



Minutes of the Dymchurch Parish Council meeting held on Monday 7<sup>th</sup> December 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 S Leverick  
Cllr J Williams

Cllr C Young-Vice Chair  
Cllr D Noonan  
Cllr C McCreedy

Cllr D Young  
Cllr M Wright

**Also Present- Mr J Lawrence- Parish Clerk  
Mr A Lawson- Finance and Projects Officer**

- 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.

Cllr McCreedy expressed an interest in item 13i due to his position as Chair of the Twinning Association.

- 3. MINUTES OF THE PREVIOUS MEETING-** held on the 2<sup>nd</sup> November 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 accepted and will be signed at a later date.

Cllr Williams requested that he is supplied with a copy of the personnel minutes as described in item 6(9) of the previous minutes-

- 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.

At the end of the Public Participation section the Council meeting will resume

Members heard a presentation from Simon Reay from the UK Electric Bike Centre expressing his intentions to open a branch in Dymchurch. He is hoping that he will be able to work with Dymchurch Parish Council.

Members asked relevant questions and were open to the idea. They asked for Mr Reay to keep in touch.

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

No	Details	Owner and update
1	Write to <a href="mailto:electricvehicles@kent.gov.uk">electricvehicles@kent.gov.uk</a> to confirm request to move to next phase of the project	Clerk- Contact made awaiting further instructions
2	Write to Newbeach holiday homeowner regarding being unable to assist with preventing them being moved out during the lockdown- and to advise on where to get help	Clerk- Completed
3	Refer Bench enquiry to the Assets and amenities group	Mr Lawson
4	Charitable Donation Policy to be devised	Clerk
5	KALC AGM	Completed- Cllr McCreedy is attending
6	Follow up Bus shelter loan scheme with County Councillor Martin Whybrow	Clerk
7	Write objection letter to planning department- 20/1505/FH- Neptune Public House	Clerk- Completed
8	Write objection letter to planning department- 20/1581/FH 21 Sycamore Gardens	Clerk- Completed
9	Obtain additional fencing quotes for Dymchurch Parish Council Carpark	Mr Lawson
10	Obtain additional quotes for tree work cemetery and cut back at Dymchurch Parish council Grassed area.	Clerk- Put on hold due to lockdown
11	Write to the District Council to request permanent installation of oversized public litter bins at the sea wall Dymchurch	Clerk- Completed awaiting reply

Cllr McCreedy updated the meeting on his attendance at the Kent Association of Local Councils AGM. The main point he wished to mention was that he along with other voted for the idea to support the introduction of legislation for all drive through take away establishments to mark/print all food wrappings with the registration numbers of vehicle owners' purchases. In this way future prosecution for litter would be easier.

## 6. CORRESPONDENCE AND COMMUNICATIONS

### In circulation

- I. Email from a resident concerned that the Public Right of way across land from Eastbridge Road to the footbridge has been ploughed up and is now inaccessible. It was identified that especially at this time being able to walk can be a very therapeutic pursuit.

Members were informed that Cllr M Whybrow had already responded to this enquiry. Members (who were aware of the route) stated that the farmer is normally very good at maintaining routes across his land and perhaps the recent bad weather had prevented this recently. It was also noted that a new bridge has been placed across a dyke on this route.

It was agreed that the Chair would contact the farmer and update members at the next meeting.

- II. In response to an email from a town in France looking to enter into a twinning, members agreed that this was not for Dymchurch as they are twinned with Salbris and if future twinning were to occur it would be good to look to another country.

It was suggested that this was sent to nearby Parishes should they be interested.

## 7. REPORTS FROM OUTSIDE BODIES

### a. County Councillor- Written report supplied

- A briefing on the reconstruction of Eastbridge Road will be arranged in the New Year.
- The loan opportunity for the replacement bus shelter has been sent to the Clerk
- He has updated Cllr D Young regarding the HGV signs for Orgarswick Avenue
- KCC has funding from central government for free lunches over Christmas and February half term. KCC are notifying local schools
- The Hythe and Romney Marsh Community Support Hubs are offering help with buying food, purchasing gifts for children, loneliness, and isolation, and caring for family members, friends, or neighbours. [01303 269 602](tel:01303269602) or [01797 208 590](tel:01797208590). Donations of unwrapped gifts for families and food gratefully received, local drop-off points are the Romney Marsh Hub (Mountfield Road, New Romney) Monday-Thursday 9am-5pm, and for donated food, Dymchurch Post Office.

### b. District Councillors

District Cllr I Meyers sent his apologies as he is working this evening

District Councillor T. Mullard –

- In relation to the Parish Bus shelters he reports that a review of the shelters was carried out by the Parish Council some years ago so this may be of assistance.
- He reports that he still has some money available from his ward budget and people can still apply.

- Princes Parade in Hythe is going ahead. A recent appeal failed and there are no further appeals allowed.

