



Minutes of the Dymchurch Parish Council meeting held on Monday 7th October 2019 at 7pm in the Committee Room of the Parish Council Offices 13 Orgarswick Road Dymchurch.

Members Present

Cllr. D. Coker -Chair
Cllr. D. Noonan
Cllr. C. Young

Cllr. M. Wright
Cllr. D.Young

Cllr. J. Carr
Cllr. J. Williams

Parish Clerk Mr J Lawrence

Also, Present- District Councillor Terry Mullard

4 members of the public:

The following people not being members of the Council offered their apologies for not attending: District Councillor I. Meyers and County Councillor Martin Whybrow

- 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 Leverick and Cllr Redding tendered apologies to the Clerk prior to the meeting

- 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 in relation to the agenda

- 3. MINUTES OF THE PREVIOUS MEETING** held on 9th September 2019 to be agreed and signed as a true record.

After amendments were made, the minutes of the previous meeting were agreed and signed by the chair.

- 4. MATTERS ARISING FROM THE MINUTES**

No matters were raised

- 5. UPDATE ON ACTIONS FROM PREVIOUS MEETING**

Number	Details	Owner	Comments
1	Car Parking Charges Review- Item to be added to future agenda	Clerk	To be added to Agenda November

2	Consideration for additional licences to sell from the sea wall to be referred to the Assets and Amenities Group	Clerk	Completed
3	Concerns regarding jet ski use- Additional maps have been requested Contact to be made with the District Enforcement Officers	Clerk	Ongoing- Clerk will be contacting the district enforcement officers.
4	Planning Objection to be completed for Y19/0683/FH 63-69 Highstreet Dymchurch	Clerk	Completed
5	Unity Bank Account to be opened to replace Barclays Account	Clerk	Ongoing
6	New Phone line to be installed at the Pavilion for future CCTV coverage via Wi-Fi	Clerk	Completed- new phone company has been engaged and within the deal they will provide a line into the Pavilion free of charge.
7	Research the cost of traffic Regulation Order for the area of the seawall not currently enforced	Clerk	Ongoing
8	Surveyor to be engaged to complete work at The Pavilion	Clerk	Completed awaiting report
9	Write again to the Post Office Minister regarding or concerns over potential loss of the Traditional Post Office	Clerk	Prior to writing a further response from the minister has been received which gives a clearer response and indicates a more favourable view of the Traditional Post Office remaining.
10	Confirmation of the status of the steps adjacent to the City of London Public House	Clerk	Ongoing- This does not appear to be a footpath but further enquiries are required.

FURTHER ACTIONS REQUIRED-

Action 9- Copy of letter from Post Office Minister to be given to the Post Master in Dymchurch

Action 10- Concerns that road markings at this location do not assist those with disabilities when using the steps leading to the main road.

6. QUESTIONS FROM MEMBERS OF THE PUBLIC

- a. Concerns raised by resident regarding the plan to increase hours at the medical centre Chapel Road. The concerns are that the centre is not keeping to the conditions of the original planning application from 2011 and this has been an ongoing concern.

ACTION- To meet with the resident to review the breaches and contact the planning department.

- b. Member of the Public asking if The Council would consider firstly giving permission for a memorial bench to be placed in the Memorial Garden and secondly to assist with funding.
 - i. It was proposed by Cllr D Young and Cllr Carr to permit the bench to be installed.
A vote was taken and carried unanimously
 - ii. It was proposed that Dymchurch Parish Council will fund 50% of the purchase and installation costs by Cllr. D Young and seconded by Cllr. Wright.
A vote was taken and this was carried unanimously.

District Cllr Mullard offered £250.00 towards this project from his funding allowance.

**ACTION- Cllr Carr will liaise with the British Legion
ACTION- District Funding form to be completed**

- c. Concern raised by resident that the Environment Agency is cutting reeds at the sluice and grass verges near to the promenade and this is reducing the available habitat for birds.

ACTION – this will be raised with the environment agency during a meeting to be held this week.

- d. Concerns raised that the access to the promenade near to the Fairway is restricted for wheel chair users due to the amount of shingle. There is grass growing in the shingle which indicates how long it has been there.

ACTION- See above

- e. Concerns that the signage at The Fairway is not visible due to overgrown bushes and signs being damaged.

ACTION- Clerk to contact KCC Highways for review and rectification

- f. From Dymchurch Resident- Would the Council consider changing the Parking payment machines to contactless machines-

ACTION- This will be considered over the winter months ready for the next season taking into account the cost for upgrading the machines.

- g. From Dymchurch resident- considering Social responsibility do the Council consider asking contractors whether they are paying their staff the living wage.

