



Minutes of a meeting of the Dymchurch Parish Council held at 7pm on Monday 5th June 2023 at the Parish Council Offices Orgarswick Avenue Dymchurch

MINUTES

Present-

Cllr. D.Young (Chair)

Cllr. R.Tillson

Cllr. C.Cooper

Cllr. M. Wright

Cllr. A. Weatherhead

Cllr.L Finch (From item 5)

Cllr. C. Young

Cllr. A.Peglar

Also, in attendance- Mr J Lawrence- Clerk Mr A Lawson- Finance and Projects County Councillor Jenni Hawkins, District Councillor Tony Cooper and three members of the public.

- 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.C McCreedy(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 declaration is raised.

- 3. MINUTES OF THE PREVIOUS MEETING-** held on the 15th of May 2023 to be agreed by members present.

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

Change of order of agenda;

At this point in the meeting the Chair agreed to hear the report from the Kent County Council Councillor Jenni Hawkins-

- She would be visiting the Dymchurch children centre as it has been listed for closure. She was interested to find out the feelings of those using the centre and also the manager. However, her first inquiries reveal that the centre is not very well attended. The county councillor stated that she would like to see it remain open.

- 4. CO-OPTION to fill casual vacancy after recent local elections:**

Candidates who have applied-

- Liam Finch**
- John Musguin**
- Ian Meyers**

- d. David Evans
- e. Vanessa McCreedy

The candidate who achieves a majority vote will be co-opted on to the Parish Council.

A vote was held as follows;

Round one showing votes for the candidate.

- | | |
|---------------------|---|
| a. Liam Finch | 3 |
| b. John Musguin | 0 |
| c. Ian Meyers | 2 |
| d. David Evans | 0 |
| e. Vanessa McCreedy | 2 |

Round two showing votes for the remaining candidates:

- | | |
|---------------------|---|
| a. Liam Finch | 5 |
| b. Ian Meyers | 0 |
| c. Vanessa McCreedy | 2 |

Having received a majority vote Mr Liam Finch was co-opted to the office of Councillor for Dymchurch Parish Council. Cllr. Finch then joined the meeting.

5. 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

- a resident highlighted that the planning committee are meeting at the District Council all the 6th of June where they would be discussing the High Knocke development.

The resident was assured that Dymchurch Parish Council objected to the application, and this remains the case. The chair of the council would be attending to represent those views in person at the meeting. In addition, District Councillor Tony Cooper would also be present, and he sits as a member of that committee so could not make any comment regarding the application this evening.

It was also noted from another resident that letters had been sent to the Parish Council and others objecting to the application. Additional letters and reports had been sent by the heritage society.

6. CHAIRMANS REPORT

The Chair will provide an update on any additional Council activities and meetings attended.

- On the 15th of May the Chair reports that he had been interviewed by Radio Kent regarding the 2023 seaside award for Dymchurch beach
- In addition, the chair was again interviewed by Radio Kent regarding water quality issues but stated that so far this year no negative results had been received from water testing.

- He reported that he was pleased to have attended and opened the new Dementia Cafe which will be supported by the Parish Council. The Dementia Cafe is held at the village hall.

7. COUNCILLORS REPORTS

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

Councillors C.Young and Cooper attended the opening of the dementia cafe and will remain a link with this group. They are keen to encourage more clients to attend.

Councillor Peglar reported that she had attended an online meeting for Councillors. Many people attended and the group were addressed by Richard Hudd of the Community Resilience Team. One of the main things which were relevant to our parish were a discussion around flooding and parishes were encouraged to promote people to volunteer as flood wardens.

8. REPORTS FROM OUTSIDE BODIES

a. KCC COUNCILLOR – Jenni Hawkins

- there are ongoing discussions with the highways engagement team to identify areas for further crossings across the A259.
- The road surface between Burmarsh Rd and Lyndhurst Rd is due to be resurfaced and this is hoped to take place by the Autumn.

b. DISTRICT COUNCILLORS- Cllr T.Cooper

- groups and communities are encouraged to apply for a ward grant which is now available through the District Council website.
- Councillor Cooper will be holding a monthly surgery at the parish council offices. This will be held on the 3rd Saturday of every month.
- Councillor Cooper gave an update on the barrier which has been installed at Marshlands. He is hoping to come to an agreement whereby local people would be able to drop off nearer to their homes.
- Although the Councillor was unable to comment on the High Knocke development he assured everyone present that he had fully read all of the objections and reports which were very well understood.