**c. KCC Warden-** A written report was supplied

- Warden Lodge reports that he has been dealing with neighbour disputes involving parking and garden issues.
- A dog fouling issues has also been dealt with.
- He is aware of a homeless couple who have been living in Dymchurch and has signposted them to people who can help.
- He continues to help deliver meals with AgeUK to vulnerable residents
- He is started a project called Walk and Talk to give residence a walking buddy for companionship at a safe distance of course.

**d. Kent Police – PCSO**

No report

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

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

Members heard that the following actions were in hand with the working group.

- A flier has been put together to ensure that the community are aware of what is going on with the Pavilion
- An architect who works within the Charity is working on a floor plan so that potential plans for the use of the space can be investigated.
- Various options and consideration of the wish list for its use are being considered.

The next meeting will be in the New Year.

**9. PLANNING**

Date Notified	Reference Number	Location	Details	Comments
16/11/2020	20/1792/FH	1 Uden Road, Dymchurch, TN29 0UH	Erection of a side extension to replace the existing garage and bedroom, and a rear extension (part retrospective)	No Objections Carried Unanimously
15/11/2020	20/1908/FH	The Neptune Holiday Park, Hythe Road, Dymchurch, TN29 0JX	Section 73 application for the variation of condition 7 of Y15/0552/SH - section 73 application for the variation of condition 9 of application 98/1066/SH to allow the use of the land for holiday occupation for 32 static caravans between 1st March and 14th February - request for a temporary extension	After discussion members unanimously objected to this variation. They objected as this area is not a residential estate which lifting the restrictions would create. This would therefore set a precedence. Mentioning those who are isolating, for those who are front line workers staying in the location to protect their families it was identified that there are Government Guidelines which support these classes of people.

			until the end of February 2021	
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**10. TOWN AND COUNTRY PLANNING ACT- TREE PRESERVATION ORDER NO 20 OF 2020**

Members will review the application to designate certain trees on the recreation ground under the above order and identify any objections or comments.

After discussion it was agreed by all members present that Dymchurch Parish Council have no objections to the creation of the above Tree Preservation Order

**11. FINANCE**

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

No matters raised.

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

The list of payments was reviewed and authorised by members present. Cllrs. C Young and S. Leverick will authorise the payments online. A list of payments is shown at appendix 1.

**12. BUDGET 2021-2022**

Members will consider the budget for 2021-2022 and agree the precept for the following year.

Members reviewed the budget proposal for 2021-2022. The budget proposal will be published on the Council website.

It was proposed by Cllr Noonan and seconded by Cllr McCreedy that the precept will remain at the same level as last year. Therefore £83,000 would be the amount notified for collection by the District Council.

A vote was taken which was carried unanimously.

**13. POLICY/REGULATION ADOPTION**

**Members will discuss and propose to adopt the following policies and financial regulation.**

**I. Grant Award Policy**

The above policy was reviewed and accepted by members present. This policy will be reviewed yearly. The policy will be placed on the Council website.

**II. Payroll Policy**

The above policy was reviewed and accepted by members present. The policy will be placed on the Council website.

**III. Dymchurch Financial Regulations**

The above regulations were reviewed by members present- The regulations will be published on the website. In relation to part 11.1.h of the regulations after discussion it was proposed that the

model regulations are adhered to in that the where the value of a quote or estimate is between £3000 and £100 the Clerk or RFO will strive to obtain 3 estimates for the work.

A vote was taken –           6 For  
  2 Against

Carried.

**14. TO ACKNOWLEDGE THE MINUTES OF THE ASSETS AND AMENITIES COMMITTEE AND TO APPROVE THE FOLLOWING RECOMMENDATION.**

- I. It is recommended that the Council authorise a budget of £20,000 is authorised for the installation of a retail kiosk at the Martello Carpark Basin

The minutes of the Assets and Amenities Committee were acknowledged by those present.

In relation to item 14i members had a full discussion regarding the proposal. Opinions were split on the need for the reinstatement of the retail kiosk.

It was proposed by Cllr Noonan and seconded by Cllr C Young that the retail kiosk at the Martello Carpark Basin is reinstated to ensure future revenue for the Parish council. It was further proposed that a budget of up to £20,000 be set aside for this project.

A recorded vote was requested.

For-	Cllr Wright	Against-	Cllr D Young
	Cllr C Young		Cllr Williams
	Cllr Leverick		
	Cllr Coker		
	Cllr Noonan		
	Cllr McCreedy		

**CARRIED**

**15. LITTER BINS -SEAWALL**

Members will discuss the report submitted by Cllr McCreedy and make appropriate recommendations.

It was noted that after the agenda was issued Folkestone and Hythe District Council had requested information regarding the damaged litter bins. Cllr McCreedy's report was sent to the District Council. It had also been requested that the high-volume bins are made as a permanent feature of the slipway.

An update will be supplied and the next meeting.

**16. UNAUTHORISED PARKING SEAWALL PROMENADE- PROPOSAL BY THE ENVIRONMENT AGENCY**

Members will review the proposal by the environment agency to introduce additional bollards and gates to prevent unauthorised parking along the seawall.