After discussion it was agreed that this would be a consideration in the future. It was confirmed that staff working for the Council are paid appropriately.

7. CORRESPONDENCE AND COMMUNICATIONS

- a. Two items regarding training were highlighted to members for their information.

- b. A letter has been received from a member of the public concerned regarding overgrown hedges reducing visibility at St Ann's Road junction with Eastbridge Road.

The Clerk will monitor this area and report this to KCC.

8. REPORTS FROM REPRESENTATIVES OF OUTSIDE BODIES

a. District Councillor's Report

Cllr Mullard informed members that his £3000 funding was now spent apart from £250.00 which he will earmark for the memorial bench.

The High Street regeneration fund is now available and out of three million pounds allocated to Shepway eight hundred thousand pounds is available for the Marsh.

The first Otterpool Garden Town working group was held today. The initial plans have been submitted but nothing has been agreed as lots of infrastructure questions need to be answered.

Cllr Meyers report was read to the members present supporting what Cllr Mullard had spoken about.

b. County Councillor's Report

No report was received this month

c. Community Warden's Report

No report was received this month

d. PCSO's Report

No report was received this month

e. Friends of Dymchurch Recreation Ground

See item 15

9. PLANNING (if you are reading an electronic copy links are available by clicking the reference number)

Reference	Location	Details	Decision
Y19/1024/FH	4 Lower Sands Dymchurch Romney Marsh Kent TN29 0NE	Certificate of Lawful development (proposed) for the erection of rear extension & alterations to existing dormer.	No Objections Carried unanimously
Y19/1013/FH	31 Marine Avenue Dymchurch Romney Marsh Kent TN29 0TR	Installation of rooflights, alterations to window/door arrangements and convert garage to living accommodation.	No Objections Carried unanimously
Y19/0956/FH	Martello Medical Practice 20 Chapel Road Dymchurch Romney Marsh Kent TN29 0TD	Application for variation of condition 14 (opening hours) for application Y11/0126/SH (Change of use from office/light industrial (Class B1) to doctors' surgery (Class D1), erection of first floor extensions, ground floor	Regarding hours- Vote was held 6 for 1 Abstained The hours are supported in principle, but the Council wish to comment on the

		lobby area, alterations to roof and other external alterations and provision of associated parking) to allow extended opening hours of 0800 hours to 2000 hours Monday to Friday.	concerns of residents that certain conditions are not being adhered to by the Health Centre (see item 6a above) ACTION- Clerk to compile a response to include concerns of residents.
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10. FINANCE

- a. Breakdown of expenditure/income since last meeting
SEE APPENDIX 1

It was commented that the cleaning of the bus shelters is no longer required as this is done by the owners of the bus shelters-

ACTION- Clerk to write to the current contractor to request he stops cleaning the shelters.

- b. Authorisation of Payments- Two Councillors will be required to check invoices and sign the log (See appendix 1) Cllr Young and Wright checked and confirmed the payments

11. NEW BANKING ARRANGEMENTS

Members will be requested to sign the new banking mandate to activate the new bank account with Unity Trust Bank

The clerk explained that this will be completed as soon as possible, due to some computer issues this has been delayed.

12. EXTERNAL AUDIT FINAL REPORT

Members will acknowledge the external auditor's certificate and propose plans to ensure audit requirements are met for this year.

Members acknowledged the external auditors report and agreed that the following would be reviewed and monitored.

- a. To make proper provision for the exercise of public rights
- b. To ensure that assertions 1,2,3,4,6,7 and 8 with the Audit report are adhered to.

The clerk explained that due to the change in Councillors and Clerk it was impossible for the Council to be able to assert in the positive to the questions asked on the Audit report. The exercise of public rights was not met for this year due to the late appointment of an Independent Internal Auditor which was not put in place prior to the local elections. The "new" members and Clerk were unaware of this when taking office.

13. PARISH CLERK POSITION

Members will be informed of the result of the interviews for Clerk to Dymchurch Parish.

It was confirmed that Mr Jeff Lawrence has accepted the position of Parish Clerk and Responsible Financial Officer for the Council. The Clerk commenced employment with Dymchurch Parish Council on the 14th May 2019.

14. Website Accessibility Regulations 2019

The Clerk will update members on the above and explain the need for a new website to ensure that the Council is complying with the regulations.

The Clerk explained that the current website does not comply with the new regulations. He advised members that a new website provided by Hugofox is free to Parish Councils. The only cost would be to buy a domain name to give the site an identity and make it easier to locate for people.

It was agreed by members that the new site be activated and that a domain name be purchased.

ACTION- Activate new website and purchase a domain name for Dymchurch Parish Council

15. PAVILION

Members will receive and update if available from the Friends of Dymchurch Recreation Ground.

