



Minutes of the meeting of Dymchurch Parish Council held on Monday 3rd October 2022 at 7pm at the Dymchurch Methodist Chapel, Chapel Road Dymchurch

MINUTES

Present-

Cllr McCreedy (Chair)

Cllr D Young

Cllr Wright

Cllr Coker (Vice Chair)

Cllr Noonan

Cllr C Young

Cllr Weatherhead (KCC Cllr)

**In attendance- Mr J Lawrence (Clerk) Mr A Lawson (Finance and Projects Officer)
District Cllrs Meyers and Mullard**

- 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 Goode- Working
Cllr Leverick-Sickness

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. PASSING OF QUEEN ELIZABETH II

Dymchurch Parish Council having not met since the Passing of Her Majesty Queen Elizabeth II will hold a minute's silence in recognition and remembrance of a life of dedicated duty to our country and the Commonwealth.

A minute's silence was held.

- 4. MINUTES OF THE PREVIOUS MEETING-** held on the 5th September 2022 to be agreed by members present.

It was proposed by Cllr C Young and Seconded by Cllr Weatherhead to accept the minutes- This was agreed unanimously, and the minutes were signed by the Chair.

5. 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 No questions received or members of the public present

6. 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.

It was reported that work continues with the Pavilion Project, and this will be recorded at item 13.

7. COUNCILLORS REPORTS

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

Cllr C Young reported the following

- a. It has been agreed that Dymchurch will host Dementia friendly café events at the Bucket and Spade which will be the main centre for our Parish. It will however come under the New Romney Dementia umbrella who will supply leaflets free of charge in support of this venture.
Traders will be involved with a small cohort being identified- they will undergo DBS checks to give confidence to Dementia sufferers and their families.

8. REPORTS FROM OUTSIDE BODIES

a. County Councillor

County Cllr Weatherhead reported there had been few meetings due to the passing of the Queen. However further meetings will be held regarding the Highways Improvement Plan which has been submitted by Dymchurch Parish Council looking at additional safe crossing areas near to the primary school and speed limits near to Lower Sands.

The Cycle route around the Redoubt continues in its development and further meetings are to be held regarding the route continuing along the Seawall.

b. District Councillors

Cllr Mullard reported he had attended meetings regarding Princes Parade and Otterpool Park.

Cllr Meyers reported he was following the concerns about the pollution escape into the sea recently and that a well intentioned and comprehensive report had been put forward by Cllr Lesley Whybrow albeit there are few powers to influence this problem. Cllr Meyers reported attending recent Planning meeting nothing discussed regarding Dymchurch however he informed members that the previously rejected application at Willop Way has now been approved by the Planning Inspectors. He raised this may have consequences for future planning applications where the concerns over flooding are relied upon as an objection.

He was asked how many applications had been taken to appeal this year- he replied- 5. 3 were dismissed and 2 overturned.

c. KCC Warden

Not present- The Clerk informed members that there is a new KCC Warden covering the Parish called Giles Barnard.

d. PCSO

Not present- but has reported no issues for Dymchurch

9. MATTERS ARISING (INCLUDING CORRESPONDENCE IN CIRCULATION)

- a. Queens Canopy Memorial Planting for her Majesty-
The Clerk was instructed to contact the RBL to enquire if they wished to work with the Parish Council with tree planting under this project.
- b. The Clerk informed members that after an email reporting the destruction of the Speed Warning device and bus shelter were demolished after an accident that he had reported both to the relevant authorities.

The Clerk was instructed to enquire as to whether double yellow lines could be placed at the junction of the A259 and Wraightsfield Way (as requested by a resident) to deter people from parking here. It is felt that this may have been a contributory factor in causing the accidents by reducing the width of the road.

