



Minutes of a meeting of the Dymchurch Parish Council held on Monday 7<sup>th</sup> November 2022 at 7pm at the Dymchurch Methodist Chapel, Chapel Road Dymchurch

# MINUTES

## Present-

Cllr C McCreedy (Chair)

Cllr C Young

Cllr D Young

Cllr. M Wright

Cllr S Leverick

Cllr A Goode

Cllr A Weatherhead (Parish and KCC)

- 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 D Coker- Holiday

## 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. MINUTES OF THE PREVIOUS MEETING-** held on the 3<sup>rd</sup> October 2022 to be agreed 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. At the end of the Public Participation section the Council meeting will resume

## 5. CHAIRMANS REPORT

**The Chair will provide an update on any additional Council activities and meetings attended. Individual members will provide update on any meeting attended on behalf of the Parish Council.**

A meeting has been held with KCC highways to discuss a pedestrian crossing in the area of the primary school and the speed limit near Lower Sands.

Regarding the crossing- This is not a short-term project and will require pedestrian and traffic surveys to be carried out along with proper costings. Updates will be provided as they come in.

Regarding extending the speed limit on the eastern side of the village so that it started along the straight stretch of the A259 near the sea wall does not appear to fit the criteria for a 30mph (informed by KCC Highways). It was noted that there are no repeater signs to indicate the speed along the road in this location and also road markings to indicate the change from 40mph to 30 mph are worn and not clearly visible to drivers. These can be repaired and replaced by KCC who are responsible.

ACTION- Clerk to report the missing signs and road markings and to update residents regarding the meeting with KCC.

## 6. COUNCILLORS REPORTS

**Members will update the Committee regarding any meetings or events attended on behalf of the Parish Council.**

Cllr C Young reported that there will be a further meeting of the Community Gardeners during the following week.

## 7. REPORTS FROM OUTSIDE BODIES

### a. County Councillor

KCC Councillor Weatherhead reported that the Cycle route was progressing well, but further negotiations are taking place about the link to the Seawall and therefore Dymchurch.

A new pothole blitz is on its way and will be advertised soon by KCC

### b. District Councillors

No report this month

### c. KCC Warden

No report this month

### d. PCSO

No report this month

## 8. MATTERS ARISING (INCLUDING CORRESPONDENCE IN CIRCULATION)

Details	Comments
Complaint regarding dumping of rubbish Orgarswick Avenue	This has been reported to the District Council
Reports have been received about antisocial behaviour within the village on Friday evenings	This has been reported to Kent Police, the KCC Warden and also the Community Safety Unit at the District Council- Police have been in attendance and this will be monitored
There have been concerns raised about the closure of Seawall Road to allow utilities to be connected to new buildings at the seawall	Residents have been directed to Highways Department. It is hoped that access will be maintained for residents, but this is within the remit of the contractors and the Highways Department

## 9. UPDATE ON ACTIONS- /PARISH CLERK REPORT

Highways Improvement Plan Meeting	See Chairs report above
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Meeting held with Dymchurch Angling Club after support for parking changes supported by Council previously.	Measurements have been obtained regarding changes and these will be submitted to the District Council Highways Department
The Slipway Gate is now in place and being used	Noted
The trial for Donkey hiring has taken place on the beach during half term. The business owner would like to continue with arranging a trading licence.	Noted by members present- This will need to be added to the agenda for next month.

## 10. PLANNING

Application No	Location	Details	Council Comments
22/1419/FH	Rear of 36 Orgarswick Avenue Dymchurch	Retrospective application for change of use of wasteland for residential use for the siting of two sheds, a green house, caravan storage for one caravan, a wildflower meadow and car parking area at the front	It was identified that this application is identical to the application Y18/0971/FH. At this time, the Parish Council objected due to the visual impact to neighbouring properties and the dangerous access to the site. It appears nothing had changed since the original application and the Council objected on the same grounds.

## 11. FINANCE

- a. Breakdown of expenditure/income since last meeting  
SEE APPENDIX 1- for details of accounts-
- b. Authorisation of Payments - Members will review the list of invoices for payment and identify two Councillors to authorise the payments online.

