councillors to authorise the payments online.
Payments Authorised see appendix 1.
- c.** Additional items requiring authorisation- To be notified at the time of the meeting.
 - i.** To approve landscaping quote for memorial garden Slipway Dymchurch
Adjourned until the January meeting
 - ii.** To consider funds for a notice board for erection outside the Parish Council Offices
It was agreed this would be a good idea-
Details of costs will be provided at the next meeting

12. CASUAL VACANCIES-DYMCHURCH PARISH COUNCIL

Members will acknowledge the recent vacancies and consider the Councils Powers to Co-Opt to the Council

Adjourned to allow greater numbers of Councillors to be present to debate this matter

13. PAVILION UPDATE

Cllr D Young informed members that the Friends of Dymchurch Recreation Ground Charity had held a public consultation to show residents the proposed plans for a new Pavilion- This was well attended and was well organised by the Charity.

Most people attending gave positive feedback, concerns were raised over potential for vandalism and antisocial behaviour.

The full details of the consultation will be provided by the Charity at a later date.

14. ITEMS FOR CONSIDERATION AT THE NEXT MEETING.

All adjourned matters above-

District Councillor Meyers raised a recent report that had declared the Seawater at St Mary's Bay being unfit for bathing. The advice is that bathing should not take place for a year. He suggested linking with St Mary's Bay Parish Council to see what their response to this will be. The Clerk advised members that Dymchurch figures (notwithstanding its proximity to St Mary's Bay) remains at good. This will need to be monitored. The Clerk advised members that he had written to the environment minister but to date had not received a reply he stated he would resend the letter.

15. DATE OF NEXT MEETING- Monday 9th January 2023 at 7pm – At the Parish Council Offices Orgarswick Avenue Dymchurch.

Appendix 1- Finance
Dymchurch Parish Council
Finance Summary – December 2022

	Bank Reconciliation at 01/12/2022		
	Cash in Hand 01/04/2022		157,961.42
	ADD Receipts 01/04/2022 - 01/12/2022		137,058.05
			295,019.47
	SUBTRACT Payments 01/04/2022 - 01/12/2022		111,942.82
A	Cash in Hand 01/12/2022 (per Cash Book)		183,076.65
	Cash in hand per Bank Statements		
	Petty Cash 22/11/2022	181.15	
	PayPal 01/12/2022	0.01	
	NSI 31/10/2022	95,417.24	
	Barclays Bank Business Reserve 30/10/2022	11,554.87	
	Barclays Bank Current 30/10/2022	42,743.26	
	Unity Trust Bank 30/11/2022	37,126.46	
			187,022.99
	Less unrepresented payments		4,511.34
			182,511.65
	Plus unrepresented receipts		565.00
B	Adjusted Bank Balance		183,076.65
	A = B Checks out OK		