The chair commented that thanks be given to the District Council for the refurbishment of the toilets on the sea wall. He requested that the disabled toilet within this block should be labelled as there is nothing to indicate that there is a disabled toilet available.

In addition, he raised concerns that there was not disabled access into the newly refurbished memorial garden at the seawall.

The Clerk informed the meeting that it was the parish councils' responsibility at this location and that a solution would be identified to improve access.

c. KCC WARDEN

No report this month, but the Clerk reported that he had met with the warden on occasions.

9. MATTERS ARISING (INCLUDING CORRESPONDENCE IN CIRCULATION)

No matters required a decision however it was noted that the Union of Catholic Mothers had written to the council thanking them for their kind donation of coronation mugs which they had given to needy children at an event they held at the rainbow centre recently.

10. CLERKS REPORT

Details	Members Comments
Dymchurch has achieved the Seaside Award 2023	Noted
<p>Recruiting process for Beach Managers is continuing. At this time 17 people have applied and the intention is to close the process for applications should we reach 20.</p> <p>In addition lost children bands will be purchased and prices for Beach Wheel Chairs will be obtained as this seems the perfect time to introduce them as a function of the beach managers.</p>	<p>Progress noted. Members identified the need for the new wardens to educate people on their use of the beach including dogs and use of jet skis.</p>
The internal audit for 2022-2023 has concluded- Item 14 refers	Noted
The new slip way gate is in the process of being manufactured and will be in a similar style to the Village Sign	Noted
The Knee High Fence at the Bulls Field carpark has been completed	Noted
The Pay by Phone App should be operational in the next few weeks and signage will be installed to update users of the car park	Noted
A new memorial bench has been ordered for installing on the seawall	Noted
Councillor training is available to all Councillors	Cllr Finch requested training.
The Parish Council website will be updated over the next few months to make it more user friendly	Noted

11. PLANNING

REFERENCE	ADDRESS	DETAILS	Comments
23/0652/FH	50 Eastbridge Road, Dymchurch, Romney Marsh, TN29 0PG	Two storey rear extension.	No objections Carried unanimously
23/0726/FH/TCA	49 High Street, Dymchurch, Romney Marsh, TN29 0NH	Felling of Poplar tree and Sycamore tree. Reduction of Willow tree to previous points, all situated in a conservation area	No objections Carried unanimously

12. HIGH KNOCKE PLANNING APPLICATION

Current status of the above application will be notified to members. Planning reference number 21/2525/FH refers.

Members heard that the Chair of the Parish Council will be attending the Committee meeting on the 6th to object to the development of homes on the High Knocke Farm.

13. FINANCE

- a. Breakdown of expenditure/income since last meeting
No matters raised
- b. Authorisation of Payments - Members will review the list of invoices for payment and identify two Councillors to authorise the payments online.
Payments shown at appendix 1 were approved by members present and will be confirmed on line by Cllr C Young
- c. Additional items requiring authorisation.
 1. Fencing Bulls Field grassed area.
It was agreed unanimously that the same contractor who carried out the work previously at Bulls Field Carpark would carry out the additional work and the quote for £2400.00 was approved.
 2. Stress testing of High Street Lamp Posts
Stress testing (load testing) of lampposts must be carried out every three years in order to take the weight of Christmas decorations- It was agreed and approved that this test for £1240.00 would be carried out by the KCC.

It was commented by Cllr Weatherhead having been advised that one post had failed the load test as to whether this post will be or should be removed, due to its failure?
 3. Christmas Decorations Order
It was agreed that additional options or decorations would be discussed at the next meeting.

14. INTERNAL AUDIT REPORT-

To receive the report from the Internal Auditor for the year 2022-2023

The auditor's report was received and accepted by members. It was noted that the following advisory comments would be included and actioned:

- a. It was suggested that the current investment account is not providing the best return and that other accounts should be investigated.
- b. To ensure that the Council budget is displayed on the website.
- c. To ensure that the approval of the budget and the agreement of the Parish Council Precept is recorded in the minutes as two separate items.

The Chair wanted to thank the Council Officers for their work in preparing the audit.

15. POLICY UPDATE-

a. SOCIAL MEDIA POLICY-

Members will consider the draft social media policy for adoption.

