



## **Minutes of the Annual Parish Council meeting of Dymchurch Parish Council held online after the Annual Parish Meeting Tuesday 4<sup>th</sup> May 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**

### **PRESENT**

Cllr D Coker (CHAIR)

Cllr C Young (Vice Chair)

Cllr M. Wright

Cllr D Young

Cllr J Williams

Cllr C McCreedy

Cllr D Noonan

Also, present.

Mr J Lawrence (Parish Clerk)

Mr A Lawson (Projects and Finance)

District Councillor I Meyers and District Councillor T 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 J Carr- Working

### **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. ELECTION OF THE CHAIR OF DYMCHURCH PARISH COUNCIL**

Cllr C McCreedy was proposed by Cllr C Young to take the office of Chair of Dymchurch Parish Council. This was seconded by Cllr M Wright.

Cllr McCreedy accepted the proposal. A vote was held which was unanimous-

Cllr Mc Creedy Chaired the meeting from this point in the proceedings.

### **4. PROPOSAL TO ELECT A VICE CHAIR OF THE COUNCIL**

Members will decide if they will elect a vice chair of the Council and if so, propose a member to hold that office.

Cllr McCreedy proposed Cllr D Coker to be elected as Vice Chair. This was seconded by Cllr. D Young.

A vote was held, and this was agreed unanimously-

Cllr McCreedy proposed that the Vice Chair of the Parish Council to become the President of the Twinning Association which would then allow Cllr McCreedy to carry on in his role as treasurer of the Twinning association.

This was agreed by members present.

**5. ACCEPTANCE OF THE MINUTES OF THE COUNCIL MEETING HELD ON THE 12<sup>th</sup> April 2021.**

The minutes of the previous meeting were accepted by members present having been proposed by Cllr Coker and seconded by Cllr C Young

**6. ACKNOWLEDGEMENT AND ACCEPTANCE OF STANDING ORDERS**

The proposal to accept the Standing Orders for Dymchurch Parish Council was made by Cllr C Young and seconded by Cllr D Young. The minutes were accepted by those present.

**7. ACKNOWLEDGEMENT AND ACCEPTANCE OF THE CODE OF CONDUCT**

The proposal to acknowledge and accept the Code of Conduct was made by Cllr m Wright and seconded by Cllr d Noonan- The Conde of Conduct was accepted by the Council.

**8. REAFFIRMATION OF DYMCHURCH PARISH COUNCIL'S AUTHORITY TO USE THE GENERAL POWER OF COMPETENCE .**

This power was first adopted on the 4<sup>th</sup> May and the next declaration should be made at the next Council elections in 2023.

The criteria for adoption of the power are still in force namely:

- I. **The number of members of the council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the council.**
- II. **The clerk to the council holds the Certificate in Local Council Administration; and the clerk to the council has completed the relevant training.**

The above was noted by members present.

**9. APPOINTMENT OF COUNCILLORS TO OTHER COMMITTEES/RESPONSIBLE BODIES**  
**a. Shepway Area Committee and Planning user group Representative**

Cllr D Noonan was appointed to the above Committee.

**b. Village Hall Committee**

Cllrs Leverick, C Young, D Coker, and D Noonan were appointed to the above Committee.

**c. Marsh Form Representative**

Cllr J Williams was appointed to the above Committee.

**d. Twinning Association Representative**

Cllrs D Coker, J Carr and D Noonan were appointed to the above Committee.

**10. CONFIRMATION OF MEMBERS OF COUNCIL COMMITTEES**

**a. Assets and Amenities Committee**

Cllrs D Coker, C Young, M Wright, and C McCreedy were confirmed.

**b. Personnel Committee**

Cllrs C McCreedy, D Coker and D Young were confirmed.