10. UPDATE ON ACTIONS- PARISH CLERK

Full report available from the Clerk- No issues raised by members

11. Planning Applications for Consideration

Reference No	Address	Details	Decision
22/1500/FH	Lawful development certificate (proposed) for the installation of a rear dormer	9 Winton Way, Dymchurch, Romney Marsh, TN29 0QH	No objections-Noted
22/1532/FH	42 High Knocke, Dymchurch, Romney Marsh, TN29 0QD	Lawful development certificate (proposed) for the replacement of flat roof with pitched roof to allow additional floor	No objections- Noted
22/1434/FH	The Wells, Burmarsh Road, Dymchurch, Romney Marsh, TN29 0JT	Erection of single storey rear extension	No objections -Noted

12. FINANCE

- a. Breakdown of expenditure/income since last meeting
Noted no comments raised- Full details of payments and information can be found at APPENDIX 1
- b. Authorisation of Payments- Members will review the list of invoices for payment and identify two Councillors to authorise the payments online.
Cllr McCreedy and C Young will authorise
- c. Additional items requiring authorisation- To be notified at the time of the meeting.
 - i. Council Office Refurbishment
The quotes for the refurbishment of the Parish Council Offices were reviewed-

It was proposed by Cllr Wright and seconded by Cllr C Young to accept the quote from JC Building contractors- This was agreed unanimously.

Cllr Noonan advised members that a fire risk assessment needs to be completed at the offices along with the installation of a fire alarm- Quotes will be obtained for this.

ii. Bus shelters- The Fairway

No update has been received from KCC on this matter and will be followed up.

d. AUDIT 2022/2023 Notification of Closure notice and comments from external auditors
Members noted the closure notice from the external auditors- No matters were raised by the auditors. The notice has been posted online and on the notice boards for the information of the public.

e. BUDGET 2023-2024 – The council will identify a minimum of two Council members to review budget for the next financial year for presentation at the November Council meeting.

Cllrs McCreedy, C and D young will attend the meeting to discuss the budget with Mr Lawson.

13. PAVILION UPDATE

The clerk informed members that the lease is now complete and ready for signatures. The Council will need an independent witness. The Friends of Dymchurch Recreation Ground Charity will need to sign the lease and enter into a Deed of Dedication with the Fields in trust to protect the land.

Cllr McCreedy reported that the proposed plans have been changed to accommodate bats

14. CAR PARK CHARGES REVIEW-Item carried over from last meeting

It was agreed that the pricing structure had caused some confusion this year and that changes would need to be made.

Currently disabled drivers are charged for parking in the carpark.

a. It was proposed that parking for disabled drivers would be free for 3 hours within the designated disabled parking bays-

VOTE- 6 For 1 Against

b. It was proposed by Cllr Wright and seconded by Cllr Noonan that the following pricing structure be adopted.

£1.40 an hour to a maximum of £10.00 for the day.

VOTE- For 6 Against 1

c. It was proposed by Cllr Noonan and seconded by Cllr Young to keep the charging period as seasonal as it is now.

A vote was held, and this was carried unanimously

It was also discussed as to where the Carpark machines should be updated to take card payments- It was agreed that this should not take place at this time unless a demand for this is identified.

The Clerk was instructed to make the changes as discussed.

15. CIVILITY AND RESPECT PLEDGE

Members discussed the above pledge and agreed to sign up to the pledge- Details will be published on the Parish Council website once the Council has completed the sign-up process.

16. DYMCHURCH COMMUNITY GARDENERS

The Council will hear representations from members of this group for use of land at Bulls Field to develop this project.

Members heard from Cllr C Young that a second meeting had been held with the Community Gardeners and that other schemes in Sandgate and Folkestone have been reviewed. There is a lot of enthusiasm for this project and in time they will apply to the Parish Council to use part of Bulls Field as a base. In the meantime, it was requested by Cllr C Young to be allowed to place 6 planters on Bulls Field to start off the project.

It was proposed by Cllr Wright and Seconded by Cllr Noonan to allow this until May next year.

Cllr Young and Coker refrained from voting due to her involvement in developing this community group.