Payments Added to Scribe in November

1 December 2022 (2022-2023)

Dymchurch Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
193	02/11/2022		Unity Trust Bank		Grass Cutting	M Coleman	S	690.00	138.00	828.00
194	02/11/2022		Unity Trust Bank		Hedge Cutting	M Coleman	S	230.00	46.00	276.00
195	03/11/2022		Unity Trust Bank		Grass Cutting	M Coleman	S	385.00	77.00	462.00
210	04/11/2022		PayPal		Instant Ink	HP Ink UK Ltd	S	8.32	1.67	9.99
198	08/11/2022		Unity Trust Bank		PBP Fees	Pay By Phone	S	29.50	5.91	35.41
196	08/11/2022		Unity Trust Bank		Tax & NI	HMRC	X	1,001.65		1,001.65
199	11/11/2022		Unity Trust Bank		CCTV Monitoring	Ashford Borough Council	S	1,131.90	226.38	1,358.28
200	14/11/2022		Unity Trust Bank		Training	ROSPA Play Safe	S	590.00	118.00	708.00
201	14/11/2022		Unity Trust Bank		Maintenance	Wicksteed	S	35.06	7.01	42.07
205	15/11/2022		Unity Trust Bank		Mobile Phone	3 Business Services	S	10.00	2.00	12.00
202	15/11/2022		Unity Trust Bank		Office Carpet	Bay Carpets Limited	S	818.00	163.60	981.60
203	15/11/2022		Unity Trust Bank		Electricity	EDF	X	137.00		137.00
204	15/11/2022		Unity Trust Bank		Water	Business Stream	Z	31.56		31.56
209	18/11/2022		Unity Trust Bank		Phone & Broadband	Onecom	S	134.84	26.97	161.81
207	18/11/2022		Unity Trust Bank		Picnic Bench	No Butts Bin Co Ltd	S	445.00	89.00	534.00
206	18/11/2022		Unity Trust Bank		Office Signage	Andy Graphix Ltd	S	269.50	53.90	323.40
208	18/11/2022		PayPal		Office Chairs	Cartridge Monster Ltd	S	147.98	29.60	177.58
211	21/11/2022		PayPal		Key Safe	Amazon EU	S	7.47	1.49	8.96
212	21/11/2022		PayPal		Office Tables	National Office Furniture Sup	S	1,116.72	223.34	1,340.06
197	25/11/2022		Unity Trust Bank		Salaries	Dymchurch Parish Council	X	2,890.04		2,890.04
213	28/11/2022		PayPal		Samsung 55" TV	Foord TV	S	415.83	83.17	499.00
214	28/11/2022		Unity Trust Bank		Fridge	Foord TV	S	116.66	23.33	139.99
216	30/11/2022		Unity Trust Bank		Christmas Lights Switch On	Bouygues E&S Infrastructure	S	652.28	130.46	782.74
215	30/11/2022		Unity Trust Bank		Solar Xmas Trees	G Burley and Sons t/a Plants	S	1,615.00	323.00	1,938.00
Total								12,909.31	1,769.83	14,679.14

Invoices Awaiting Authorisation

1 December 2022 (2022-2023)

Dymchurch Parish Council

PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
200	14/11/2022		Unity Trust Bank		Training	ROSPA Play Safe	S	590.00	118.00	708.00
201	14/11/2022		Unity Trust Bank		Maintenance	Wicksteed	S	35.06	7.01	42.07
207	18/11/2022		Unity Trust Bank		Picnic Bench	No Butts Bin Co Ltd	S	445.00	89.00	534.00
206	18/11/2022		Unity Trust Bank		Office Signage	Andy Graphix Ltd	S	269.50	53.90	323.40
214	28/11/2022		Unity Trust Bank		Fridge	Foord TV	S	116.66	23.33	139.99
215	30/11/2022		Unity Trust Bank		Solar Xmas Trees	G Burley and Sons t/a Plants	S	1,615.00	323.00	1,938.00
216	30/11/2022		Unity Trust Bank		Christmas Lights Switch On	Bouygues E&S Infrastructure	S	652.28	130.46	782.74
218	01/12/2022		Unity Trust Bank		TV Bracket	Amazon EU	S	27.62	5.52	33.14
Total								3,751.12	750.22	4,501.34

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	10,804.99	-4,610.99 (-74%)	-4,610.99
Burial Ground		3,002.00	3,002.00 (300200)	2,150.00	2,996.70	-846.70 (-39%)	2,155.30
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	125,004.19	-483.81 (-0%)			0.00 (N/A)	-483.81
Office Costs			0.00 (N/A)	27,697.00	14,918.56	12,778.44 (46%)	12,778.44
Projects			0.00 (N/A)	20,000.00	9,014.78	10,985.22 (54%)	10,985.22
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	7,828.84	-3,743.84 (-91%)	-3,743.84
Seawall			0.00 (N/A)	27,335.00	15,515.26	11,819.74 (43%)	11,819.74
Staffing			0.00 (N/A)	29,200.00	21,938.02	7,261.98 (24%)	7,261.98
NET TOTAL	125,488.00	128,006.19	2,518.19 (2%)	128,961.00	102,712.23	26,248.77 (20%)	28,766.96
Total for ALL Cost Centres		128,006.19			102,712.23		
V.A.T.		9,051.86			9,230.59		
GROSS TOTAL		137,058.05			111,942.82		