



Minutes of Dymchurch Parish Council held on Monday 6th July 2020 at 7pm.

The meeting was held online under the following legislation The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

MINUTES

Present:

Cllr D Coker (Chair)
Cllr D Noonan
Cllr J Carr

Cllr C Young (Vice Chair)
Cllr J Williams
Cllr C McCreedy

Cllr D Young
Cllr S Leverick
Cllr M Wrightt

Mr J Lawrence- Parish Clerk

Mr A Lawson- Finance and Projects Officer

Also 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 tendered his apologies- Family engagement

- 2. 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 in relation to the agenda

- 3. MINUTES OF THE PREVIOUS MEETING-** held on the 1st June 2020 to be agreed by members present. These minutes will be signed at the next available physical meeting of the Parish Council.

The minutes of the previous meeting were agreed by members present - The minutes will be signed at the next physical meeting of the Council.

Presentation by Briony Walsh-

Ms Walsh explained her new business to introduce bootcamps for all ages and abilities and was looking for permission to use the recreations Ground-

After discussion it was agreed unanimously that permission should be granted in consultation with the clerk and having confirmed relevant documentation is in place.

ACTION- Clerk to arrange

4. UPDATE ON ACTIONS FROM PREVIOUS MEETING AND CLERKS REPORT-

Number	Details	Owner	Comments
1	Contact District Council to request additional bin clearances in Dymchurch Parish	Clerk	E Mail Sent 9 th June 2020- Reference number
2	Arrangements to be made to reline the seawall carpark and arrange signage to advertise the carpark as disabled parking only Additional quotes required	Clerk	The Clerk has contacted two additional companies the time of writing is awaiting a response
3	Litter picking station initiative- Agenda item to be raised	Clerk	Chris McCauley Contacted- Price list obtained for stations
4	Contact enforcement officers regarding the rise in dog waste being found in the area	Clerk	E mail sent- Tuesday 9 th June
5	Fire/police and coast watch etc. to be given access to beach Kiosk to use as base	Clerk	Ongoing project
6	Investigate the possibility of introducing public wi-fi at the beach using the kiosk link	Clerk	See agenda item 14
7	Investigate the use of using QR codes in the village for tourism purposes	Clerk	See Agenda item 14
8	Make arrangements to replace Keep slipway clear sign	Mr Lawson	Sign agreed and in process of being ordered
9	Publish Asset register on the website	Clerk	Completed
10	Request Legal Advice regarding Vehicle access and Land Title- Bulls Field Car Park	Clerk	E Mail sent to Hallet and Co Tuesday 9 th June
11	Purchase handheld enforcement device for pay by phone	A Lawson	Device purchased and data card on order

5. QUESTIONS FROM MEMBERS OF THE PUBLIC- Public Participation

- a. Can the Council confirm who is responsible for the steps between the City of London public house and the Chinese restaurant and whether they were going to be closed off? Also is the alley way going to be lit.

It was confirmed that the district council are responsible for the steps as the KCC have said they are not. Regarding closing them this was an option not a decision currently, but the Parish Council are not requesting this.

Regarding lighting the alleyway this would be the responsibility of the District Council as this has been identified as a risk

ACTION- Clerk to contact the district council regarding safety in the alley way

- b. Concerns were raised regarding alleged drug use in the seawall carpark

ACTION- Clerk to contact the Community Safety Unit to advise of the concerns and requesting support.

- c. From Cllr Wimble- He advises that the District Council has not received a formal application for the changes in parking and application for a residents parking scheme along the sea wall, which he will support and raise to the cabinet at the District Council.

The Clerk advised members that he had sent the documents in in March this year. He would of course confirm with the transportation manager at the District Council that there is nothing further that they need

6. CORRESPONDENCE AND COMMUNICATIONS

In circulation

- a. Request from a member of the public regarding requesting a licence to sell food on the sea wall-
This matter will be sent to the Assets and Amenities committee for consideration
- b. A letter from HM Prisons reminding members of the option to use Community Payback for local projects and work-

Noted by members present

- c. An email from a resident in Seaborne way reporting a rise in antisocial behaviour in the Martello Carpark

ACTION- Clerk to write to the community safety unit at Folkestone Police station for support

- d. An email request from the Grasshoppers football team who are asking for permission to make Dymchurch recreation ground their home ground.