**11. CONFIRMATION OF MEMBERS OF WORKING GROUPS AND ADVISORY GROUPS**

**a. Pavilion Working Group**

**Cllr C McCreedy, Cllr D Young and Cllr M Wright-** were confirmed to the above Committee.

**b. Beach Advisory Group**

Adjourned

**12. UPDATE ON AGREED ACTIONS AND CLERKS REPORT**

**Please see appendix 1**

**13. CORRESPONDENCE AND COMMUNICATION of note:**

- a. Letter from Postmaster informing the Council of his retirement in October this year and the transfer of services to another business within the village- Not known where at this time.

It was agreed that a letter of thanks should be sent from the Council to the sub postmaster to thank him for his service over the years.

- b. Letter from Kent Air Ambulance asking if the Council would be willing to donate. It was proposed by Cllr McCreedy that the Council should donate £50.00. This was agreed unanimously.

- c. E mail from resident requesting permission to hold Boot Fairs at the recreation ground- After discussions it was agreed that as the Council are close to the point where the Friends of Dymchurch Recreation Ground Charity will be managing the site that they should be consulted in this matter. There were also concerns regarding the potential

disturbances for neighbours as it was mentioned by the author for holding regular boot fairs.

It was therefore agreed that the members of the Pavilion working group would raise this with the Charity tomorrow evening and then return to this Committee for a further decision.

- d. Members were informed that the notice for the Residents Parking Scheme at the Seawall are due to be published this week.

The Clerk was asked to clarify the following:

- I. How many permits can be applied for by a household or business.
- II. Can the disabled parking area be enforced to prevent the parking of vehicles for repair and sale?
- III. How long will it be before this scheme is implemented?

**ACTION- To commence the negotiations for making the Carparking area disabled parking only and to arrange enforcement the District Council Parking Wardens.**

- e. **Email from resident raising concerns about the number of cyclists using the lower seawall.**

**ACTION- Clerk to arrange for signage in relation to cycling along the seawall-**

## 14. PLANNING

Reference	Address	Details	
21/0748/FH	5 Marshlands, Dymchurch, TN29 0PY	First floor side extension and single storey rear extension replacing existing rear extension	No objections-Carried unanimously
21/0818/FH	15 Lower Sands, Dymchurch, TN29 0NE	Re-pollard back to previous pollard points one Weeping Willow subject of Tree Preservation Order No 9 of 1991	No Objections-Carried Unanimously
21/0874/FH	4 The Sidings, Station Road, Dymchurch, Romney Marsh, TN29 0PJ	Proposed single storey side & rear extension.	No Objections Carried unanimously

## 15. FINANCE:

Chairs Signature/Initials

**See Appendix 2-**

**16. SEAWALL KIOSK STORAGE**

Members will consider the use of the rear area of the kiosk for storage for the current licence holders.

After discussion it a vote was held to decide if the storage could be used:

For- 1

Against- 5

Abstained- 1

**17. DATE OF NEXT MEETING-7pm Monday 5<sup>th</sup> July venue to be confirmed.**

At this point the Chair exercised his discretion to allow Mr Blackwell to raise the following points:

- a. He reminded members that the Council had previously supported the postmaster in preventing the loss of services in the village and that the only other premises identified to rehouse the post office was not suitable for access.
- b. He stated that the previous Council had planned to change the Council offices to allow access for the disabled to be able to attend council meeting. This should be considered in the future during the refurbishment.
- c. He raised the wish that the Seawall committee is reinstated.

District Councillor Meyers raised concerns over the rise in fly posters in the village. He advised members that the current posters have now been removed but the Village Hall have a responsibility in this matter.

Cllr Williams asked if this included the signage on the canister at the seawall- It was noted that this is a temporary structure and therefore this was not thought to be an issue.<sup>1</sup>

**18. CLOSED SESSION- To Consider Clerks annual pay award in line with National Pay Guidelines**

After discussion members agreed to the Clerks annual pay award in line with the national guidelines

There being no other business the meeting closed at 2110hours.

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<sup>1</sup> Cllr Williams was unfortunately cut off from the zoom call and has since clarified that he was going to mention the signage/posters by the Bike Hire location that were advertising events. Since this update the Clerk has spoken with the operator and the signs have been removed.