It was agreed unanimously to accept the Social Media Policy which will be published on the website.

b. COMMUNICATIONS POLICY

It was agreed unanimously to accept the Communications policy with the addition or link to Vexatious Communications Policies. This policy will be published on the website.

16. DYMCHURCH NEIGHBOURHOOD PLAN

Members will debate the value of a neighbourhood plan for the Parish of Dymchurch

It was identified that the Parish of Dymchurch did not have a Neighbourhood Plan but had previously produced a Village Plan. Cllr Tillson explained the process of obtaining a plan which could take up to 6 years to produce. After a full discussion it was agreed that this would be adjourned to a future meeting to allow all members to be present and to obtain further information.

17. DATE OF NEXT MEETING- This will be the Annual Parish Council meeting to be held on Monday 3rd July 2023 at 7pm at the Parish Council Offices Orgarswick Avenue Dymchurch.

Date of next meeting noted.

There being no further business the meeting was closed at 2050hrs.

Appendix 1 Financial Summary
Dymchurch Parish Council
June 2023 Finance Summary

Bank Reconciliation

31 May 2023 (2023-2024)

Dymchurch Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/05/2023		
	Cash in Hand 01/04/2023		121,668.30
	ADD		
	Receipts 01/04/2023 - 31/05/2023		66,279.55
			187,947.85
	SUBTRACT		
	Payments 01/04/2023 - 31/05/2023		26,276.29
A	Cash in Hand 31/05/2023 (per Cash Book)		161,671.56
	Cash in hand per Bank Statements		
	Petty Cash 31/05/2023	429.89	
	Unity Savings Account 31/05/2023	30,000.00	
	PayPal 31/05/2023	390.82	
	NSI 31/05/2023	95,506.04	
	Barclays Bank Business Reserve 31/05/2023	11,575.66	
	Barclays Bank Current 31/05/2023	5,495.59	
	Unity Trust Bank 31/05/2023	20,318.96	
			163,716.96
	Less unrepresented payments		2,045.40
			161,671.56
	Plus unrepresented receipts		
B	Adjusted Bank Balance		161,671.56
	A = B Checks out OK		

Payments Awaiting Authorisation

31 May 2023 (2023-2024)

Dymchurch Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
51 Election	18/05/2023		Unity Trust Bank		Election Recharge	Folkestone & Hythe District C	Z	296.95		296.95
54 Public Noticeboards & Signs	22/05/2023		Unity Trust Bank		Maintenance	Andy Graphix Ltd	S	25.98	5.20	31.18
55 Repairs & Maintenance	22/05/2023		Unity Trust Bank		Maintenance	Crispbins	X	155.00		155.00
56 CCTV Monitoring	23/05/2023		Unity Trust Bank		CCTV Monitoring	Ashford Borough Council	S	1,283.57	256.71	1,540.28
Total								1,761.50	261.91	2,023.41

