



Minutes of a meeting of the Dymchurch Parish Council held on Monday 6<sup>th</sup> June 2022 at 7pm at the Dymchurch Methodist Chapel, Chapel Road Dymchurch

# MINUTES

## PRESENT

Cllr C McCreedy (Chair)      Cllr D Coker (Vice Chair)      Cllr C Young      Cllr D Young  
Cllr D Noonan                      Cllr A Goode                      Cllr S Leverick  
Cllr M Wright

Also, in attendance

Mr J Lawrence- Parish Clerk                      Mr A Lawson- Finance and Projects Officer  
County Councillor A Weatherhead and District Councillor I Meyers

- 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.

All members present

## 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 9<sup>th</sup> May 2022 to be agreed by members present.

The minutes of the previous meeting were proposed for acceptance by Cllr C Young and seconded by Cllr Leverick- Having been accepted by those present the Chair duly signed the minutes.

## 4. ELECTION OF VICE-CHAIR (Adjourned item)

Cllr Deana Coker was proposed by Cllr McCreedy and seconded by Cllr Leverick to be elected as Vice Chair of Dymchurch Parish Council. This was agreed unanimously, and Cllr Coker is therefore elected as Vice Chair of the Parish Council.

## **5. PARTICIPATION IN SUB COMMITTEES**

Due to the numbers of Councillors available to attend the last meeting, any members who wish to be considered for any subcommittees or community groups are invited to express an interest.

After discussion Cllr A Goode was appointed to the Assets and Amenities Committee and the Shepway Area Committee.

## **6. 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 members of the public were present.

## **7. 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. Cllr McCreedy reported that the recent Twinning Association visit went very well and the Mayor of Salbris was very grateful for the Jubilee Mugs and also the books produced by the 5<sup>th</sup> Continent about the history of the Romney Marsh. Members of the Salbris Twinning association will be visiting the Village in September.

## **8. COUNCILLORS REPORTS**

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

- a. Cllr C Young reported that she had attended a meeting regarding the creation of a Dementia Café in Dymchurch. The Bucket and Spade Café will be the venue for this group and in order to manage this it will come under the control of the New Romney Dementia organisation.

## **9. REPORTS FROM OUTSIDE BODIES**

### **a. County Councillor**

- i. Cllr Weatherhead has met with residents from the Sands Estate to revisit the request to extend the 30MPH speed limit- He will update the Parish Council as this progresses.

### **b. District Councillors**

- I. Cllr Meyers is monitoring the progress of the High Knocke Proposal, but nothing has come through as yet.

- II. The appeal at the Willop Basin is being considered, but no information is available at this time.
- III. He has been informed about vandalism in the Recreation ground. The clerk informed those present that he was aware and had reported this to Kent Police and also the KCC Warden to give the area some attention.

**c. KCC Warden**

No report this month

**d. PCSO**

No report this month

**10. CORRESPONDENCE and COMMUNICATIONS (in circulation)**

- a. Concerns regarding the movement of the Gym Equipment from the Seawall- This will be replaced when the building works are completed. The proposal to move the equipment temporarily was rejected due to landscaping work at the Joyce Cockerels memorial.
- b. Several complaints/concerns/enquiries regarding the closure of the High Knocke Sip way by the Environment agency- See agenda item 19.
- c. A request for further comments regarding the flooding risk relating to the proposed development at Willop Close- The Clerk advised members that the objections submitted already will be taken into consideration by those carrying out the appeal. The Council would in effect be repeating itself.
- d. A complaint has been received about the cleanliness of the main toilets in the District Council Carpark. The Clerk advised members that he had written to the District Council regarding the condition of the exterior of the building previously (prior to Covid Lockdowns) so would write again and include the concerns raised by the member of the public.
- e. The organisers of the Beach Workshops are able to offer this service again this year. This was very popular with several compliment emails received last year. The service (weather dependent) would run 3 days a week throughout 4 weeks in August. This would be charged hourly to the Parish Council.

It was agreed unanimously to engage the Beach Workshops again this year (2022)

**11. CLERKS REPORT**

**See Appendix 1**

Members again raised concerns about Health and Safety at the building site and agreed that knowing or believing that this area is unsafe they have a duty of care to both the public and to a certain extent those working on the site to instigate a visit by the Health and Safety Executive.

This was agreed unanimously, having been proposed by Cllr Leverick and seconded by Cllr C Young.

ACTION- Clerk to contact the Health and Safety Executive

## **12. Planning Applications for Consideration**

### **NO PLANNING APPLIATIONS AT THE TIME OF PUBLISHING THE AGENDA**

## **13. FINANCE**

### **a. Breakdown of expenditure/income since last meeting**

Mr Lawson informed members that he had made enquiries due to the steep rise in business rates for the Parish Carpark- The Council had been under a transitional relief rate, but this no longer applies- this means that the business rates are now £8200 a year.