The chair of the Friends of Dymchurch Recreation Ground sent a written report that they are waiting for confirmation that they have been granted Charitable Incorporated Organisation status. Fund raising is continuing and they have started to survey the community to assess how the pavilion will be used in future.

Members then discussed the protection of the Recreation Ground using Fields in Trust to ensure the future protection of the open space at the Recreation Ground.

It was proposed by Cllr Wright and Seconded by Cllr Young that an application is made to Fields in Trust to protect the Dymchurch Recreation Ground for future generations.

A vote was held: 6 For
 1 Abstained

Decision carried.

16. ASSETS AND ANMENITIES ADVISORY GROUP REPORT

Members will receive an update from the Chair of this group and discuss the following proposals

1. To allow a local company to provide Sports services to the Community using the Recreation Ground.

After discussion it was proposed that Bradley Weight be granted permission to use the Pavilion to provide sports facilities for residents. This would be for one year with a review after 6 months. The first year would be free of charge to the Council to provide this service to the village and then a review would consider payment to the Council if the venture is successful. Confirmation of qualifications, DBS and insurance would be provided to the Council before commencement of the use of the area.

Proposed by Cllr Noonan and seconded by Cllr Young
Carried Unanimously.

2. To install flood lights to enable this service to be implemented
This was proposed by Cllr Noonan and seconded by Cllr C Young.
Carried unanimously.
3. To discuss the Council Offices and commence a debate on improving the facilities both for employees and visitors.

It was discussed that the Council offices need improvements. The current members were aware of the plans by the previous Council members would be revisited. It was discussed that redecorating, installation of a wheelchair accessible toilet, kitchenette, new tables and chairs. This was justified due to the increased use of the office with drop in sessions, use for meetings etc.

Proposed by Cllr Noonan and Seconded by Cllr Carr that improvements be made to the Council offices. This was carried unanimously

ACTION- Working group to be created to manage this

4. To propose to notify all seawall licence holders that their leases will be terminated to allow refurbishment and to maximise the income from these assets by tender. This to be done having obtained the appropriate legal advice.

Members discussed that current leases end on the 31st October and there have been no reviews of costs, current numbers of licences etc. It was agreed that the Council must try to obtain best value for their assets, and this would need to be done by a fair tendering process for the next season. The current lease holders would be encouraged to tender for the available leases.

The Clerk advised members that he has engaged Hallett and Co Solicitors to advise on how to manage this action.

It was proposed by Cllr Noonan and Seconded by Cllr D Young that current lease holders be informed of the termination of their licence to allow for premises to be inspected and reviewed. They will also be informed of the proposed tendering process and the date for applications.

ACTION- Clerk to write to all lease holders in line with any legal advice to advise on termination of leases.

ACTION- Clerk to research current leasing costs for similar kiosk and seawall sales.

5. To discuss the Councils involvement in the future of the Pavilion prior to the proposed handover to the Charitable Incorporated Organisation.

No decision was made regarding the above and it was requested that this be brought back to the table for a future meeting

17. ROMNEY MARSH INFORMATION LEAFLET

Members will consider funding for the above leaflet which needs updating and recirculating. A letter from the organiser has been circulated to members.

After discussion it was decided that further information was required as it seems to be that Dymchurch Parish Council are paying a large proportion of the production of the leaflet. At this time therefore the Council will not consider funding.

18. TURNING THE TIDE FUNDING

Members will decide on whether the Council will support this event through funding.

After discussion it was proposed by Cllr. Coker and seconded by Cllr. Wright that the Council fund a specific event during the festival.

Vote- 5 for
1 Against
1 Abstain

Decision Carried.

ACTION- Clerk to write to Turning the Tide for a list of events and costs to decide on which to fund.

19. COUNCIL DROP IN- NEXT EVENT

Members will be updated on the next Council drop in event to be held at the Council Offices on the 12th October

The next drop in event will be covering Safe and Well advice from the fire service, NHW and Dementia Awareness.

20. ANY OTHER BUSINESS

- a. Cllr C Young is pursuing the broken highways light in the Highstreet
- b. Cllr Young expressed his concerns that the result of the Bowery Hall and Shipfield development was not made aware to the Council- The Clerk will check back to confirm.
- c. Cllr Williams attended the recent Councillor training through KALC and advises others to attend
- d. Cllr Noonan requests that grass cutting be returned to the agenda for next month so that a final decision can be made.
- e. Cllr Coker raised concerns about signage at the mini Roundabout in the Highstreet.

21. DATE OF NEXT MEETING. 4th November 2019 unless otherwise advised. The meeting will be held in the Parish Council Office Committee Room at 7.00pm.

Jeff Lawrence PARISH CLERK
08/10/2019