



Minutes of the Dymchurch Parish Council held on Monday 2nd November 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

- 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.

Apologies were received from Cllr Sandra Leverick- On Leave

- 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 were made

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

- 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.

No public questions were received.

- 5. SHIPPING CONTAINER INSTALLATION DYMCHURCH RECREATION GROUND-**

Members will hear from Mr B. Weight from Grasshoppers FC with a proposal to request permission to place a container at the recreation ground as a temporary container for storage and use by football teams.

Members received a presentation and request from Mr Weight of Grasshoppers FC to install a container at the recreation ground.

The Council responded by explaining that they were in full support of football being played at the recreation ground but did not want this to be the only available option. The recreation ground and pavilion are to be renovated/developed to be an all-inclusive facility for the Parish.

A vote was taken to see who would be in favour of the installation

For 1

Against 7

Mr Weight was advised that he start to speak with the Friends of Dymchurch Recreation Ground Charity as in the future they may wish to work with Grasshoppers.

6. UPDATE ON ACTIONS FROM PREVIOUS MEETING and CLERKS REPORT

No	Details	Owner
1	Contact the district Council regarding carrying out a risk assessment of the concrete steps between the City of London Public House and the Chinese restaurant	Clerk
2	To arrange removal of the compost bin and for appropriate signage to be erected to encourage people to take their discarded items home for disposal.	Clerk
3	To arrange for the traffic survey to be completed in the area of Tesco for the crossing	Clerk
4	Arrange installation of the litter picking station	Clerk
5	Arrange further stress testing of lampposts to allow old Christmas lights to remain	Clerk
6	Write to EA to inform them of the new parking spaces and the impact on the seawall (rear of Sycamore Gardens)	Clerk
7	Contact Planning Department regarding the excavation of the sea wall by applicant of 20/0973/FH	Clerk
8	To write to Planning department to object to 20/1212/FH	Clerk
9	Recirculate Personnel minutes	Clerk
10	Diary reminder to be added for Winter Licence Tender	Clerk
11	Transfer of Seawall Kiosk Utility bills into the name of the Council	Mr Lawson
12	To amend licence to take into account the above change	Clerk
13	Arrange for purchase and installation of new IT equipment	Clerk
14	Review the draft lease and identify any issues or suggestions	All members

15	Arrange new Contract for employee	Clerk
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The clerk gave an update on the previous actions- No matters were raised

7. CORRESPONDENCE AND COMMUNICATIONS

Summary shown here- Full details available from the Clerk

- a. Confirmation and agreement obtained for Dymchurch Parish Council to proceed to the next phase of the installation of Vehicle Electric Charging Points in Dymchurch Parish Council Carpark
It was agreed unanimously to move to the next stage
- b. Request from KALC- to respond to Government Planning White Paper survey-
Noted by members present
- c. Email from holiday home user at New Beach describing themselves as keyworkers using their holiday home to stay isolated from their families. They are being asked to leave during the latest lockdown and are asking if the Parish council can assist to prevent this happening.

It was agreed that the Parish Council were unable to assist in this matter but requested the Clerk reply to signpost the author to those that may be able to assist.
- d. Email from family asking if any decision had been made regarding the installation of a memorial bench at Dymchurch Seawall.

It was agreed this would be referred to the Assets and Amenities group
- e. Email Request for a donation to the National Search and Rescue Dog association-
After discussion it was agreed that no donation would be made at this time however it was identified that a policy to govern how the Council would deal with Charitable Donations in future was needed

The Clerk will write and present a policy covering this topic for the next meeting
- f. Email request from KALC asking for two representatives to attend the KALC AGM via zoom on the 28th November 2020

Noted by members

8. REPORTS FROM OUTSIDE BODIES

- a. **County Councillor Martin Whybrow reported the following**
 - i. Work has started in Eastbridge Road with bore holes being drilled to ascertain what is required to complete the repairs. He will arrange a briefing for the Parish council to explain what will take place. It still hoped this project will be delivered in this financial year