This is being paid in two halves. The land has been valued for business rates and have increased from £110 per square metre to £300 a square metre.

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

See appendix 2 for details- Cllrs Leverick and Young will authorise the online payments

## **14. AUDIT 2021-2022 Annual Governance Statement**

**Members to acknowledge the responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements.**

The annual Governance statement had been circulated to members and was acknowledged by those present.

The statement was duly signed by the Chair and the Parish Clerk.

## **15. AUDIT 2021-2022 Accounting Statement**

**The council will approve the Accounting Statements for the year 2021-2022**

The Accounting Statements for 2021-2022 were reviewed and approved by members present. The statement was signed by the Chair

The above two documents will now be published for review by the Public.

## **16. ELECTION FOR CASUAL VACANCY- DECISION ON POLLING CARDS**

After discussion it was agreed unanimously that polling cards will not be issued. The Clerk was instructed to ensure that people are made aware through social media and the notice boards that people can attend to vote without polling cards once the election is announced for the Casual Vacancy created on the resignation of Mr Williams.

## **17. TURNING THE TIDE DECISION ON FUNDING**

Members will confirm funding for the above event

After discussion it was agreed unanimously to donate to this very popular event- Members agreed to donate to Trouvere (travelling minstrels) and Tenterden Sword Fencing to a total of £625.00

## **18. PLAYGROUND SURFACE REPAIRS-**

Members will consider quotes for urgent repairs to playpark soft surface

Members were informed that two quotes had been received and a third company will be attending on Monday 13<sup>th</sup>. The quotes received so far have come in below £5000.00. Members were informed that the repairs are urgent due to the identified trip hazards.

It was therefore agreed to authorise the Clerk to select the most appropriate contractor to expedite repairs, with a budget of no more than £5000.00. The Clerk will update members during the month and bring full details to the next meeting.

In addition- members authorised both Council Officers to attend a ROSPA Play Safety Course as weekly checks of play equipment are required for insurance purposes. The cost of the course is £295.00 per person.

## **19. HIGHKNOCKE PUBLIC SLIP WAY**

Members will respond to the recent closure of this public amenity.

Members were informed that the Slip way located at High Knocke had been closed by the Environment Agency due to antisocial behaviour and blocking of the seawall. Initially locks had been installed but these had been cut off. This has resulted in concrete blocks being placed.

The Parish Council have had several contacts asking about access for Personal Water Craft and there is no local alternative location. This has resulted in people now starting to use the Main Slip Way which has raised concerns about safety to swimmers and beach users. This is why in the past the use of the High Knocke Slip way was arranged.

It is therefore a priority to find a solution to getting the High Knocke Slip way open.

A meeting has been arranged with all interested parties which will take place on Tuesday 14<sup>th</sup> June at 2pm-

A potential solution is to use a suggestion from a resident to set up a club to use this area, this would not be under the control of the Parish Council but between the Club and the land owners- The club proposed has been used as a solution in Little Hampton and in summary would ensure that the area is "self-policed", members documentation (insurance, training levels, craft registration) would be checked by the Club organisers. This would appear to be a viable solution to the current situation.

Members agreed in principle to the proposal notwithstanding that they are not able to authorise the use of the land in this way as this would be a matter for the Environment agency and the District Council as the entrance to the land runs through the Martello Car Park.

The Clerk will provide an update at the next meeting.

## **20. ITEMS FOR CONSIDERATION AT THE NEXT MEETING.**

- a. Pavilion update
- b. Benches in the Burial Ground
- c. Storage and Clearance Parish Council Offices
- d. Parish Council Office refurbishment

**21. DATE OF NEXT MEETING-** 4<sup>th</sup> July 2022 at 7pm – Methodist School Room Chapel Road Dymchurch.

**22. CLOSED SESSION- To discuss trading licence arrangements on the seawall for new business-**

The Old Boat House has opened on the Seawall and is selling food stuffs and beach items. The premises opens onto the Seawall which is leased by the Parish Council who hold trading rights for the area and as such it was agreed that a Trading Licence should be purchased from the Parish Council as other businesses along the seawall currently do.

The Chair and the Parish Clerk will visit the establishment to advise them of this requirement and use the value which was agreed unanimously during the closed session.

