



# Lydden Parish Council

## Minutes of the Parish Council Meeting held on Thursday, 11<sup>th</sup> April 2024 at 8 pm in Lydden Village Hall

**Present:** Lydden Parish Councillors: R Booth (Chairman), B Collins, P Collins, S Fuller, L Smith, W Smith  
**In Attendance:** Irene Bowie (Parish Clerk), PC Chris Bates.  
**Members of the Public**

### 1. Apologies.

- 1.1 Apologies for absence received and confirmed by the Council Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 75(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted. There were none
- 1.2 Declaration of Changes to the Register of Interests. There were none
- 1.3 To receive Declarations of Interest in respect of matters contained in this agenda. In accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers. There were none.
- 1.4 Requests for Dispensations. There were none
- 1.5 Declarations of Lobbying. There were none

### 2. Public comments and observations. (Maximum 15 minutes)

**The meeting will be adjourned to allow members of the public to speak. Individuals may speak for up to three minutes, at the discretion of the Chairman, on agenda items only. The minute book will be closed.**

*Meetings of the Parish Council are not public meetings, but members of the public have a statutory right to attend meetings of the council as observers. They have no legal right to speak unless the Parish Council Chairman permits them to do so. Members of the public may not take part in the Parish Council meeting itself but are permitted under this agenda item. A member of the public shall not speak for more than 3 minutes, should raise their hand when requesting to speak, and direct comments to the Chair. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking, A question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.*

- Concerns were raised regarding the recent amendment to the planning application 23/01061 Land Off Church Lane Lydden CT15 7JP
- Double yellow lines in the corner of Stonehall and The Close
- Speed Ramp outside the school

### 3. Reports from external parties (if present).

Kent County Councillor, Dover District Councillor, Police.  
PC Chris Bates reported that:

He has been in the role for six months, that he covers Lydden, Temple Ewell, and River and that there have been very few problems in Lydden. When there is no immediate risk to people or property, it is always best to report matters to the police either using 101 or through our website.

Kent Police now have live chat available at all times, and you can report anti-social behaviour easily via a simple form. Visit [www.kent.police.uk](http://www.kent.police.uk) and follow the prompts for 'Report'. You will soon find an option for 'Report antisocial behaviour'. It is worth considering who is the most appropriate agency for your report – noise complaints, fly-tipping or other waste material-related issues and parking are all better addressed to Dover District Council via their website or 01304 872220.

#### 4. Minutes of the Parish Council Meeting

**RESOLVED:** The minutes of the Parish Council Meeting held on the 14<sup>th</sup> March 2024 were taken as read, confirmed as a correct record, and signed by the Chairman.

#### 5. Planning:

5.1 To table planning applications received for consideration:

5.2 To Table and Validate Planning Applications dealt with since the last meeting.  
There were none

5.3 To table decisions by Dover District Council (DDC) since the last meeting.

5.3.1 24/00105 Conifers Stonehall Lydden CT15 7JS

Erection of a two-storey/single-storey rear extensions, front and rear dormers to facilitate a loft conversion, garage conversion to habitable space, alteration to parking area, front wall infill, alterations to windows/doors, and erection of an annexe building for ancillary use (existing conservatory to be demolished)

Planning Permission Granted

5.4 To Table late planning matters.

5.4.1 23/01061 Outline proposal for the erection of 23 dwellings including affordable housing with associated parking, infrastructure and open space (all matters reserved except access).

**RESOLVED: To object to the amendments.**

5.4.2 24/00394 4 Canterbury Road Lydden CT15 7ER

Erection of two-storey side extension (existing garage to be demolished)

**RESOLVED: No objection**

24/00021 86 Canterbury Road Lydden CT15 7ET

Erection of a ground floor rear extension, front porch/canopy, first floor roof extension, alterations to windows/doors, raised rear patio with glass balustrade and driveway extension for additional parking (existing rear conservatory to be demolished)

**RESOLVED: No objection**

#### 6. To receive Reports

6.1 Chairman's Report. The Chairman gave an update on the new emails which were working well.

**RESOLVED: The Parish Council will support and pay for tidying up the orchard corner of the recreation field.**

**AGREED: Clerk to establish the ownership of the disused burial site.**

6.2 Clerks Report (on matters not included in other agenda items). The Clerk reported that Unity Bank had been set up and the password and login details had been sent to the signatories.