- II. He confirmed that after some pushing the manhole cover is now repaired in Dymchurch
- III. He stated he had been in contact with the Clerk about the Bus shelter at Tower Estate and although he had been informed there was no funding at District level to replace the shelter he was aware of a scheme where the money could be loaned by the County allowing the District to reimburse when funds were available. He will advise the Clerk when he has details
- IV. He has been heavily involved in the free lunches for children and is due to have a meeting with the New Romney Hub to see if this will be extended

b. District Councillors

District Councillor Ian Meyers was unable to attend due to work commitments and sent his apologies

c. KCC Warden

KCC warden Jon Lodge was unable to attend the meeting

d. Kent Police – PCSO

No report received

9. PLANNING

Reference Number	Location	Details	Council Comments
20/1505/FH	The Neptune, Hythe Road, Dymchurch, TN29 0TS	S73A - Erection of Children's Play Tower - for a temporary period of 1 year	DECISION- OBJECT Objections raised due to concerns about safety of children using the equipment. Increased noise effecting the quality of life of residents. It was also suggested that there should be time constraints on use
20/1579/FH	High Knocke Farm, 65 Seabourne Way, Dymchurch, Romney Marsh, TN29 0PX	Garage conversion with single storey (front) extension	No Objections- Unanimous
20/1561/FH /TCA	1 Sycamore Close, Dymchurch, Romney Marsh, TN29 0LB	Re-pollard back to last cuts of a T1 Ash Tree situated within a conservation area.	No Objections- Unanimous
20/1542/FH /CON	Copperfield Stables, 48 Eastbridge Rd, Dymchurch, Romney Marsh, TN29 0PG	Application for the approval of Condition 10 (Surface Water Drainage) of planning application - Y19/0434/FH - Change of use and conversion of Stables to 1 Holiday Let together with external alterations.	No objections- subject to confirmation that correct connections to the main sewer is confirmed

20/1363/FH	43 Lower Sands, Dymchurch, Romney Marsh, TN29 0NF	Single storey side extension with new pitched roof and single storey rear conservatory.	No objections- Unanimous
20/1481/FH	15 Marine Avenue, Dymchurch, Romney Marsh, TN29 0TR	Raised roof to provide residential accommodation and alterations to garage to change of use to residential.	No Objections- Unanimous
20/1581/ FH	21 Sycamore Gardens, Dymchurch, TN29 0LA	A retrospective application for the retention of a detached sauna building (with a revised roof design to that currently in place); and an outdoor terrace sitting area	OBJECT-UNANIMOUS The council objected due to the apparent excavation of the seawall and the assumed safety issues with this practice.

10. FINANCE

- a. Breakdown of expenditure/income since last meeting
Mr Lawson gave a breakdown of expenditure and income- No issues raised
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.

See appendix 1

All payments were agreed by members present.

11. BUDGET 2021-2022

Members will consider the budget for 2021-2022 with a view to creating a working group to present the full budget to Council prior to 30th January 2021.

It was agreed that Cllrs C Young, J Williams and C McCreedy together with the Clerk and Mr Lawson would form a working group to present the budget proposal at the next meeting

The clerk will arrange the meeting.

12. BUS SHELTER A259 (Tower Estate)

Members will discuss the reinstatement of the bus shelter at the above location

Please see County Councillors report above regarding this matter

13. ASSET MANAGEMENT AND GROUNDS MAINTENANCE APPROVAL. MEMBERS WILL DISCUSS AND CONSIDER APPROVING THE BELOW WORKS.

- I. Dymchurch Parish Council Car Park Fencing
Members requested additional quotes before deciding

- II. Dymchurch Parish Council Car Park – tree work
Members requested additional quotes before deciding
- III. Dymchurch Burial Ground- Tree work
Members requested additional quotes before deciding

14. LITTER BINS -SEAWALL

Members will discuss the requirement for the return of the oversize litter bins which were placed during the Summer season.

After discussion it was agreed by all members present that the request is made that the oversized public litter bins provided during the summer are made a permanent feature at the slip way Dymchurch Sea Wall.

It was also identified that many of the bins need repair with some noted as having no doors.

Clerk requested to write to the District Council

15. PAVILION WORKING GROUP- UPDATE (STANDING AGENDA ITEM)

Members will receive an update on the progress of the above working group Ground Charity. In addition, members will review comments made on the current lease proposal circulated to members at the previous meeting.

Members were informed that work had progressed on the lease, but this would of course need to be finalised by a solicitor. However, in principal, the Friends agreed to the terms so far.

Preliminary plans were being drawn up to give an idea of what could be done with the premises. This would include the ability to look at a 3D depiction and allow people to walk through the building virtually.

