

# Lydden Parish Council

Minutes of the Parish Council Meeting held on Thursday, 12<sup>th</sup> October 2023 at 7.30 pm in Lydden Village Hall.

Present: Lydden Parish Councillors: R Booth (Chairman), M Cregeen, P Collins, B Collins, S Fuller, L Smith, W Smith

In Attendance: Irene Bowie (Parish Clerk) and 10 Members of the Public

## 1. Apologies.

1.1 Apologies for absence received and confirmed by the Council Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 75(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.

Apologies were received from Councillors Fuller and Smith

### **RESOLVED:**

**To accept the apologies and reasons given by Councillors S Fuller and W Smith**

Apologies were received from DDC Councillor Rose and DDC/KCC Councillor Beaney

1.2 Declaration of Changes to the Register of Interests. There were none.

1.3 To receive Declarations of Interest in respect of matters contained in this agenda. In accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers.

Councillor Booth Declared a Non-Pecuniary Interest in Agenda item 10.9

1.4 Requests for Dispensations. There were none

1.5 Declarations of Lobbying. Councillors R Booth, B Collins and P Collins declared that they had been lobbied on agenda item 6.1

## 2. CO OPTION of Parish Councillor/s: To consider candidates for co-option

### **RESOLVED:**

That Linda Smith would be co-opted as a Parish Councillor. The Acceptance of Office was signed in the presence of the Clerk.

## 3. Public comments and observations. (Maximum 15 minutes)

**The meeting will be adjourned to allow members of the public to speak. Individuals may speak for up to three minutes, at the discretion of the Chairman, on agenda items only. The minute book will be closed.**

*Meetings of the Parish Council are not public meetings, but members of the public have a statutory right to attend meetings of the council as observers. They have no legal right to speak unless the Parish Council Chairman permits them to do so. Members of the public may not take part in the Parish Council meeting itself but are permitted under this agenda item. A member of the public shall not speak for more than 3 minutes, should raise their hand when requesting to speak, and direct comments to the Chair. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking, A question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.*

***Written notice of the desire to exercise the right to speak, and of the topic to be addressed must be given to the Parish Council Clerk prior to 9.00 am on the Monday before the meeting.***

## 4. Reports from external parties (if present).

Kent County Councillor , Dover District Councillor, Police.

## 5. Minutes of the Parish Council Meeting

### **RESOLVED:**

That the minutes of the Parish Council Meeting held on 14<sup>th</sup> September 2023 were confirmed as a correct record and signed by the Chairman on behalf of the Parish Council.

## 6. Planning:

### 6.1 To table planning applications received for consideration:

#### 6.1.1 23/01061 Land Off Church Lane Lydden CT15 7JP

Outline proposal for the erection of 23 dwellings, including affordable housing with associated parking, infrastructure and open space (all matters reserved except access)

#### **RESOLVED:**

1. That the Parish Council would object to the application.
2. That the Chairman and Clerk would meet with Quinn Estates to discuss the Section 106 Allocation options and report back at the next meeting.

### 6.2 To Table and Validate Planning Applications dealt with since the last meeting.

There were none.

### 6.3 To table decisions by Dover District Council (DDC) since the last meeting.

There were none.

### 6.4 Dover District Local Plan Examination – Hearing Sessions. Opening 14<sup>th</sup> November

#### **RESOLVED:**

**Councillor Booth would attend the Hearing Session on the 5<sup>th</sup> of December.**

### 6.5 To Table late planning matters.

There were no late matters.

## 7. To receive Reports

### 7.1 Chairman's Report.

- The Chairman reminded those present that the meeting with Quinn Estates regarding a Section 106 does not imply support from the Parish Council for the application.
- Need for a new bin in the Village Hall car park sited at the bottom near the pub. Clerk to contact DDC Waste Management Team
- Remembrance Sunday. The Parish Council would be represented, and a wreath would be purchased.
- Memorial Benches. It was AGREED that the Clerk would circulate details of recycled plastic outdoor benches for consideration at the next meeting.

### 7.2 Clerks Report (on matters not included in other agenda items)

7.2.1 Website. It was reported that this is being updated.

7.2.2 Councillor Profiles for Website. It was AGREED that Councillors would email the Clerk with the required information

### 7.3 Councillors Report (on matters not included in other agenda items)

- Reports of Dog mess

### 7.4 Allotments Report and Update

- Castle Water would be contacted regarding a meter reading.
- Clerk and Councillor Cregeen to liaise regarding Allotment Hire Agreements and Payments.

### 7.5 Village Hall Report and Update

Village Hall Report and Update

- The village hall is continuing to grow bookings.
- We have managed to secure a £10,000 lottery grant, which will be put to a new roof. We have approached the parish council for support in this, and we are very hopeful that they can do this.
- Ceiling tiles do need to be replaced in the hall, and as a further project down the line, i reviewed if we could put in a different ceiling that was not tiles.
- We thank the parish council for their ongoing support.
- We would like to remind the residents of Lydden that the village hall is available to rent and the field is rented with this, although the field can be rented separately when required,
- We are looking forward to, and are just in the final stages of putting together or annual Christmas market.
- Anyone wishing to donate should contact the bookings clerk with their donations.