The charges for the licence were proposed by Cllr Leverick and seconded by Cllr Coker

There being no other business the meeting was closed at 8.20 pm

#### APPENDIX 1

## Clerks Report May 2022

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- We were unable to announce this at the last meeting due to a press embargo, but you will know by now that Dymchurch has been awarded the Seaside award for 2022- This would not have gone through without the hard work of Mr. Adrian Lawson. This will give a boost to tourism and support local businesses. This added to the new Beach Lifeguards and perhaps a solution to the problems with High Knock Slip way on the horizon is a great achievement for the Village.
- The Council Audit took place in May – No issues were raised by the auditor- It was very clear that the Council's investment in the accounting software has paid off, the accounts are clearer, easily accessible and also allows the Council to answer queries from the public more quickly should they arise.
- We have had a Freedom of Information request regarding the installation of the CCTV system at the Kiosk and what the ongoing costs are. This came from outside of the Parish. The request was responded to within the statutory time limits.
- The situation with the barriers at the slip way is being addressed- new locks have been purchased and a new bollard is on order- The last one being damaged by the Builders at the slip way site.
- A meeting has been held with the building contractors- The Chair and Vice Chair were in attendance- The following subjects were raised
  1. Health and Safety within the site
  2. The lack of safety observed with vehicle movements outside of the site especially when the public are in the area.
  3. Damage to the slipway bollard which will be paid for
  4. An agreement that the slip of land containing the gym equipment will be reinstated
  5. Confirmation that the Gym cycle has not been damaged – but will need to be professionally reinstated to ensure public safety
  6. Provisionally the structural work will be completed by the Autumn-

The Manager stated that the build has proved to be more complicated than first thought which has delayed it somewhat. It was made clear that the Parish Council were not impressed by the way the site is being run and the lack of communication during the different stages.

- I am arranging a meeting to discuss the High Knocke Slip way- This will be at 2pm on Tuesday 14<sup>th</sup> June-(Agenda item 19 will cover this subject)
- Cllrs Cathy and Dougie Young have been doing a sterling job of distributing Jubilee Mugs from the office and to local businesses- Mugs have been given to the school, local Care homes and the Twinning association.

Appendix 2

**Dymchurch Parish Council – June Finance Summary**

1 June 2022 (2022-2023)

**Dymchurch Parish Council**

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

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

<b>A</b>	<b>Bank Reconciliation at 31/05/2022</b>		
	Cash in Hand 01/04/2022		157,961.42
	<b>ADD</b> Receipts 01/04/2022 - 31/05/2022		48,861.23
			206,822.65
	<b>SUBTRACT</b> Payments 01/04/2022 - 31/05/2022		26,221.95
	<b>Cash in Hand 31/05/2022</b> (per Cash Book)		<b>180,600.70</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash	31/05/2022	505.92
	PayPal	23/05/2022	286.86
	NSI	01/06/2022	95,417.24
	Barclays Bank Business Reserve	23/05/2022	11,550.44
	Barclays Bank Current	23/05/2022	27,533.42
	Unity Trust Bank	31/05/2022	48,095.13
			<b>183,389.01</b>
	Less unrepresented payments		2,788.31
			180,600.70
Plus unrepresented receipts			
	<b>Adjusted Bank Balance</b>		<b>180,600.70</b>
<b>A = B Checks out OK</b>			

# Invoices to be paid & paid since the last meeting

1 June 2022 (2022-2023)

## Dymchurch Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
45	Repairs & Maintenance	16/05/2022		Unity Trust Bank		Maintenance	Trevor May	S	760.00	152.00	912.00
50	Subscriptions	20/05/2022		Unity Trust Bank		SLCC Membership	SLCC	E	85.50		85.50
57	Support for Events	23/05/2022		Unity Trust Bank		Courier Charge	Terrane Limited	S	250.00	50.00	300.00
58	Public Noticeboards & Signs	23/05/2022		Unity Trust Bank		Noticeboard	GreenBarnes Ltd	S	1,177.34	235.47	1,412.81
60	Support for Events	24/05/2022		Unity Trust Bank		Flag	Keep Britain Tidy	S	65.00	13.00	78.00
63	Enforcement	01/06/2022		Unity Trust Bank		Enforcement	Folkestone & Hythe District C	S	214.28	42.86	257.14
<b>Total</b>									<b>2,552.12</b>	<b>493.33</b>	<b>3,045.45</b>

