



Minutes of the Dymchurch Parish Council meeting held on Monday 1<sup>st</sup> February 2021 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

## MEMBERS PRESENT

Cllr D. Coker – Chair

Cllr C. Young – Vice Chair

Cllr D. Noonan

Cllr D. Young

Cllr S. Leverick

Cllr J. Williams

Cllr C. McCreedy

Cllr M. Wright

Also Present

Parish Clerk Mr J Lawrence

Projects Officer Mr A Lawson

District Cllrs I. Meyers and T. Mullard and one member 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.

No apologies received.

## 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 19<sup>th</sup> January 2021 to be agreed by members present.

The minutes of the previous meeting which was held in private will be presented at the next meeting.

## 4. PUBLIC PARTICIPATION/PUBLIC QUESTIONS

Members will propose to adjourn the meeting to allow Public Participation-

Chairs Signature/Initials

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 public questions were received.

## 5. UPDATE ON ACTIONS FROM PREVIOUS MEETING and CLERKS REPORT

No	Details	Owner	Comments
1	Write to the District Council to request permanent installation of oversized public litter bins at the sea wall Dymchurch	Clerk	Update required
2	Obtain additional quotes for tree work cemetery and cut back at Dymchurch Parish council Grassed area.	Clerk	On hold
3	Follow up Bus shelter loan scheme with County Councillor Martin Whybrow	Clerk	Ongoing
4	Follow up on Briefing for Eastbridge Road Repairs- Via Cllr Martin Whybrow	Clerk	Awaiting update
5	Request Yellow hatchings- Slipway	Clerk	Completed- This is not the responsibility of the EA
6	Cycle Slow Signs request for Seawall	Clerk	On going
7	Send message to Jon Lodge's supervisor to express thanks for his presence and hard work in the Parish	Clerk	Completed
8	Write to Fields in Trust to ascertain views on lease to FODR	Clerk	Completed
9	Reply to Planning department regarding Carwash- Confirm operating hours	Clerk	Completed

In addition to the above update the Clerk read a report the following is a summary and resulting actions

- The matters raised in the last closed session meeting has been actioned and a response is awaited from the parties involved. Once this has been received the clerk will return to Council for further instructions.
- An update has been received regarding the request for oversize bins at the slipway which has been refused by the District Council at this time.

ACTION- The Clerk has been requested to go back to the district with the evidence of the overflowing bins and in addition from District Cllr I Meyers to remind them that he has made applications for compactor bins to be installed.

- Progress is being made on the plans to re instal the kiosk at the Martello basin. The Environment Agency have identified that to assess whether utilities can be added requires a Flood Risk Activity Permit. There is a cost to applying for such a permit at £170.00.

It was proposed that a permit should be applied for and a vote was taken.

Chairs Signature/Initials

FOR 6  
Against 2

ACTION- Clerk to complete the application on behalf of the Council.

- Seawall Trading Licences- The clerk reported that the licences are in the process of being brought up to date. This will ensure they are future proof for any Councils or Clerks that take over this administration in the future.
- Electrical Charging Points- KCC part funded Project- The Clerk explained that this project will involve three parties, KCC, Dymchurch Parish Council and The Village Hall Charity. This will require a solicitor to carry out due diligence on any agreement that the Council has with other parties.

It was agreed that the Clerk should engage a solicitor when this is required.

## **6. CORRESPONDENCE AND COMMUNICATIONS**

### **In circulation**

Correspondence was noted by members present-

Residents Parking Scheme- It is anticipated that the residents parking scheme for the Seawall road will be considered this month or early March.

## **7. REPORTS FROM OUTSIDE BODIES**

### **a. County Councillor**

Cllr Martin Whybrow sent a written report.

- The repair works for Eastbridge Road have been costed at £300,000 and are due to start at the end of February into March this year.
- The streetlights near to Pear Tree Farm have now been repaired.

### **b. District Councillors**

Cllr I Meyers- Reported that both Vaccination centres are now open and reports that from personal knowledge they are being run very well.

Cllr T Mullard- Reported that he has attended the joint Parish Council meeting where litter from lorries was discussed. He has also attended a presentation on the Otterpool garden Town which is progressing but not as fast as it could do due to the current COVID-19 Restrictions.

There is some additional development which may impact on Dymchurch are the increase in the size of Martello Lakes which now has Martello Park and Princes Parade.

### **c. KCC Warden**

Warden Jon Lodge supplied a written report.

- Support has been given to an elderly resident with declining health and they are now being helped by Social Services.
- Further help is being given to the Vaccination hubs and other residents where required.

### **d. Kent Police – PCSO**

No report received.

