



Minutes of the Dymchurch Parish Council held on Monday 5th October 2020 at 7pm.

This 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

- 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 Deana Coker- Holiday
Cllr Marc Wright- No internet Access
Cllr John Carr- Working

- 2. DECLARATIONS OF INTEREST**

- a.** To declare any personal interests in items on the agenda and their nature.
- b.** 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 of interest were made.

Cllrs McCreedy and Leverick joined the meeting at 1920 hours

- 3. MINUTES OF THE PREVIOUS MEETING-** held on the 7th September 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 meeting held on the 7th September were accepted as a true record by members present.

- 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.

There were no questions raised from the public this month

5. UPDATE ON ACTIONS FROM PREVIOUS MEETING and CLERKS REPORT

The clerk gave a verbal update to members present and the following agreements were made during the update.

1. The compost area at the cemetery is again filling with plastic items and this caused some expense to the Council for it to be removed.

ACTION- It was agreed that the clerk should arrange removal of the compost bin and for appropriate signage to be erected to encourage people to take their discarded items home for disposal.

2. The Clerk informed members that the cost of installing pedestrian crossing in the area of Tesco would cost in the region of £37,000. He asked if the Council wished to commission the traffic survey as discuss at a previous meeting

ACTION- It was agreed that the Clerk should continue with the traffic survey.

3. The Clerk informed members that the Litter Picking Station and now arrived and installation was required.

ACTION- It was agreed that the installation should go ahead and to be placed on the wall of the kiosk.

4. The clerk informed members that the stress testing of the lamp posts for the new Christmas lights had taken place. The further request by members for the old lights to also be illuminated means that a further load test will need to take place, and this will cost a further £225.00 + VAT.

ACTION- It was agreed that the Clerk would arrange for the further load testing to take place.

6. CORRESPONDENCE AND COMMUNICATIONS

In circulation

In response to an email from a resident raising concerns about the addition of parking spaces created on the seawall road just prior to the last flood gate. There are concerns that this will encourage more vehicle movements which could mean that vehicles may use the sea wall itself.

It was agreed that the clerk would write to the Environment Agency to inform them of the situation and ask their opinion and to reply to the informant of the email.

7. REPORTS FROM OUTSIDE BODIES

- a. **County Councillor**
No report this month
- b. **District Councillors**
No report this month
- c. **KCC Warden**
- d. **Kent Police – PCSO**
No report this month

8. PLANNING

Date Notified	Reference Number	Location	Details	Comments
15/09/2020	20/1380/FH	13 Sycamore Gardens, Dymchurch, Romney Marsh, TN29 0LA	Works to Trees in a conservation area	No Objections
16/09/2020	20/0973/FH	21 Sycamore Gardens Dymchurch Kent TN29 0LA	Retrospective application for the change of use from residential dwelling class C3 to sui generis use as a holiday let to accommodate more than 6 occupants.	No objections (see below)
01/10/2020	20/1417/FH	6 Pear Tree Lane Dymchurch Romney Marsh	Single storey front extension	No Objections
10/09/2020	20/1212/FH	Land Rear 2 Willop Close, Dymchurch	Erection of two 3 bedroomed dwellings and associated parking	Please see below

- I. **Reference 20/0973/FH-** Members although not objecting raised concerns that there had been some excavation of the sea wall by the applicant

ACTION- To contact the planning department with the above information

- II. **Reference 20/1212/FH-** Members heard from a resident about their concerns regarding this development- In addition, they referred to the plans and other comments by members of the public.

It was proposed by Cllr Williams and Seconded by Cllr D Young that the Council would ask for this matter to be called into committee and would object to the development. A vote took place which was unanimously carried.

ACTION- The Clerk would respond to the planning department on behalf of the Council outlining the reasons for the objections. In summary the grounds for objections are as follows.

- Flooding Concerns
- Loss of privacy
- Increased traffic
- Personal safety on the highway.