A vote was held with the remaining members and agreed unanimously.

17. LOCAL ELECTRICITY BILL

Members will review the current Bill in Parliament and consider supporting the Bill

Adjourned to allow members to review the information fully.

18. ITEMS FOR CONSIDERATION AT THE NEXT MEETING.

No matters raised

19. DATE OF NEXT MEETING- Monday 7th November 2022 at 7pm –At the Methodist Chapel, Chapel Road Dymchurch Noted

20. CLOSED SESSION-

To review performance and consider yearly incremental pay rise for Mr A Lawson- Council Officer.

Mr Lawson left the meeting at this point-

After discussion it was agreed unanimously to approve the pay rise in line with the National Pay Scales for local Government Officers.

The Clerk was instructed to make the changes with the payroll services.

APPENDIX 1
Dymchurch Parish Council
October Meeting Finance Summary

Dymchurch Parish Council

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

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

	Bank Reconciliation at 30/09/2022		
	Cash in Hand 01/04/2022		157,961.42
	ADD Receipts 01/04/2022 - 30/09/2022		132,831.98
			290,793.40
	SUBTRACT Payments 01/04/2022 - 30/09/2022		93,429.92
A	Cash in Hand 30/09/2022 (per Cash Book)		197,363.48
	Cash in hand per Bank Statements		
	Petty Cash 27/09/2022	149.65	
	PayPal 30/09/2022	207.26	
	NSI 30/08/2022	95,417.24	
	Barclays Bank Business Reserve 30/09/2022	11,554.87	
	Barclays Bank Current 23/09/2022	42,003.03	
	Unity Trust Bank 30/09/2022	58,392.57	
			207,724.62
	Less unrepresented payments		10,661.14
			197,063.48
	Plus unrepresented receipts		300.00
B	Adjusted Bank Balance		197,363.48
	A = B Checks out OK		

Invoices to be paid after meeting

Payment Details	Amount	Details
Ashe Alarms Ref: inv 28537	-72.00 GBP	Engineer visit for CCTV fault Ref 178
Wicksteed Leisure Ref: INV 819091	-5,676.00 GBP	Repairs to Playground Surface Ref 170
PKF LittleJohn Ref: KE0083 SB20221778	-480.00 GBP	Annual Audit Fee Ref 163
NO Butts Bin Co Ref: inv 3511355	-384.00 GBP	Captains Seat Ref161
Living History Wor Ref: 202226	-3,000.00 GBP	Beach Workshops Ref 160
Sandgate Printers Ref: inv 45279	-300.00 GBP	Newsletter Printing Ref 158