The Friends are keen to keep residents up to date with the progress and will use the notice board at the Pavilion to do so

- 16. DATE OF NEXT MEETING.** 7th December 2020 unless otherwise advised. The meeting will be held online unless stated otherwise and will commence at 7.00pm.

Minutes prepared by Jeff Lawrence Parish Clerk 9th November 2020

APPENDIX 1

Dymchurch Parish Council

November Finance Meeting Summary

Awaiting Barclays Bank Statement – October reconciliation outstanding			
Unity			
<u>Current Account</u>			
30/09/2020	Opening Balance		82,602.77
Income			
08/10/2020	Paybyphone Net	911.00	
12/10/2020	Memorial	44.00	
16/10/2020	NPFA	2,500.00	
			3,455.00
Expenses			
18/09/2020	Ashe Alarms	108.00	
11/09/2020	HG3	12.00	
31/08/2020	Youngs	41.33	
25/09/2020	Contract Security	403.20	
24/09/2020	B E Ames	580.80	
07/09/2020	Trees R Us	240.00	
22/09/2020	ASL	114.98	
28/08/2020	Contract Security	403.20	
30/09/2020	HMRC	610.06	
30/09/2020	B E Ames	416.40	
01/10/2020	Mark Coleman	912.00	
21/10/2020	PayPal	100.00	
18/10/2020	Currys - J Lawrence	1,481.96	
02/10/2020	Messenger Mobile Services (Dyno Rod)	156.00	
26/10/2020	CILCA - A Lawson	350.00	
28/10/2020	Payroll - October	1,828.93	
28/10/2020	Jestic	180.00	
12/10/2020	EDF	21.00	
01/10/2020	EDF	102.00	
01/10/2020	EDF	78.00	
			8,139.86
	Cash at Bank 31/10/20		<u>77,917.91</u>
PayPal			
	Opening Balance		0.42
Income	CashBack	0.50	
	tfr from Unity	<u>100.00</u>	
			<u>100.50</u>
			100.92
Expenses			
	Amazon	99.95	
			99.95
	Balance as at 31/10/20		<u>0.97</u>

Outstanding Invoices to be paid

Our Parks Ltd	Ref: Op01160466	Bootcamp	£2,500.00 GBP
Theromneymarsh.net	Ref: DPC	Web Cam Licence to Oct 21	£184.30 GBP
Kent County Council	Ref: inv 900117280	Load Test Xmas Lights	£1,272.00 GBP
S H Bureau	Ref: ref no 2145	Payroll processing to Sep 20	£159.84 GBP
C and A Hardy	Ref: Refund Elec	Kiosk Electricity	£505.90 GBP
Ashe Alarms	Ref: inv 24836	Kiosk Alarm Battery	£38.40 GBP
HMRC	Ref: 577PB001835352107	Tax & NI	£485.83 GBP
Contract Security	Ref: 59355	Cash Collection Oct	£453.60 GBP

Dymchurch Parish Council

2020/21 Income & Expenditure - Actuals, Budget & F/C

Based on Actuals to 31 Oct 2020

	BUD 2021/22	BUD 2020/21	ACT YTD	F/C Yr to Mar 21	FC vs BUD DIFF
Burial Ground	3,040	3,000	3,087	3,407	(407)
Bulls Field	9,770	10,604	5,110	7,230	3,374
Highways	3,600	8,860	1,102	4,102	4,758
Recreation Ground	6,615	6,795	6,339	8,134	(1,339)
Seawall	14,660	15,285	15,727	22,442	(7,157)
Promotion	1,650	1,900	-	1,400	500
Administration	21,667	23,357	13,687	23,667	(310)
Staffing	28,087	27,858	21,728	33,356	(5,498)
Earmarked Funds	-	90,000	32,641	36,641	53,359
VAT	-	-	15,043	18,793	(18,793)
Expenses	89,089	187,659	114,465	159,173	28,486
Car Park	40,000	37,000	32,302	36,302	(698)
Trading Licences	7,550	6,350	500	2,500	(3,850)
Precept	-	83,000	83,000	83,000	-
Other	125	-	46,635	46,635	46,635
Income	47,675	126,350	162,437	168,437	42,087
Surplus / Deficit	(41,414)	(61,309)	47,973	9,265	70,573

Forecast includes £4k expenditure for electric charging points in Jan 21.