## Appendix 1- Clerk's report and actions

### **PAVILION LEASE/ CHANGE OF USE FIELDS IN TRUST**

The paperwork required by the Fields in trust has been completed and sent through. This will be reviewed by Fields in Trust to see if entering into a Lease Agreement with the friends of Dymchurch Recreation Ground Charity can move forward.

In anticipation of this I have on your behalf instructed Hallet and Co Solicitors to put together a draft lease agreement which will be presented to members and the Charity for review.

All parties are or should be aware that we have officially 24 Council meetings until the next elections and it is therefore important that any information provided is reviewed if possible outside of the meetings to ensure that progress can be made. The Clerk is available between meetings to raise any issues or answer any queries.

### **ELECTRICAL CHARGING POINTS**

As agreed at the last meeting I have progressed this matter with our solicitors and KCC- Our solicitor has identified some points that need clarification having carried out due diligence on our behalf and this are being dealt with through ours and the KCC solicitors. I will update members if there are any concerns that cause any risk to the Council.

### **AUDIT 2021**

The Parish Council will be audited next Monday 10<sup>th</sup> May- I would like to thank Mr Adrian Lawson for his excellent work in getting the Council Finances into a format that we can all understand. It is also worth mentioning that our accounts are available for scrutiny at any time by the public underlining our goal to be an open and transparent local Council. Mr Lawson will update members on how the audit went at our next meeting in July.

### **PARISH COUNCIL OFFICES**

1. I will be reopening the office to the public from the 21<sup>st</sup> of June if the Government Road map continues as expected- prior to this I will complete a Covid 19 risk assessment and make any changes or arrangements to ensure the safety of all those using the office.
2. Refurbishment- having spent a lot of time in the office on my own over the past few months and having time to clean and clear areas. It is clear that the offices do need to have some updating both in electrics, heating and also decoration- this will not only improve the environment for users of the building but will hopefully make it fit for purpose for those that follow us. My self and Mr Lawson will put together a report for presentation at the July meeting for your consideration.

### **RECREATION GROUND**

There have been some incidents of petty damage within the recreation ground ,mainly around the bins- One has ben up rooted along with its concrete plinth and thrown in the ditch. In addition the internal holder of the bin at the play area has been damaged- I will inform our PCSO and Warden for additional patrols in the area when possible.

**Additional actions**

No	Details	Owner	Comments
1	Contact the O'Conner Family regarding sharp memorial plaque	Clerk	Completed- this has been changed
2	Arrange Meeting with Grasshoppers-	Clerk	Arranged 8pm 12 <sup>th</sup> May
3	Lectern Style Maps to be acquired	Mr Lawson	Ongoing- Initial plans are being made available for review.
4	Restate objections of Planning application 21/0441/FH- 63-65 67 and 69 High street Dymchurch	Clerk	Completed
5	Contact Beach Entertainers to confirm their services are required this year	Clerk	Confirmed- a weekly update on hours will be provided. This will be through August.
6	Slipway Bollards- additional bollard required	Mr Lawson	In hand- It has been noted that one of the bollards has been removed- It has been recovered and will be replaced

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Appendix 2-

**May Finance Summary**

**Barclays Bank**

**Current Account**

01/04/2021	Opening Balance		19,336.48
<b>Income</b>			
	Car Park	2,245.70	
			2,245.70
<b>Expenses</b>			
			-
	Cash at Bank 22/04/21		<b><u>21,582.18</u></b>

**Savings Account**

	Opening Balance		11,548.99
	Interest		-
	Business Savings		<b><u>11,548.99</u></b>