Scribe Payments for September

30 September 2022 (2022-2023)

Dymchurch Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
151	Grass Cutting & Weeding	05/09/2022		Unity Trust Bank		Grass Cutting	M Coleman	S	455.00	91.00	546.00
152	HMRC	05/09/2022		Unity Trust Bank		Tax & NI	HMRC VAT	E	527.45		527.45
156	Electricity	08/09/2022		Unity Trust Bank		Electricity	EDF	L	299.53	14.98	314.51
154	Enforcement	08/09/2022		Unity Trust Bank		Enforcement	Folkestone & Hythe District C	S	214.28	42.86	257.14
155	Repairs & Maintenance	08/09/2022		Unity Trust Bank		Alarm monitoring and annual r	Ashe Alarms	S	410.00	82.00	492.00
157	Electricity	08/09/2022		Unity Trust Bank		Dummy	EDF	X	-314.51		-314.51
165	Parish Council Newsletter	09/09/2022		Petty Cash		Mileage	J Lawrence	X	7.74		7.74
158	Parish Council Newsletter	12/09/2022		Unity Trust Bank		Newsletter Printing	Sandgate Printers	X	300.00		300.00
159	Water & Waste	12/09/2022		Unity Trust Bank		Water	Castle Water	X	124.56		124.56
160	Beach Entertainment	12/09/2022		Unity Trust Bank		Beach workshop	Living History Workshops	X	3,000.00		3,000.00
161	Repairs & Maintenance	12/09/2022		Unity Trust Bank		Captains Seat	No Butts Bin Co Ltd	S	320.00	64.00	384.00
174	Misc Stationery	12/09/2022		PayPal		Poppy Wreath	Royal British Legion	X			
162	Parish Council Newsletter	14/09/2022		Petty Cash		Newsletter Distribution	Interactive M Ltd	S	156.00	31.20	187.20
163	Audit Fee	14/09/2022		Unity Trust Bank		Professional Fees	PFK Littlejohn	S	400.00	80.00	480.00
164	Management Fee & Charges	14/09/2022		Unity Trust Bank		PBP Fees	Pay By Phone	S	444.70	88.94	533.64
167	Memorial Garden Maintenance	16/09/2022		Unity Trust Bank		Poppy Wreath	Poppy Shop UK	S	29.99	4.00	33.99
168	Communications	16/09/2022		Unity Trust Bank		Phone & Broadband	Onecom	S	134.84	26.97	161.81
166	Electricity	16/09/2022		Unity Trust Bank		Electricity	EDF	X	137.00		137.00
169	Community Fund	16/09/2022		Unity Trust Bank		Donation	Bedingfield Trust	X	75.00		75.00
179	Management Fee & Charges	19/09/2022		PayPal		PBP Fees	Paypal	X	0.88		0.88
171	Parish Council Newsletter	27/09/2022		Petty Cash		Mileage	J Lawrence	X	7.02		7.02
170	Repairs & Maintenance	27/09/2022		Unity Trust Bank		To carry out repairs as per que	Wicksteed	S	4,730.00	946.00	5,676.00
153	Salaries	28/09/2022		Unity Trust Bank		Salaries	Dymchurch Parish Council	E	2,000.99		2,000.99
175	Cleaning Supplies	30/09/2022		PayPal		refuse sacks	Amazon EU	X	22.80		22.80
176	Misc Stationery	30/09/2022		PayPal		Stationery	Amazon EU	X	3.99		3.99
173	Communications	30/09/2022		Unity Trust Bank		Phone & Broadband	Onecom	S	135.26	27.05	162.31
177	Misc Stationery	30/09/2022		PayPal		Instant Ink	HP Ink UK Ltd	S	8.32	1.67	9.99
178	CCTV Licence & repairs	30/09/2022		Unity Trust Bank		CCTV Monitoring	Ashe Alarms	S	60.00	12.00	72.00
172	Bank Charges	30/09/2022		Unity Trust Bank		Bank Charges	Unity Trust Bank	X	1.50		1.50
Total									13,692.34	1,512.67	15,205.01

Summary Receipts and Payments

30 September 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	10,520.70	-4,326.70 (-69%)	-4,326.70
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	10,016.37	183.63 (1%)	183.63
Income	125,488.00	121,061.02	-4,426.98 (-3%)			0.00 (N/A)	-4,426.98
Office Costs			0.00 (N/A)	27,697.00	13,523.23	14,173.77 (51%)	14,173.77
Projects			0.00 (N/A)	20,000.00	6,095.00	13,905.00 (69%)	13,905.00
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	7,793.78	-3,708.78 (-90%)	-3,708.78
Seawall			0.00 (N/A)	27,335.00	13,576.64	13,758.36 (49%)	13,576.64
Staffing			0.00 (N/A)	29,200.00	15,517.89	13,682.11 (46%)	13,682.11
NET TOTAL	125,488.00	124,063.02	-1,424.98 (-1%)	128,961.00	86,328.46	42,632.54 (33%)	41,207.56
Total for ALL Cost Centres		124,063.02			86,328.46		
V.A.T.		8,768.96			7,101.46		
GROSS TOTAL		132,831.98			93,429.92		