Payments will be authorised by Cllrs Young and Leverick having been approved by those present. See appendix 1

- c. Additional items requiring authorisation- To be notified at the time of the meeting. Full details of the quotes can be viewed by contacting the Parish Clerk.
  - i. Council Office Refurbishment

- a. Office furniture – After discussion it was agreed that updated furniture and display screen can be purchased- the full costs will be recorded in payments at a future meeting.
  - b. Flooring  
Members reviewed three quotes - At this point Cllr D Young retired from discussions as he declared an interest due to his personal links with one of the businesses knowing the owner as a friend.  
  
After discussion it was agreed that the quote from Bay Carpets would be accepted.
  - c. Fire Alarm  
An additional quote is required before making the final decision on this expenditure.
  - d. External Signage  
After discussion, the expenditure for a new external sign for the Parish Council Offices was approved- This was proposed by Cllr Goode, seconded by Cllr Leverick, and agreed unanimously.
  - e. WC refurbishment  
During the office refurbishment it was identified that the council toilet facilities will need to be changed due to a new water heater which is required- It was agreed unanimously to approve these works- Details of final costs will be recorded in future minutes.
- ii. Bench Maintenance Winter 2022/23 program of works  
The bench maintenance programme was discussed and approved with minor changes- Details can be obtained from the Parish Clerk.
  - iii. Seaside Award review 2022 and confirm application status for 2023  
After discussion it was agreed unanimously that Dymchurch should again apply for the award for the 2023 season- It was noted that Dymchurch had received the Best Beach in Kent this year and the award added value to tourism and the local economy.
- d.** Review of current CCTV Monitoring contract costs.  
Members were informed that the Council were within a three-year contract with the company who monitor the CCTV within the village. The Clerk was instructed to obtain a report from the monitoring centre as to how often they witnessed an incident and how often they had been requested to download footage for a criminal or other event. This information would be used for any future considerations in entering into further contracts.
  - e.** BUDGET 2023-2024 – Councillors to discuss/review the draft 2023/24 budget with a view to approving or making amendments before the next council meeting.

Members had been supplied a copy of the proposed budget for the financial year 2023-2024.

It was agreed unanimously to accept the budget proposal and that the Parish Council would again be frozen. It was noted that the Parish Council had been frozen now for the whole term of this administration at £83,000.

**12. PAVILION UPDATE**

Cllr McCreedy reported that the lease was being finalised with the trustees of the Friends of Dymchurch recreation Ground Charity.

A public exhibition is to be held at the Scout Hall on the weekend of the 18<sup>th</sup> and 19<sup>th</sup> November where the plans and ideas for the Pavilion will be presented to members of the public- The Charity will be advertising this event.

**13. ANTI SOCIAL BEHAVIOUR IN THE VILLAGE** Members to discuss recent reports of anti-social behaviour in the village

**See correspondence section above- There have been no further reports.**

**14. ITEMS FOR CONSIDERATION AT THE NEXT MEETING.**

**No matters raised**

**15. DATE OF NEXT MEETING-** Monday 5<sup>th</sup> December 2022 at 7pm – At the Methodist Chapel, Chapel Road Dymchurch

**APPENDIX 1**

**Dymchurch Parish Council**  
**October Finance Summary**

**Bank Reconciliation**

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 31/10/2022</b>		
	Cash in Hand 01/04/2022		157,961.42
	<b>ADD</b>		
	Receipts 01/04/2022 - 31/10/2022		133,644.33
			291,605.75
	<b>SUBTRACT</b>		
	Payments 01/04/2022 - 31/10/2022		97,220.55
<b>A</b>	<b>Cash in Hand 31/10/2022</b> (per Cash Book)		<b>194,385.20</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/10/2022	149.65	
	PayPal 31/10/2022	107.82	
	NSI 31/10/2022	95,417.24	
	Barclays Bank Business Reserve 30/10/2022	11,554.87	
	Barclays Bank Current 30/10/2022	42,743.26	
	Unity Trust Bank 31/10/2022	45,414.58	
			<b>195,387.42</b>
	Less unrepresented payments		1,002.22
			194,385.20
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>194,385.20</b>
	<b>A = B Checks out OK</b>		

