



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

Clr D Coker (CHAIR)  
Clr D Young  
Clr D Noonan

Clr C Young (Vice Chair)  
Clr J Williams

Clr M. Wright  
Clr C McCreedy

## Also present

Mr J Lawrence (Parish Clerk)      Mr A Lawson (Projects and Finance)  
KCC Clr M Whybrow, 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.

Clr S Leverick- 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 of interest made.

- 3. MINUTES OF THE PREVIOUS MEETING-** held on the 1<sup>st</sup> February 2021 to be agreed by members present.

The minutes of the previous meeting were accepted as a true record.

## 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

No questions were received from the public.

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

No	Details	Owner	Comments
1	Contact refuse and recycling to follow up request for additional bins at the slip way with evidence of overflowing bins	Clerk	Completed
2	Apply for Flood Risk Activity Permit	Clerk	On hold due to change of plans to install a kiosk not requiring water connection
3	Follow up residents Parking Scheme application	Clerk	No update at this time- We have been informed this will be considered during this month or April
4	Arrange for grant of £218.00 to be transferred to the FODR Charity	Mr Lawson	Completed
5	Engage professional services to deal with Council VAT obligations	Clerk	Completed- The Clerk will update members as further information is received.
6	Cycle Slow Signs request for Seawall	Clerk	On going
7	To complete the Kiosk Trading Licence Application Process to include: Change of process to reflect members requirements. Updating trading licence Arrange advertising	Clerk/Mr Lawson	First stages have been completed. The trading licences are being updated by the solicitor.
8	Arrange purchase of hanging baskets from the Canterbury Oast Trust	Mr Lawson	Completed

## 6. CORRESPONDENCE AND COMMUNICATIONS

### In circulation

- a) Members were informed that the District Council had responded regarding the installation of bulk bins at the seawall and the decision at this time was not to install them. It was further reported that 75% of the damaged bins have now been replaced.
- b) Members were informed of consultation for the KCC Road Safety Strategy 2020-2026- The closing date is the 15<sup>th</sup> March 2021
- c) Members were informed that the Environment Agency will be carrying out re-shingling work on the foreshore towards Littlestone.
- d) A request was received from a member of the public for permission to place a plaque on a bench on the Seawall in the memory of their Daughter. The Clerk informed members that the Environment Agency had no objections.

Members agreed that permission be granted, and the family informed.

**ACCTION- Contact family to advise on the above decision**

**7. REPORTS FROM OUTSIDE BODIES**

**a. County Councillor Martin Whybrow**

Reported as follows:

- The Eastbridge Road works are to commence and a the 12 week closure order has been issued. He confirms there will be access for residents during this time.
- He is please to report that the District Council are going to replace the bus shelter at the Tower Estate on the main road.
- The sign to advise no HGV's requested by Cllr D Young is on its way.

**b. District Councillor Ian Meyers**

Reported as follows:

- He has raised concerns that the Cycle route which runs along the Seawall does not have enough marking to show that it is present and is looking for solutions.
- He attended the Microsoft teams meeting and although the technology for the meeting was not great he is pleased that the improvements are finally happening having been working on this for over 10 years whilst on the Parish Council. It is a strategic route from to and from the village. He hopes that the improvements will take into account any disturbances to wildlife there.
- He reported that the District Council had agreed the budget increase of 1.9%. The Council decided to use £3.7 million from the reserves to keep the rise as low as possible.
- He reported that infection levels had fallen in the district by 14.2% in the last week- The vaccination centres at FOLCA, the Civic Centre and Lydd are able to deal with the delivery of the vaccines to all that require it.
- He suggested the bidea of a Party in the Park later in the year to celebrate coming out of the lockdown and the reduction/defeat of the virus.
- The ward budget allocation has now closed for this year

**c. KCC Warden**

No report this month

**d. Kent Police – PCSO**

No report this month

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

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

Members were informed:

- Fields in Trust have been contacted and they generally only consider a lease of 30 years in length and this will need to be considered as the working group are looking to present a lease for agreement of 99 years.
- The Friends of Dymchurch Recreation Ground are reviewing their insurance policy to assess if they have a claim for any loss of funds due to the Covid 19 pandemic.
- Events are being planned for later in the year for example a virtual Easter Egg hunt
- The Charity acknowledged the Ward grant of £500.00 from Cllr Mullard.
- Suggested floor plans for the Pavilion are now available and it is hoped that these can be presented at the next meeting.