**Unity**

**Current Account**

01/04/2021	Opening Balance		47,508.73
<b>Income</b>			
	12/04/2021 F&HDC	41,500.00	
	12/04/2021 Pay By Phone	5.77	
	23/04/2021 Licence fee	254.25	
			41,760.02
<b>Expenses</b>			
	01/04/2021 Paypal	10.00	
	12/04/2021 Three	12.00	
	12/04/2021 SH Bureau	120.96	
	12/04/2021 Lympe PC	104.00	
	12/04/2021 Scottish Power	210.00	
	12/04/2021 J S Jarvis	490.00	
	12/04/2021 Ashe Alarms	72.00	
	12/04/2021 F&HDC	1,160.18	
	12/04/2021 F&HDC	3,000.00	
	12/04/2021 KALC	1,279.46	
	12/04/2021 Youngs	14.98	
	12/04/2021 M Coleman	828.00	
	28/04/2021 Payroll	1,829.73	
DD	EDF	25.00	
DD	EDF	59.00	
DD	EDF	46.00	
			9,261.31
	Cash at Bank 28/04/21		<b><u>80,007.44</u></b>

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**Invoices to be Authorised.**

Sandgate Printers Newsletter printing Ref: inv 42423	-275.00 GBP
Ashford BC CCTV Monitoring Ref: 85638772	-1,200.00 GBP
Youngs Misc Materials Ref: INV 55600	-4.77 GBP
Seymour & Saunders Electrical connection Ref: NSPS1431	-858.90 GBP
cws moling Cable laying Ref: inv02275	-780.00 GBP
KALC Training Course Ref: inv 1667146285	-42.00 GBP
HMRC Payroll April Ref: 577PB001835352201	-484.34 GBP
Payroll - May	-1834.13 GBP
HMRC - May	-485.74 GBP
Contract Security	-252.00 GBP

**Dymchurch Parish Council**  
**2021/22 Income & Expenditure - Actuals, Budget & F/C**

	BUD	ACT	F/C	FC vs BUD
	2021/22	YTD	Yr to Mar 22	DIFF
<b>Burial Ground</b>	<b>4,040</b>	<b>180</b>	<b>4,040</b>	<b>-</b>
<b>Bulls Field</b>	<b>10,165</b>	<b>3,171</b>	<b>10,551</b>	<b>(386)</b>
<b>Highways</b>	<b>6,600</b>	<b>12</b>	<b>6,600</b>	<b>(0)</b>
<b>Recreation Ground</b>	<b>9,165</b>	<b>320</b>	<b>9,085</b>	<b>80</b>
<b>Seawall</b>	<b>16,660</b>	<b>3,146</b>	<b>17,471</b>	<b>(811)</b>
<b>Promotion</b>	<b>2,500</b>	<b>275</b>	<b>2,500</b>	<b>-</b>
<b>Administration</b>	<b>27,492</b>	<b>2,369</b>	<b>27,287</b>	<b>205</b>
<b>Staffing</b>	<b>28,087</b>	<b>2,415</b>	<b>28,202</b>	<b>(115)</b>
<b>Project Work</b>	<b>65,000</b>	<b>-</b>	<b>65,000</b>	<b>-</b>
<b>VAT</b>	<b>-</b>	<b>879</b>	<b>879</b>	<b>(879)</b>
<b>Expenses</b>	<b>169,709</b>	<b>12,767</b>	<b>171,615</b>	<b>(1,906)</b>
<b>Car Park</b>	<b>40,000</b>	<b>1,802</b>	<b>40,000</b>	<b>(0)</b>
<b>Trading Licences</b>	<b>7,550</b>	<b>254</b>	<b>5,754</b>	<b>(1,796)</b>
<b>Precept</b>	<b>83,000</b>	<b>41,500</b>	<b>83,000</b>	<b>-</b>
<b>VAT</b>	<b>-</b>	<b>450</b>	<b>450</b>	<b>450</b>
<b>Other</b>	<b>125</b>	<b>-</b>	<b>125</b>	<b>-</b>
<b>Income</b>	<b>130,675</b>	<b>44,006</b>	<b>129,329</b>	<b>(1,346)</b>
<b>Surplus / Deficit</b>	<b>(39,034)</b>	<b>31,239</b>	<b>(42,286)</b>	<b>(3,252)</b>

Chairs Signature/Initials

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