1 June 2022 (2022-2023)

## Dymchurch Parish Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
49	Stationery & Postage	01/05/2022		PayPal		Instant Ink	HP Ink UK Ltd	S	8.32	1.67	9.99
47	Management Fee & Charges	02/05/2022		PayPal		I Zettle Fee	I Zettle	Z	0.97		0.97
51	Repairs & Maintenance	03/05/2022		Petty Cash		Petrol Mower	D Henley	X	10.57		10.57
35	Repairs & Maintenance	03/05/2022		Unity Trust Bank		Grass Cutting	M Coleman	S	730.00	146.00	876.00
36	Enforcement	04/05/2022		Unity Trust Bank		Enforcement	Folkestone & Hythe District C	S	214.28	42.86	257.14
39	Bench Maintenance	04/05/2022		Unity Trust Bank		Maintenance	No Butts Bin Co Ltd	S	57.32	11.47	68.79
37	Salaries	04/05/2022		Unity Trust Bank		Salaries	Dymchurch Parish Council	X	1,949.44		1,949.44
38	HMRC	04/05/2022		Unity Trust Bank		Salaries	Dymchurch Parish Council	X	537.96		537.96
52	Cleaning Supplies	05/05/2022		Petty Cash		Cleaning	J Lawrence	X	9.10		9.10
40	Subscriptions	09/05/2022		Unity Trust Bank		SLCC Membership	Lympe Parish Council	Z	107.50		107.50
41	Software	09/05/2022		Unity Trust Bank		zoom Software (refund to Cleri	Zoom Video Comms Inc	S	59.95	11.99	71.94
42	Beach Safety	09/05/2022		Unity Trust Bank		Seaside Award	Keep Britain Tidy	S	530.00	106.00	636.00
43	Electricity	10/05/2022		Unity Trust Bank		Electricity	EDF	X	137.00		137.00
53	Stationery & Postage	10/05/2022		Petty Cash		Batteries	J Lawrence	X	3.94		3.94
44	Enforcement	12/05/2022		Unity Trust Bank		Mobile Phone	3 Business Services	S	10.00	2.00	12.00
45	Repairs & Maintenance	16/05/2022		Unity Trust Bank		Maintenance	Trevor May	S	760.00	152.00	912.00
48	Management Fee & Charges	16/05/2022		PayPal		I Zettle Fee	I Zettle	X	1.32		1.32
54	Stationery & Postage	19/05/2022		Petty Cash		Stationery	Amazon EU	S	2.92	0.58	3.50
50	Subscriptions	20/05/2022		Unity Trust Bank		SLCC Membership	SLCC	E	85.50		85.50
55	Misc Stationery	23/05/2022		Petty Cash		Mileage	Adrian Lawson	X	11.25		11.25
56	Misc Stationery	23/05/2022		Petty Cash		Mileage	J Lawrence	X	11.70		11.70
59	Management Fee & Charges	23/05/2022		PayPal		Pay & Display	Paypal	X	0.88		0.88
57	Support for Events	23/05/2022		Unity Trust Bank		Courier Charge	Terrane Limited	S	250.00	50.00	300.00
58	Public Noticeboards & Signs	23/05/2022		Unity Trust Bank		Noticeboard	GreenBarnes Ltd	S	1,177.34	235.47	1,412.81
60	Support for Events	24/05/2022		Unity Trust Bank		Flag	Keep Britain Tidy	S	65.00	13.00	78.00
61	Misc Stationery	25/05/2022		Petty Cash		Computer Hardware	Curry's	S	44.98	9.00	53.98
62	Repairs & Maintenance	30/05/2022		Petty Cash		Rivet Gun and Rivets	J H Youngs Ltd	S	26.08	5.22	31.30
64	Communications	31/05/2022		Unity Trust Bank		Phone & Broadband	Onecom	S	135.15	27.03	162.18
<b>Total</b>									<b>6,938.47</b>	<b>814.29</b>	<b>7,752.76</b>

1 June 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	4,669.75	1,524.25 (24%)	1,524.25
Burial Ground			0.00 (N/A)	2,150.00	2,620.00	-470.00 (-21%)	-470.00
Highways and Other Village Ameniti			0.00 (N/A)	10,200.00	2,232.25	7,967.75 (78%)	7,967.75
Income	125,488.00	47,844.91	-77,643.09 (-61%)			0.00 (N/A)	-77,643.09
Office Costs			0.00 (N/A)	27,697.00	4,101.87	23,595.13 (85%)	23,595.13
Projects			0.00 (N/A)	30,000.00	530.00	29,470.00 (98%)	29,470.00
Promotion of the Village			0.00 (N/A)	2,100.00	1,676.58	423.42 (20%)	423.42
Recreation Ground			0.00 (N/A)	4,085.00	1,546.32	2,538.68 (62%)	2,538.68
Seawall			0.00 (N/A)	17,335.00	1,287.10	16,047.90 (92%)	16,047.90
Staffing			0.00 (N/A)	29,200.00	5,404.13	23,795.87 (81%)	23,795.87
<b>NET TOTAL</b>	<b>125,488.00</b>	<b>47,844.91</b>	<b>-77,643.09 (-61%)</b>	<b>128,961.00</b>	<b>24,068.00</b>	<b>104,893.00 (81%)</b>	<b>27,249.91</b>
<b>Total for ALL Cost Centres</b>		<b>47,844.91</b>			<b>24,068.00</b>		
<b>V.A.T.</b>		<b>1,236.32</b>			<b>2,411.09</b>		
<b>GROSS TOTAL</b>		<b>49,081.23</b>			<b>26,479.09</b>		