Payments made in May 2023

31 May 2023 (2023-2024)

Dymchurch Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
32 Enforcement	02/05/2023		Unity Trust Bank		Enforcement	Folkestone & Hythe District C	S	265.87	53.17	319.04
33 Repairs & Maintenance	02/05/2023		Unity Trust Bank		Maintenance	NKF Seymour Electrical	X	309.68		309.68
34 Miscellaneous Computer Ser	02/05/2023		Petty Cash		Computer Downloads-Service	Total Computer Services	Z	75.00		75.00
35 Electricity	03/05/2023		Unity Trust Bank		Electricity	British Gas	L	241.31	12.07	253.38
36 Water, Electricity & Sewage	03/05/2023		Unity Trust Bank		Electricity	British Gas	L	79.19	3.96	83.15
37 Grass Cutting & Weeding	04/05/2023		Unity Trust Bank		Grass Cutting	M Coleman	S	567.50	113.50	681.00
38 Water & Waste	04/05/2023		Barclays Bank Current		Waste Disposal	Veolia Env Serv UK	S	23.00	4.60	27.60
39 Water & Waste	04/05/2023		Unity Trust Bank		Water	Business Stream	E	17.14		17.14
40 Stationery & Postage	04/05/2023		Unity Trust Bank		Instant Ink	HP Ink UK Ltd	S	8.32	1.67	9.99
41 Repairs & Maintenance	04/05/2023		PayPal		Maintenance	Engraving Studios	S	15.75	3.15	18.90
42 Audit Fee	09/05/2023		Unity Trust Bank		Annual Internal Audit	Lionel Robbins	X	150.00		150.00
43 Water, Electricity & Sewage	09/05/2023		Unity Trust Bank		Electricity	EDF	L	177.53	8.88	186.41
44 Water, Electricity & Sewage	09/05/2023		Unity Trust Bank		Dummy	EDF	X	-186.41		-186.41
45 Electricity	09/05/2023		Unity Trust Bank		Electricity	EDF	S	735.68	147.14	882.82
45 Electricity	09/05/2023		Unity Trust Bank		Electricity	EDF	X	-358.00		-358.00
46 Repairs & Maintenance	09/05/2023		Petty Cash		Maintenance	Groveswell Hamstreet	S	20.82	4.17	24.99
47 Management Fee & Charges	09/05/2023		PayPal		I Zettle Fee	I Zettle	X	1.41		1.41
48 HMRC	30/05/2023		Unity Trust Bank		Tax & NI	HMRC	X	562.25		562.25
49 Salaries	28/05/2023		Unity Trust Bank		Salaries	Dymchurch Parish Council	X	2,168.68		2,168.68
50 Communications	18/05/2023		Unity Trust Bank		Phone & Broadband	Onecom	S	174.24	34.85	209.09
51 Election	18/05/2023		Unity Trust Bank		Election Recharge	Folkestone & Hythe District C	Z	296.95		296.95
52 Communications	18/05/2023		Unity Trust Bank		Mobile Phone	3 Business Services	S	10.00	2.00	12.00
53 Electricity	10/05/2023		Unity Trust Bank		Electricity	EDF	X	30.00		30.00
54 Public Noticeboards & Signs	22/05/2023		Unity Trust Bank		Maintenance	Andy Graphix Ltd	S	25.98	5.20	31.18
55 Repairs & Maintenance	22/05/2023		Unity Trust Bank		Maintenance	Crispbins	X	155.00		155.00
56 CCTV Monitoring	23/05/2023		Unity Trust Bank		CCTV Monitoring	Ashford Borough Council	S	1,283.57	256.71	1,540.28
57 Management Fee & Charges	15/05/2023		PayPal		I Zettle Fee	I Zettle	X	0.44		0.44
58 Village Signs & Floral Display	11/05/2023		PayPal		Maintenance	Amazon EU	S	12.49	2.50	14.99
60 Stationery & Postage	12/05/2023		Petty Cash		Batteries	J Lawrence	X	3.75		3.75
61 Misc Stationery	23/05/2023		Petty Cash		Spanner & Bolt	W & E Rolfe	S	11.17	2.23	13.40
62 Village Signs & Floral Display	23/05/2023		Petty Cash		Mileage	J Lawrence	X	11.70		11.70
64 Bank Charges	31/05/2023		PayPal		I Zettle Fee	I Zettle	X	5.32		5.32

Expenditure year to date

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
Income	126,000.00	64,000.10	-61,999.90 (-49%)			0.00 (N/A)	-61,999.90
Burial Ground			0.00 (N/A)	2,150.00		2,150.00 (100%)	2,150.00
Bulls Field Car Park			0.00 (N/A)	12,000.00	6,527.92	5,472.08 (45%)	5,472.08
Highways and Other Village Ameniti			0.00 (N/A)	11,950.00	1,504.39	10,445.61 (87%)	10,445.61
Recreation Ground		133.59	133.59 (13359%)	6,850.00	157.81	6,692.19 (97%)	6,825.78
Seawall			0.00 (N/A)	23,700.00	2,223.71	21,476.29 (90%)	21,476.29
Promotion of the Village			0.00 (N/A)	2,200.00	3,723.24	-1,523.24 (-69%)	-1,523.24
Office Costs			0.00 (N/A)	33,752.00	4,650.05	29,101.95 (86%)	29,101.95
Staffing			0.00 (N/A)	34,500.00	5,461.86	29,038.14 (84%)	29,038.14
Projects			0.00 (N/A)	5,000.00		5,000.00 (100%)	5,000.00
General Maintenance			0.00 (N/A)	5,000.00		5,000.00 (100%)	5,000.00
NET TOTAL	126,000.00	64,133.69	-61,866.31 (-49%)	137,102.00	24,248.98	112,853.02 (82%)	50,986.71
Total for ALL Cost Centres		64,133.69			24,248.98		
V.A.T.		2,145.86			2,027.31		
GROSS TOTAL		66,279.55			26,276.29		