The proposal by the Environment Agency to introduce gates and bollards at certain locations along the seawall were positively received by the Council. The locations are as follows:

1. Slipway adjacent to Martello number 23 Hythe Road
2. At the end of the seawall track
3. At the main slipway central Dymchurch

Members proposed that the bollards at the main slip way should be placed halfway down the slip way. Far enough for authorised vehicles to park off the main road to open the bollards, but visible enough to encourage people not to park on the slip way leading to the beach.

It was further suggested that yellow hatchings are placed on the main slipway and signage to encourage cyclists to slow down along the sea wall.

The Clerk will respond to the EA.

**17. Items for consideration at the next meeting.**

No matters raised

**18. DATE OF NEXT MEETING.** 4<sup>th</sup> January 2021 unless otherwise advised. The meeting will be held online unless stated otherwise and will commence at 7.00pm.

Noted by members present

**19. Closed Session-** Members will vote to exclude press and members of the public to hear items 19 and 20.

Agreed by members present

**20. Legal Matter-** Concerning land owned by the Parish Council. This item contains personal information, and the information is subject to legal privilege

Item adjourned to allow members to review information

**21. Legal Matter-** Concerning financial matters. This item contains personal private information.

After discussion members instructed the Clerk to instigate further actions

**Appendix 1**

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**Dymchurch Parish Council – December 2020 Finance Summary**

**Barclays Bank**  
**Current Account**

24/10/2020	Opening Balance		18,617.39
<b>Income</b>			
	Car Park	76.15	
			76.15
<b>Expenses</b>			
	OneComm	119.50	
	Veolia	77.95	
			197.45
Cash at Bank 23/11/20			<u>18,496.09</u>

**Savings Account**

Opening Balance		11,548.70
Interest		-
Business Savings		<u>11,548.70</u>

**Unity**

**Current Account**

31/10/2020	Opening Balance		77,917.91
<b>Income</b>			
08/10/2020	Paybyphone Net	194.81	
12/10/2020	Memorial	88.00	
			282.81
<b>Expenses</b>			
	HMRC	485.83	
	Ashe Alarms	38.40	
	Our Parks	2,500.00	
	The Romneymarsh.net	184.30	
	Kent County Council Load test	1,272.00	
	S H Bureau	159.84	
	C Hardy Electricity Refund	505.90	
	Marc Coleman	876.00	
	Contract Security	453.60	
	G Peake	161.00	
	Ashford Borough Council	1,200.00	
	Ashford Borough Council	1,200.00	
	HG3	12.00	
	Paypal	30.00	
	Payroll	1,828.73	
	EDF	201.00	
			11,108.60
Cash at Bank 30/11/20			<u>67,092.12</u>

**PayPal**

Opening Balance		0.97	
<b>Income</b>			
	CashBack	0.30	
	tfr from Unity	30.00	
			30.30
			31.27
<b>Expenses</b>			
	Mcafee		29.99
Balance as at 31/11/20			<u>1.28</u>

NSI		<u>94,725.73</u>
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**Invoices to be paid**

Caxton House	Laxtex Gloves	11.70
Bouygues	Xmas Lights Turn on 2020	635.05
Bouygues	Xmas Lights Turn on 2020	625.16
HMRC	Tax and NI	488.03
Romneymarsh.net	Domain name	66.00
PFK Littlejohn	19/20 Audit Fee	480.00
Sandgate Printers	Dec Newsletter	275.00
Payroll	December Salaries	1828.93

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

**Based on Actuals to 30 Nov 2020**

	BUD	ACT	F/C	FC vs BUD	
	2020/21	YTD	Yr to Mar 21	DIFF	
Burial Ground	3,000	3,257	3,417	(417)	
Bulls Field	10,604	5,967	7,057	3,547	
Highways	8,860	1,102	3,687	5,173	
Recreation Ground	6,795	6,659	8,084	(1,289)	
Seawall	15,285	17,807	23,477	(8,192)	Current Yr includes Retail Kiosk Exps £11.5k
Promotion	1,900	-	1,400	500	
Administration	23,357	14,030	23,665	(308)	
Staffing	27,858	23,556	33,334	(5,476)	
Project Work	90,000	32,641	36,641	53,359	
VAT	-	15,759	18,759	(18,759)	
<b>Expenses</b>	<b>187,659</b>	<b>120,779</b>	<b>159,522</b>	<b>28,137</b>	
Car Park	37,000	33,283	36,283	(717)	
Trading Licences	6,350	500	2,500	(3,850)	
Precept	83,000	83,000	83,000	-	
Other	-	46,723	46,723	46,723	Current Yr includes Retail Kiosk £26k
<b>Income</b>	<b>126,350</b>	<b>163,506</b>	<b>168,506</b>	<b>42,156</b>	
<b>Surplus / Deficit</b>	<b>(61,309)</b>	<b>42,727</b>	<b>8,984</b>	<b>70,293</b>	

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