9. FINANCE

- a. Breakdown of expenditure/income since last meeting

No issues were raised by members present

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

Payments having been confirmed would be authorised by Cllrs C Young and Leverick.

10. REPORTS FROM COMMITTEES/ WORKING GROUPS AND RECOMMENDATIONS

- a. Personnel Committee- To receive the minutes of the Personnel Committee of the 7th September 2020- Please do not circulate these minutes

The minutes of the personnel meeting had been circulated but some members had not seen them. The minutes will be recirculated.

Recommendations –

- i. Proposal to employ Mr Adrian Lawson as Dymchurch Parish Council Responsible Financial Officer- It is proposed that this item be heard in a closed session at the end of this meeting

See below

- b. Assets and Amenities- To receive the minutes of the Assets and Amenities Committee held on the 22nd September 2020

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

Recommendations-

- i. It is recommended that the full Council propose that a winter licence is put out to tender for the kiosk.

After discussion it was agreed that it was too late this year to arrange to put out a tender for a winter licence for the Seawall Kiosk. It was agreed that this would be put out for tender in March/April 2021. The licence would run from 1st November until the 31st January to allow a trader to offer refreshments to Winter users of the sea wall and beach.

11. SEA WALL KIOSK - PLAQUE

Members will propose to accept the design and cost of the Plaque to record the refurbishment of the Seawall Kiosk.

After discussion, a vote was taken to accept and purchase the Plaque for the seawall kiosk. At the request of Cllr Williams, the vote was recorded.

For- Cllr C Young
Cllr S Leverick
Cllr D Noonan
Cllr C McCreedy
Cllr D Young

Against Cllr J Williams

12. SEA WALL KIOSK – UTILITY BILLS

Members will discuss the proposal to return the ownership of the utility bills to the Parish Council.

The clerk explained that the current licensee paid for the Seawall kiosk utilities (Electric and Water) direct to the utility company for the whole year, even though their licence is from March to the end of October.

It was proposed and agreed unanimously that the responsibility for paying the utility bills would return to the Council and licence holders would be charged for the power and water they use.

ACTION- To arrange for the transfer of the bills into the ownership of the Council
To amend, consultation with the current licence holders, confirmation of how repayment for electricity and water use will be managed.

13. OFFICE IT

- a. Members will discuss the upgrade and renewal of the IT system for Dymchurch Parish Council

Members reviewed the report on the current IT arrangements at the Council Offices. It was agreed that a budget of £1300 would be pre-authorized for the purchase of new equipment to ensure the Clerk and officer can perform their duties.

- b. Members will discuss the proposal to purchase individual tablets for use by members while holding the office of Councillor for Dymchurch Parish Council.

The Clerk explained the issues around data protection and the use of personal equipment for Council work. He proposed the purchase of tablets for personal issue to the councillors.

After discussion members decided that they would reject this proposal.

14. PAVILION WORKING GROUP- UPDATE (STANDING AGENDA ITEM)

Members will receive an update on the progress of the above working group. This discussion will include a first look at a lease proposal to be entered into with the Friends of Dymchurch Recreation Ground Charity.

Members were informed that the first meeting of the working group had taken place and as a result an initial draft lease had been circulated. Members were asked to review the lease and submit any suggestion to move this project forward.

- 15. DATE OF NEXT MEETING.** 2nd November 2020 unless otherwise advised. The meeting will be held online unless stated otherwise and will commence at 7.00pm.

16. CLOSED SESSION-

Members will propose to exclude the public and press to hear the following matters-

1. To decide on item 10.a.i. above

After discussion it was proposed by Cllr D Young and Seconded by Cllr Leverick that Mr Adrian Lawson would be moved to a permanent contract, the details of which are held by the Clerk. Pay was agreed in line with the current Nationally agreed pay scales. He will hold the position of Finance and Projects Officer.

A vote was taken-

5 -For
1- Abstain

The decision was therefore carried.

ACTION- Clerk to arrange for a new contract of employment to be issued.

DRAFT