This matter will be sent to the Assets and Amenities committee for consideration

- e. An email from National Association of Local Councils- Reminding members of the consultation into developing a new code of conduct for local councillors- the Closing date is 17th August.

Noted by members

- f. A letter received from the Masonic Hall regarding a dispute concerning damage caused by trees in the cemetery adjacent to the Hall-

The clerk advised members that the District Council is dealing with the matter at this time. He will monitor the correspondence to ensure that the Parish Council are reacting appropriately as information comes to light.

7. REPORTS FROM REPRESENTATIVES OF OUTSIDE BODIES

a. District Councillor’s Report

District Cllr I Meyers was unable to attend and offered his apologies.

District Councillor Terry Mullard gave his report-

He is attending the following meetings

1. The overview and scrutiny committee meeting 14th July
2. Folkestone and Hythe District and Parish Councils meeting on the 16th July
3. Otterpool Working Group meeting on the 23rd July
4. Audit and Governance Meeting 30th July

A new delivery company has been set up which is the Otterpool Board which includes Cllr. Hollingsby and Cllr. Shoob who have been appointed as Directors. He confirms the Otterpool project is going through.

He also reported that he has not been informed about his Councillor grant this year but will update the community in the future.

b. County Councillor’s Report

County Councillor M Whybrow was unable to attend and offered his apologies

c. Community Warden’s Report

No report this month

d. PCSO’s Report

No report this month

8. PLANNING

Reference	Location	Details	Decision Date	Comments
20/0770/FH	106A Hythe Road, Dymchurch, Romney Marsh, TN29 0TJ	Refurbishment of existing detached 5 bed dwelling to replace with 4 units comprising of 3 maisonettes and 1 penthouse	15/07/2020	
20/774/FH	73 Hythe Road, Dymchurch, TN29 0TJ	Erection of first floor side extension	13/07/2020	
20/0698/FH	The Eagles, 53 Queensway, Dymchurch, Romney Marsh, TN29 0NB	Proposed erection of front and side single storey extension	21/07/2020	

9. FINANCE

- a. Breakdown of expenditure/income since last meeting**

- b. Authorisation of Payments- Members will review the list of invoices for payment and identify two Councillors to authorise the payments online.
- c. Members will review the end of year accounts.

See appendix 1 for details-

10. ANNUAL GOVERNANCE STATEMENT 2019/2020

Members will review the Annual Governance Statement as part of the Annual Council Audit requirements.

Adjourned

11. ACCOUNTING STATEMENT 2019/2020

Members will review and accept the Accounting Statement 2019/2020 as part of the Annual Audit requirements

Item Adjourned

12. PERSONEL COMMITTEE

Members will review and consider the Terms of reference for use by the Personnel Committee.

After discussion it was proposed by Cllr C Young and seconded by Cllr McCreedy that the terms of reference circulated at the last meeting are accepted by the Council.
Cllr Williams requested that the vote be recorded:

For- Cllrs, C. Young, D Young, Noonan, Coker, Wright, Leverick and McCreedy
Against- Cllr Williams
Abstain- Cllr Carr

13. LITTER REVIEW

- a. Members will review recent concerns over the level of litter being deposited in Dymchurch Parish and make recommendations

After discussion it was agreed that the Clerk would:

- 1. Contact the District Council cabinet member responsible for litter to request additional bins along the sea wall or to consider higher capacity bins. Also, to request that a review of the bins that are damaged and require repair.
 - 2. To contact the district councillors to politely remind them of their comments about installing compacting bins
- b. Members will review and consider the introduction of Litter Picking Stations along with appropriate signage to encourage visitors to deal with rubbish responsibly.