**9. RATIFICATION OF AGENDA ITEM 12 a and b of the meeting held on the 31<sup>st</sup> July 2019.**

Members will confirm the implementation of the item contained within the following minute extract:

*"FRIENDS OF DYMCHURCH RECREATION GROUND*

*Members will receive an update on the proposal from this group regarding the future management of the Pavilion and recreation ground.*

*An update was given by the Sally Cook on behalf of the Friends of Dymchurch Recreation Ground- Copies of the report can be obtained from the Clerk.*

*In summary the Clerk will work towards ensuring the following arrangements are considered by the Council and put in place through resolution at Council*

- 1. Use of Parish Offices for Meetings*
- 2. Use of Parish Council Office address for correspondence.*
- 3. Inclusion of Friends of Dymchurch on to the Insurance Policy when using the Pavilion.*
- 4. Share details of events at the Pavilion.*

*LONG TERM ACTIONS as follows*

*a. Lease to be arranged between Dymchurch PC and Friends of Dymchurch Recreation Ground*

*b. Agreement into future funding grants for the Recreation ground.*

*No decision or agreement was made at this time for or against items a and b.*

*It was agreed that items 1-4 would be put into action forthwith."*

A discussion took place regarding this matter. There were concerns raised by members that they had not seen the lease so how they were able to agree to it. The Clerk explained that the above matter had been returned to the table as item a had not been agreed previously. Evidence that this decision had been made was required by Fields in Trust before they would agree to entering into a lease arrangement with a third party.

The Clerk explained that members were not agreeing to the terms of a lease at this stage as one had not been drawn up but were agreeing to arrange a lease with the Friends of Dymchurch Recreation Ground Charity.

It was proposed by Cllr.Coker that a vote was taken to agree that Dymchurch Parish Council arrange a lease between Dymchurch Parish Council and The Friends of Dymchurch Recreation Ground Charity.

AGAINST – 2

FOR- 5

It was carried that Dymchurch Parish Council will work to arrange a lease between the parties involved.

## 10. PLANNING:

21/0151/FH	35 Green Meadows, Dymchurch, Romney Marsh, TN29 0JS	Lawful development certificate (proposed) for extension of rear dormer	No Objections
21/0173/FH	34 St Marys Road, Dymchurch, TN29 0PN	Erection of new detached dwelling upon land adjacent to no 34 re-submission of 20/1223/FH	No objections- however clarification as to how the garage may effect the silver birch tree protected under TR2
21/0260/FH	13 Sycamore Gardens, Dymchurch, Romney Marsh, TN29 0LA	New entrance porch	No Objections

## 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.

Please see appendix 1 for details of payments-

Payments will be authorised on line by Cllr C Young and Cllr Wright

## 12. AUDIT 2019-2021 REVIEW AND APPOINTMENT OF INTERNAL AUDITOR

Members will review and acknowledge the finalised internal auditors report and consider the appointment of Mr David Bucket to carry out the internal audit review for 2020-2021#

The audit review had been circulated to members- No comments were raised, and it was agreed that any recommendations made by the auditor would be carried out.

It was unanimously agreed that Mr David Bucket would be appointed as Internal Auditor for 2020-2021

## 13. COVID 19- RETURNING TO FACE-TO-FACE MEETINGS

Members will discuss the future arrangements for face-to-face meetings.

After discussion it was agreed that as the regulations change the Council would adapt its meeting arrangements in line with those regulations.

## 14. KIOSK TRADING LICENCE UPDATE

- Members will receive an update as to the progress and future actions regarding this process.

- Members will review the new trading licence.

Members were informed that the new trading licence had been prepared by the solicitor. Some members had attended a meeting to finalise some of the points.

After discussion of various points regarding operating hours, no sale of alcohol, right of appeal if licence terminated.

Members were then asked to agree on payment of the licence as to whether this should rise each year in line with the Consumer Price Inflation (CPI) or whether this should be a set amount each year for the term of the licence.

A vote was taken to decide if the fee should rise in line with the CPI-

FOR- 2

AGAINST- 4

ABSTAIN- 1- Cllr J Williams

It was therefore agreed that the fee should be a set price for the term of the licence.

#### **15. BEACH FRONT ENTERTAINMENT**

Members will discuss the options to secure Beach Front Entertainment for the Summer Season and how this will be funded.

After discussion it was agreed that contact would be made with previous beach entertainment providers to see if they are able to provide any events this year. It was requested that this be added to the agenda for next month.

#### **16. BEACH WARDEN**

Members will discuss options for the reintroduction of a Beach warden.

After a full discussion it was agreed that having a beach warden/patrol would give a feeling of security on the beach during summer for first aid, water safety and missing children.

It was agreed that contact would be made with the charity Folkestone Rescue to see if they were able to support Dymchurch Parish Council in this project.

#### **17. DYMCHURCH IN BLOOM 2021**

After discussion it was agreed that a separate working group meeting would be arranged to discuss how this would be taken forward. The results will be brought back to a future meeting.