## 8. To Allocate Responsibilities and Working Groups

### 8.1 KALC Area Representative

#### **RESOLVED:**

**Councillor P Collins would be the KALC Area representative**

- 8.2 Lydden Village Hall Management Committee (VHMC) Parish Council Representative  
Deferred to the next meeting.
- 8.3 Parish Council Summary for the Newsletter  
**RESOLVED:**  
**The Clerk would provide the summary for the Newsletter following a Parish Council meeting.**
- 8.4 To consider the following working groups and to elect members.  
**RESOLVED:**  
**That a lead Councillor would be nominated rather than working groups.**
- 8.4.1 Highways and Speedwatch
- 8.4.2 Village Hall and Public Buildings. It was AGREED that this role would be covered by the Parish Council representative to the VHMC.
- 8.4.3 Allotments  
**RESOLVED:**  
**Councillor Cregeen would be the lead Councillor**
- 8.4.4 Village Maintenance  
**RESOLVED:**
1. To merge Village Maintenance and Community Liaison responsibilities
  2. Deferred to the next meeting.
- 8.4.5 Community Liaison
- 8.5 Planning Committee to elect members. AGREED that a Planning Committee was not required.

**9. Highways:**

- 9.1 To consider the Highways Improvement Plan  
Deferred to the next meeting.
- 9.2 To receive the parish portal report  
The report was received.  
It was AGREED that the Parish Council would encourage residents to report via the KCC Report a Problem Online Portal
- Details to the Parish Council website
  - Quicker way of reporting potholes, etc.
  - A reference number will be given, which can be followed up.
- Report non-urgent issues online**, including:
- street light faults
  - potholes
  - drainage
  - traffic signal faults
  - overgrown vegetation (including hedges and grass).
- Emergency situation (something that is likely to cause immediate injury or death), call immediately on 03000 41 81 81.**
- 9.3 To receive the Speedwatch report. Deferred to a later meeting
- 9.4 To receive any other highway matters.  
There was a discussion regarding advertising signage on the grass triangle. Clerk to follow up

**10. Finance:**

- 10.1 To receive and authorise payments listed on the schedule (to be provided at the meeting)

**RESOLVED:**

**To approve the schedule of payments.**

|                                  |                                |               |
|----------------------------------|--------------------------------|---------------|
| <b>Hugo Fox</b>                  | PC Website                     | <b>23.99</b>  |
| <b>Ryan Booth</b>                | Memorial Wreath                | <b>55.00</b>  |
| <b>Colin Hoyle</b>               | Village Maintenance            | <b>172.00</b> |
| <b>Landmarc Support Services</b> | Vehicle Access to Coldred Hill | <b>10.00</b>  |

|                      |                 |              |
|----------------------|-----------------|--------------|
| <b>Mrs C Andrews</b> | Memorial Wreath | <b>65.00</b> |
|----------------------|-----------------|--------------|

10.2 Late Payment Request/s to be discussed for approval and payment.

**RESOLVED:**

- 1. DM Payroll Services would be used to process the Clerk's Salary**
- 2. The Clerk's salary would be paid on the 20<sup>th</sup> of the Month by Standing Order.**
- 3. Additional hours would be approved and paid one month in arrears.**

10.3 To note receipts of Income. Not available

10.4 To receive the bank reconciliation. Not available

10.5 To consider Unity Bank

**RESOLVED:**

- 1. That the Parish Council would switch to Unity Bank**
- 2. The Parish Council would apply for a Unity Bank Corporate Multipay Card**
- 3. The Signatories would be I Bowie, R Booth, M Cregreen, B Collins and P Collins**
- 4. The Clerk progress the application**

10.6 To amend the Metro Bank Mandate

**RESOLVED:**

**That Mr J Mount would remain as a signatory until the Unity Bank Account was opened.**

10.7 To consider Ionos for emails

**RESOLVED:**

- 1. The Parish Council would use Ionos for emails**
- 2. Each Councillor would have a dedicated Parish Council email address**
- 3. The Clerk will progress the set-up.**

10.8 To consider a PO Box for the Parish Council

**RESOLVED:**

**The Parish Council set up a PO Box for the Parish Council.**

10.9 To receive and consider a grant request from the Village Hall Management Committee

**AGREED:**

**The Clerk would contact the VH Chairman and ask for more details regarding the cause of the leak and if the proposed repairs would prevent future occurrences.**

**11. Review of Parish Council Policies and Procedures.**

11.1 Standing Orders

11.2 Financial Regulations

11.3 Data Protection Policy

11.4 Document Retention Policy

11.5 Freedom of Information and Model Publication Scheme

11.6 Code of Conduct

11.7 Scheme of Delegation

11.8 Email Policy

11.9 Working Groups Protocol

**RESOLVED:**

**To adopt all policies.**

**12. Correspondence:**

12.1 To table items of late correspondence :  
M20 Closures.

12.2 Items circulated .

11.2.1 Residents email re Bonfires

11.2.2 KALC Events in October 2023

11.2.3 DDC Polling District Review 2023

11.2.4 Natalie Elphicke OBE Member of Parliament for Dover and Deal

11.2.5 Dover District Green Infrastructure Strategy - Consultation Launch!

Tuesday 3rd October 2023 until Tuesday 14th November 2023

11.2.6 DDC Polling District Review 2023. 2 October 2023 and 23 October 2023.

All correspondence was noted.

**13. Agenda Items for the next meeting:**

**14. Consideration of items to be taken in private (Exclusion of Public and Press):**

There are only a few reasons as to why, legally, the public and press can be excluded from a meeting. The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies." It is generally considered acceptable to exclude the press and public if the agenda item relates to the consideration of tenders, leases, purchases of assets, for matters relating to staffing covered by the Data Protection Act and to consider complaints against the council or a code of conduct complaint.

There were no items to be considered.

**Date of next meeting : 10<sup>th</sup> November 2023**

There being no further business to be transacted the Chairman closed the meeting at 9:05 pm

Signed on behalf of the Parish Council

Chairman

Date