After discussion it was proposed that the Council purchase wall mounted litter picking station with a Council logo but no starter kit. This litter picking station would make Dymchurch part of the nationwide project to keep beaches clean and impact on the level of plastics entering the oceans. More can be read at www.beachclean.net

The cost of a wall mounted board is £325.00

For- 8 Against- 1

14. SEAWALL PUBLIC WIFI

Members will discuss the possibility of introducing Public Wi-Fi around the slip way to encourage and support tourism.

After discussion, its members felt that many businesses offer free WIFI in the village and that at this time they would not pursue this project.

15. DYMCHURCH MEMORIAL GARDEN

Members will discuss required repairs to boundary walls

After discussion it was agreed that quotes would be obtained for the repairs to the wall. In addition, a quote for creating an entrance to allow wheelchair access is required.

ACTION- Quotes to be obtained

16. DYMCHURCH BEACHCAM

Members will review the current view of the beach cam considering the concerns raised by members of the public.

It was agreed after discussion that the camera is moved down to show more of the beach.

ACTION- Clerk to arrange

17. VILLAGE BENCHES

- a. Memorial Bench- Decision on installation required
Within the discussion at item 15 it was agreed that the bench would be installed by the same builder working on the access to the memorial.

It was also suggested that the British Legion be contacted to ask if they would be able to contribute to the cost.

- b. St Marys' Road Junction with East Bridge Road- Decision on replacement required

After discussion it was agreed that the District Council would be contacted to request a replacement of the bench which was removed from the above location.

18. BT PUBLIC PAYPHONE REMOVALS CONSULTATION-

Members will discuss and reply to the above consultation which proposes to remove the following public payphones

- a. Marine Avenue Dymchurch
- b. Chapel Road Dymchurch
- c. Burmarsh Road junction with Hythe Road Dymchurch
- d. Brockman Crescent Junction with Redoubt Way Dymchurch

After discussion it was agreed that the Council would object to the removal of all the listed phone boxes as they provide a link of emergency contact along the coastline of the Parish. It was accepted that many people have mobile phones, but some do not, and residents need the reassurance of reliable access to the emergency services if required.

19. SEAWALL KIOSK

Members will discuss the short-term options for the Seawall Kiosk until September 2020 due to the Licensees being unable to operate the business due to the Corona19 Pandemic.

If the discussion involves the matter of rent and discussion about personal circumstances the Chair will consider proposing to exclude members of the public and press if present.

The Chair proposed to exclude members of the public due to the personal nature of the item to be discussed- This was agreed by members present.

Members were advised that the kiosk was not fully refurbished and fit for purpose for many years to come. The current licensees are unable to return to the kiosk until September. Due to the short period of time before this date members considered how they would raise some income from the kiosk to start seeing a return on the cost of refurbishment.

After discussion, the following was proposed by Cllr Leverick and seconded by Cllr Coker-

1. The kiosk would be run by the Parish Council until September selling ice cream and frozen products and cold drinks.
2. Parish Council Officers would supervise the operation
3. Local people would be offered short term employment
4. The Parish Council officers are authorised to spend the appropriate funds to open the kiosk for sales
5. The Parish Council Officers are authorised to adjust the kiosk environment to ensure that the relevant COVID 19 guidelines are followed.

A vote was taken-

For- 8

Abstain- 1

ACTION- Council officers to action the above

The following items are matters which cover some confidential matter and the Chair will therefore consider asking for a vote on excluding the public and press.

20. ANNUAL PAY AWARD- PARISH CLERK

In the absence of the formation of the personnel committee members will review and decide on the annual pay award for the Clerk in line with the national guidelines

After discussion members present agreed the annual pay award of the Clerk to be back dated to the 1st June

21. INDEPENDENT ACCOUNTING REVIEW 2018-2019

Members will review and discuss future actions regarding the above independent review

After discussion it was agreed that the Clerk would continue with the review and request further professional advice. No further public comment will be made at this time due to the confidential nature of the enquiry-

Accounts will be made available as required by statute later in the year.