# Invoices to be Authorised

31 October 2022 (2022-2023)

## Dymchurch Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
155	08/09/2022		Unity Trust Bank		Alarm monitoring and annual r	Ashe Alarms	S	410.00	82.00	492.00
188	17/10/2022		Unity Trust Bank		Maintenance	Crispbins	E	180.00		180.00
187	17/10/2022		Unity Trust Bank		Enforcement	Folkestone & Hythe District C	S	207.14	41.43	248.57
189	20/10/2022		Unity Trust Bank		Payroll Processing	S H Bureau	S	68.04	13.61	81.65
<b>Total</b>								<b>865.18</b>	<b>137.04</b>	<b>1,002.22</b>

# Payments Made in October

31 October 2022 (2022-2023)

## Dymchurch Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
181	03/10/2022		Unity Trust Bank		Salaries	Dymchurch Parish Council	X	1,994.79		1,994.79
182	17/10/2022		Unity Trust Bank		Bank Charges	Unity Trust Bank	X	29.25		29.25
183	17/10/2022		Unity Trust Bank		Electricity	EDF	X	137.00		137.00
188	17/10/2022		Unity Trust Bank		Maintenance	Crispbins	E	180.00		180.00
184	17/10/2022		Unity Trust Bank		VAT Refund	HMRC VAT	R		253.97	253.97
185	17/10/2022		Unity Trust Bank		Mobile Phone	3 Business Services	S	10.00	2.00	12.00
186	17/10/2022		Unity Trust Bank		PBP Fees	Pay By Phone	S	27.65	5.53	33.18
187	17/10/2022		Unity Trust Bank		Enforcement	Folkestone & Hythe District C	S	207.14	41.43	248.57
189	20/10/2022		Unity Trust Bank		Payroll Processing	S H Bureau	S	68.04	13.61	81.65
190	30/10/2022		Barclays Bank Current		Waste Disposal	Veolia Env Serv UK	S	20.64	4.13	24.77
180	30/10/2022		Unity Trust Bank		Tax & NI	HMRC	X	533.65		533.65
191	31/10/2022		Unity Trust Bank		Phone & Broadband	Onecom	S	134.84	26.97	161.81
192	31/10/2022		PayPal		Software	McAfee	E	99.99		99.99
<b>Total</b>								<b>3,442.99</b>	<b>347.64</b>	<b>3,790.63</b>

# Year to Date Summary – Receipts and Payments

31 October 2022 (2022-2023)

## Dymchurch Parish Council Summary of Receipts and Payments Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Bulls Field Car Park			0.00 (N/A)	6,194.00	10,765.49	-4,571.49 (-73%)	-4,571.49
Burial Ground		3,002.00	3,002.00 (300200)	2,150.00	2,996.70	-846.70 (-39%)	2,155.30
General Maintenance			0.00 (N/A)		3,959.09	-3,959.09 (-39590)	-3,959.09
Highways and Other Village Ameniti			0.00 (N/A)	10,200.00	10,016.37	183.63 (1%)	183.63
Income	125,488.00	121,742.24	-3,745.76 (-2%)			0.00 (N/A)	-3,745.76
Office Costs			0.00 (N/A)	27,697.00	14,008.52	13,688.48 (49%)	13,688.48
Projects			0.00 (N/A)	20,000.00	6,095.00	13,905.00 (69%)	13,905.00
Promotion of the Village			0.00 (N/A)	2,100.00	2,147.34	-47.34 (-2%)	-47.34
Recreation Ground			0.00 (N/A)	4,085.00	7,793.78	-3,708.78 (-90%)	-3,708.78
Seawall			0.00 (N/A)	27,335.00	13,938.36	13,396.64 (49%)	13,396.64
Staffing			0.00 (N/A)	29,200.00	18,046.33	11,153.67 (38%)	11,153.67
<b>NET TOTAL</b>	<b>125,488.00</b>	<b>124,744.24</b>	<b>-743.76 (-0%)</b>	<b>128,961.00</b>	<b>89,766.98</b>	<b>39,194.02 (30%)</b>	<b>38,450.26</b>

<b>Total for ALL Cost Centres</b>		124,744.24			89,766.98	
<b>V.A.T.</b>		8,900.09			7,453.57	
<b>GROSS TOTAL</b>		<b>133,644.33</b>			<b>97,220.55</b>	