#### **18. ITEMS FOR CONSIDERATION AT FUTURE MEETINGS**

- Newsletter

#### **19. DATE OF NEXT MEETING-** The next meeting will be held online on Monday 12<sup>th</sup> April 2021 at 7pm

#### **20. CLOSED SESSION**

It is proposed that members of the press and public be excluded from the meeting to discuss items 21,22 and 23.

## **21. SEA WALL TRADING LICENCE – AGREEMENT OF TERMS**

Members will discuss the updated Seawall Trading Licence-

The trading licence was agreed earlier in the meeting. A further discussion was held regarding what the lowest bid for the kiosk trading licence would be. A sum was agreed by all present. The amount decided was recorded by the Clerk and will be supplied to those applying for the trading licence.

Members then decided on whether feedback should be given. It was proposed that written feedback should **not** be given on an individual basis-

A vote was taken-

FOR – 4

Against- 3

ACTION- POLICY TO BE UPDATED

## **22. Trading Licence No 2- Slipway**

**Members will discuss the proposal to grant the above trading licence.**

After discussion a vote was taken to decide if a licence to trade would be approved on a trial basis for the sale of seafood between 1<sup>st</sup> April and the 30<sup>th</sup> September- A fee was agreed (details held by the Clerk)

FOR- 4

AGAINST- 3

Motion Carried

A further proposal was made regarding the fee for this licence (details of fee held by the Clerk)

FOR- 5

AGAINST-2

Motion Carried.

## **23. Trading Licence No 5- Martello Basin**

**Members will discuss the proposal to grant the above trading licence.**

Members discussed the proposal to permit a trading licence for electric bike hire at the Martello Basin location. A fee for the licence was confirmed by the Clerk who holds details of this amount. It was accepted that this was a trial licence which would run from 1<sup>st</sup> April until the 30<sup>th</sup> September with the option of extending by 1 month.

A vote was held-

FOR- 4

AGAINST-3

Meeting Closed at 2125hrs

APPENDIX 1  
**Dymchurch Parish Council**  
**March Meeting Finance Summary**

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

22/01/2021 Opening Balance	18,040.84
<b>Income</b>	
Awaiting bank statement	
<b>Expenses</b>	
One Comm	
BT	
Veolia	-
Cash at Bank 22/02/21	<b>18,040.84</b>

**Savings Account**

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

**Unity**  
**Current Account**

30/12/2020 Opening Balance	56,582.39
<b>Income</b>	
08/02/2021 F&HDC	701.77
16/02/2021 Village Hall	113.00
06/01/2021 STR Hill Ltd - Ice cream Van	2,000.00
	2,814.77
<b>Expenses</b>	
02/02/2021 SLCC	36.00
02/02/2021 Ashford Borough Council	1,200.00
02/02/2021 HMRC	486.03
02/02/2021 Crown Estate	149.00
02/02/2021 KCC	270.00
02/02/2021 S H Bureau	122.47
03/02/2021 Business Stream	138.49
02/02/2021 Harris Screen Print	204.00
11/02/2021 Three Mobile	12.00
28/01/2021 Hallett & Co	630.00
26/02/2021 Payroll	1,828.93
DD EDF	130.00
DD Paypal	55.00
	5,261.92
Cash at Bank 28/1/21	<b>54,135.24</b>

**PayPal**

Opening Balance	3.89
<b>Income</b>	
Cashback	55.00
	0.29
	55.29
	<b>59.18</b>

**Expenses**

04/02/2021 Kent Online	15.12
02/02/2021 Amazon	7.02
09/02/2021 HP Instant Ink	9.99
02/02/2021 Amazon	23.98
	56.11
Balance as at 26/02/21	<b>3.07</b>

**Payments to be authorised**

Payee	Description	Amount
Friends of Dym Rec Ref: Xmas Window	Annual Insurance	-218.00GBP

Zurich Insurance Ref: 504843710	Annual insurance premium	-3,962.30 GBP
Dym & Dist Heritag Ref: Xmas Window	Christmas window display prize (1 of 4)	-12.50 GBP
A Lawson Ref: Xmas Window	Christmas window display – prosecco for winners	-7.00 GBP
Friends of Dym Rec Ref: Xmas Window	Christmas window display prize (2 of 4)	-12.50 GBP
Play Inspection Co Ref: DYM21087 inv45630	Annual Playground inspection report	-210.00 GBP
HMRC Ref: 577PB001835352111	Employee tax and NI	-485.83 GBP
Monthly Payroll	March monthly payroll to authorise for payment on 26 <sup>th</sup> March	-1828.93

**To be paid by Cheque**

Litter Picking Ref: Xmas Window	Christmas window display prize (3 of 4)	-12.50 GBP
Day of Syn Ref: Xmas Window	Christmas window display prize (4 of 4)	-12.50 GBP