22. DATE OF NEXT MEETING. 29th JULY 2020 unless otherwise advised. This meeting will be a finance and planning meeting only. The meeting will be held online unless stated otherwise at will commence at 7.00pm.

Jeff Lawrence
PARISH CLERK

8th July 2020

Appendix 1

Barclays Bank Summary as at last Bank Statement received -

Opening Balance	18,285.37
Add Receipts	875.00
Total	19,160.37
Less Payments	169.76
Balance as at 20/06/20	18,990.61
Less Earmarked Funds – Tfr to Unity	10,000.00
Less Invoices to be paid	0.00
Outstanding Cheques Not Cleared	0.00
Available Balance	8,990.61

Unity Bank Summary as at last Bank Statement received -

Opening Balance	11,344.49
Add Receipts	10,715.40
Total	22,059.89
Less Payments	7,565.42
Balance as at 30/06/20	14,494.47
Less Earmarked Funds	0.00
Les May Invoices to be paid (See below)	11,828.23
Outstanding Cheques Not Cleared	0.00
Available Balance	2,666.24

Barclays Business Savings Account	11,547.10
NSI	94,725.73

Payments to be authorised this month

REF	DATE	Supplier	Description	Amount £
41	01/06/2020	M Coleman	Grass Cutting May	876.00
43	10/06/2020	South East Waste	Cemetery Waste	280.00
44	05/06/2020	EA	Trading Rights on Sea Wall	753.75
45	05/06/2020	EA	Public Access to Sea Wall	350.00
47	23/04/2020	F&HDC	Election Recharge	5,352.16
49	14/06/2020	D Buckett	Consultancy for 2019 Year End	526.10
50	28/06/2020	GSE	Kiosk	1,300.05
51	26/06/2020	D Bucket	18/19 Internal Audit Fee	476.10
52	08/06/2020	J Lawrence - Amazon	Trolley for Groundsman	129.99
53	01/07/2020	M Coleman	Tree Work @ Rec	360.00
54	01/07/2020	M Coleman	Grass Cutting - June	912.00
55	01/06/2020	A Lawson	Drinking Water Sign	1.55
56	23/06/2020	Health & Safety Direct - A Lawson	No Parking Signs	6.76
57	19/06/2020	A Lawson	Enforcement device case	3.75
58	23/06/2020	Digital Isle Ltd - A Lawson	Cable Ties	0.99
59	01/7/2020	HMRC	Tax & NI	448.03
61	17/06/2020	Caxton Hill	PPE - Consumables	51.00

Dymchurch Parish Council Actual vs Budget vs Forecast 20/21 as at 1/7/2020

	BUD	ACT	F/C	FC vs BUD	
	2020/21	YTD	Yr to Mar 21	DIFF	
Burial Ground	3,000	840	3,025	(25)	
Bulls Field	10,604	3,128	9,227	1,377	Rates £800 below budget
Highways	8,860	25	8,285	575	
Recreation Ground	6,795	2,175	7,250	(455)	
Seawall	15,285	2,605	13,500	1,785	Bouy Maint £2k
Promotion	1,900	-	1,400	500	
Administration	23,357	9,408	24,533	(1,176)	Election Charge £5k (£1k over budget)
Staffing	27,858	7,068	27,896	(38)	
Earmarked Funds & Reserves	90,000	58,552	91,336	(1,336)	
VAT	-	12,635	19,835	(19,835)	Offset by reclaimed VAT in income
Expenses	187,659	96,435	206,286	(18,627)	
Car Park	37,000	2,265	27,265	(9,735)	
Trading Licences	6,350	250	3,600	2,750	
Precept	83,000	41,500	83,000	-	
Other	-	20,273	20,273	20,273	VAT reclaimed received 23/4
Income	126,350	64,288	134,138	13,288	
Surplus / Deficit	(61,309)	(32,147)	(72,148)	(5,340)	

Pay By Phone – Car Park Income

Total Payments by Card for June £1.7k