**8. PAVILION WORKING GROUP- UPDATE (STANDING AGENDA ITEM)**

Members will receive an update on the progress of the above working group Ground Charity.

The Clerk informed members that he is submitting the draft report to the solicitor for review and this will be presented to both parties once received for review.

It was also reported that floor plans have now been produced and these will be available to view for those interested. The costs for applying for planning applications have now been discussed and further updates will follow.

**9. GRANT APPLICATION- FRIENDS OF DYMCHURCH RECREATION GROUND CHARITY.**

Members will consider an application from the Friends of Dymchurch Recreation Ground Charity for a sum of money to cover the Charities Insurance costs.

After discussion it was proposed by Cllr Coker and Seconded by Cllr McCreedy that the application for the grant to pay the insurance costs of £218.00

For - 6

Against- 1

Abstain- 1

Decision carried.

**10. PLANNING:**

21/0100/FH/TCA	11 Sycamore Gardens, Dymchurch, Romney Marsh, TN29 0LA	Rolling consent to undertake an overall crown reduction of up to 1 metre of 4 x Apple trees and an overall reduction of up to 0.5 metres of 1 x Conifer tree, all situated within a conservation area, to be undertaken on an annual basis for a maximum period
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**No Objections raised**

**11. 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.

Cllrs C Young and S Leverick will authorise payment online.

No comments raised regarding the finance report this month- Please see appendix 1 for list of payments and summary)

**12. DYMCHURCH PARISH COUNCIL VAT OBLIGATIONS-**

Chairs Signature/Initials

Members will discuss a proposal to appoint an auditor to carry out review to confirm the Councils VAT obligations in respect of business and non-business activities.

Members were informed that it had been identified by the Parish Council Officers that Dymchurch Parish Council should have been registered for VAT and charging VAT on certain business activities for some years. Action has been taken to address this matter, but the subject is confusing and professional help is required. The tax owed will have an impact on funds and members will be updated as soon as this is known.

**ACTION-** Members agreed unanimously to allow the Clerk to engage professional services to ensure that the Councils VAT liabilities are in order.

### **13. Acceptance of the minutes of the Assets and Amenities Committee dated the 19<sup>th</sup> January 2021 and to make the following recommendation.**

The minutes of the Assets and Amenities Committee were acknowledged by the Members except one who had not received the minutes.

- a. To propose to the full council meeting that due to the short timescale to Easter that the assets and amenities group are authorised to complete the application process for the seawall kiosk, initially on a 3-year agreement, with the committee appointing the new licensee.

The above proposal was rejected, and the following was agreed by members present.

- I. The period to receive expressions of interest would be extended to the 22<sup>nd</sup> February.
- II. It was agreed that the Assets and Amenities Committee will review the expressions of interest and agree on those applicants who will be invited to bid for the Kiosk trading licence.
- III. The successful applicants would be contacted to send in sealed bids for a three-year licence to trade at the kiosk.
- IV. All members will be invited to a meeting to decide on the final applicant where the sealed bids will be opened.

### **14. HANGING BASKETS 2021**

Members will consider a proposal to purchase hanging baskets from The Canterbury Oast Trust which is a charity that supports people with learning difficulties through accommodation, support, and training options.

After discussion members agreed unanimously to purchase baskets from the above organization at a total cost of £560.00. It was requested that if larger baskets can be supplied on this matter is brought back to Council.

### **15. Items for consideration at the next meeting.**

No items raised.

### **16. Confirmation of Council meeting dates 2021-**

#### **Ordinary Council Meetings**

1<sup>st</sup> March

Chairs Signature/Initials

12<sup>th</sup> April  
10<sup>th</sup> May- Annual Parish Council Meeting  
7<sup>th</sup> June  
5<sup>th</sup> July  
26<sup>th</sup> July – Planning and Finance meeting only.  
August – no meeting  
6<sup>th</sup> September  
4<sup>th</sup> October  
1<sup>st</sup> November  
6<sup>th</sup> December

**Parish Meeting- Provisional date which will be reviewed as restrictions on daily life progress.**

Tuesday 1<sup>st</sup> June- Venue to be confirmed.

**Personnel Meetings**

12<sup>th</sup> April 6pm  
6<sup>th</sup> September 6pm

- 17. DATE OF NEXT MEETING.** 1<sup>st</sup> March 2021 unless otherwise advised. The meeting will be held online unless stated otherwise and will commence at 7.00pm.

# APPENDIX 1

## Dymchurch Parish Council

### Financial Summary Feb Meeting

<b><u>Barclays Bank</u></b>		
<b><u>Current Account</u></b>		
23/12/2020	Opening Balance	18,270.69
<b>Income</b>		
<b>Expenses</b>		
	One Comm	119.50
	BT	32.40
	Veolia	77.95
		229.85
	Cash at Bank 22/01/21	<b>18,040.84</b>
<b><u>Savings Account</u></b>		
	Opening Balance	11,548.99
	Interest	
	Business Savings	<b>11,548.99</b>
<b><u>Unity</u></b>		
<b><u>Current Account</u></b>		
30/12/2020	Opening Balance	60,196.50
<b>Income</b>		
08/01/2021	Paybyphone Net	4.82
27/01/2021	Lawrence - re Currys	45.97
06/01/2021	UK Power Networks	23.00
		73.79
<b>Expenses</b>		
31/12/2020	Service Charge	18.00
05/01/2021	HMRC	485.83
05/01/2021	KALC	60.00
05/01/2021	Sign Of The Times	407.36
05/01/2021	ASL	114.98
05/01/2021	KALC	60.00
05/01/2021	PKF Littlejohn	480.00
11/01/2021	Three	12.00
18/01/2021	ICO	35.00
28/01/2021	Payroll	1,828.73
DD	EDF	186.00
		3,687.90
	Cash at Bank 28/1/21	<b>56,582.39</b>
<b><u>PayPal</u></b>		
	Opening Balance	3.89
		-
	Balance as at 31/11/21	<b>3.89</b>
	NSI	<b>94,725.73</b>

Chairs Signature/Initials

### Payments to be authorised for Feb Meeting

Payment Details		Amount
SLCC Ref: BK200186	Training VAT the Basics	36.00 GBP
CJA Crown Estate Ref: inv 30825812	Rent – Foreshore to 31/1/22	149.00 GBP
Hallett and Co Ref: inv 138856	Legal Advice	630.00 GBP
Harris Screen Print Ref: inv 12333	Car Park Passes 21/22/23	204.00 GBP
Kent County Council 900122387	Additional Load Testing for Lamp Posts	270.00 GBP
Ashford BC Ref: 85624698	CCTV Monitoring	1,200.00 GBP
S H Bureau Ref: ref no 2212	Payroll Processing	122.47 GBP
HMRC Ref: 577PB001835352110	Jan Tax & NI	486.03 GBP
Payroll	For Feb	1828.93 GBP

### Items paid since the last meeting by DD

BT Group	32.40
Veolia	77.95
Onecomm	119.50

### Actual, Budget & Forecast Expenditure

The Actual, Budget & Forecast Expenditure has been restated to exclude VAT on income and expenditure. A separate summary is shown for VAT paid on purchases and liability incurred on business activities.

#### Dymchurch Parish Council

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

Based on Actuals to 31 Jan 2020

Net of VAT	BUD	ACT	F/C	FC vs BUD	
	2020/21	YTD	Yr to Mar 21	DIFF	
Burial Ground	3,000	3,407	3,407	(407)	
Bulls Field	10,604	6,158	10,158	446	
Highways	8,860	4,599	4,599	4,261	
Recreation Ground	6,795	6,864	7,639	(844)	
Seawall	15,285	16,342	17,522	(2,237)	Current Yr includes Retail Kiosk Exps £11.5k
Promotion	1,900	275	275	1,625	
Administration	23,357	15,583	22,723	634	
Staffing	27,858	28,362	32,962	(5,104)	
Project Work	90,000	32,641	32,641	57,359	
<b>Expenses</b>	<b>187,659</b>	<b>114,230</b>	<b>131,925</b>	<b>55,733</b>	
Car Park	37,000	26,658	29,058	(7,942)	F/C Adjusted for VAT on Parking (£6.6k)
Trading Licences	6,350	500	500	(5,850)	
Precept	83,000	83,000	83,000	-	
Other	-	22,975	22,975	-	Current Yr includes Retail Kiosk
<b>Income</b>	<b>126,350</b>	<b>133,132</b>	<b>135,532</b>	<b>(13,792)</b>	
<b>Surplus / Deficit</b>	<b>(61,309)</b>	<b>18,902</b>	<b>3,607</b>	<b>41,941</b>	

#### VAT Summary for Yr 20/21

VAT Paid to be reclaimed		7,835	9,335	
VAT on Business Activities		10,398	10,998	
<b>Net VAT to be reclaimed/(Paid)</b>		<b>(2,563)</b>	<b>(1,663)</b>	
<b>Surplus / Deficit After VAT</b>	<b>(61,309)</b>	<b>16,339</b>	<b>1,944</b>	<b>41,941</b>
VAT Reclaimed 19/20		20,268	20,268	

Chairs Signature/Initials