**It was AGREED that the Parish Council would not carry out additional work to the trees adjoining the pub in the vicinity of the new fence.**

The new benches to be delivered shortly to the Village Hall.

Speedwatch have produced new posters for Lydden Speedwatch.

Councillor W Smith reported that she had planted four boxes.

6.3 Councillors Report (on matters not included in other agenda items)

Councillor Linda Smith raised concerns the Stage Coach bus. Clerk to follow up.

6.4 Allotments Report and Update. All letters had been sent.

6.5 Village Hall Report and Update.

The VHMC Committee reported that :

We have had another busy month of bookings and April is set to be busier. We have had the new extended cupboard doors installed which will make storing the new tables and chairs much easier.

We also have our next quiz night coming up on 27th April which should be another fun evening!

Planning has started on the Summer Fete which is set to go ahead on Saturday 17th August 12pm - 4pm

6.6 D Day 80<sup>th</sup> Anniversary Events. Clerk to produce a poster with an amended start time of 4 pm until 7 pm. Councillor Brenda Collins had emailed the VHMC and invited them to take part in the D-Day Anniversary Events. Clerk to circulate the updated poster to other local Parish

Councils. There will be a display of 1940's items. Clerk to advertise the event in the newsletter.

**7. Highways:**

- 7.1 To consider the Highways Improvement Plan  
It was AGREED that Councillors would send their ideas to the Clerk for discussion at the June Parish Council Meeting.
- 7.2 To receive the parish portal report. The report was received and noted.
- 7.3 To receive and consider any other highway matters.

**8. Finance:**

- 8.1 To receive and authorise payments listed on the schedule (to be provided at the meeting)  
**RESOLVED: To authorise the payments on the schedule.**

Payee	Description	£
Irene Bowie	Salary April 2024 Back pay increased hours and new hours for April	Confidential
Ionos	April Emails	18.00
Fast Hosts	Fasthosts invoice April 2024 £5.06 x 2 = £10.12	10.12
HMRC	April PAYE	Confidential
KALC	Annual Fee	344.68

- 8.2 Late Payment Request/s to be discussed for approval and payment.  
**RESOLVED: That the cost for the Internal Audit would be £300 + VAT**

8.3 To consider any request for grants or donations. There were none.

8.4 To agree on Standing Orders and Direct Debit Payments 2024/25

**RESOLVED:**

1. Clerk Salary to be paid by Standing Order
2. Hugo Fox . Parish Council Website. Monthly Direct Debit
3. Fast Hosts . Domain and .gov.uk Monthly Direct Debit
4. Ionos Parish Council Emails. Monthly Direct Debit
5. Castle Water. Water for the allotments. Monthly Direct Debit

8.5 To table any late financial matter. There were no late matters.

8.6 To consider a Procedures & Policy for Authorisation of Payments.

**RESOLVED: To accept the policy**

8.7 To consider an Internal Audit Plan 2024/25

**AGREED to defer until the May meeting.**

**9. Correspondence:**

- 9.1 To table items of late correspondence :  
Email from resident re over grown trees encroaching on their property. Clerk to write to the PROW Officer.
- 9.2 Items circulated.
- 9.2.1 Rural England Prosperity Fund Grant Scheme
  - 9.2.2 Nominations for English Heritage Blue Plaque scheme
  - 9.2.3 Kent Police Local Officer - Newsletter March
  - 9.2.4 Invitation to Communities Prepared Building Resilient Communities training  
Workshop 21<sup>st</sup> May 2024

**10. Agenda Items for the next meeting:**

**11. Consideration of items to be taken in private (Exclusion of Public and Press):**

There are only a few reasons as to why, legally, the public and press can be excluded from a meeting. The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the

business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies." It is generally considered acceptable to exclude the press and public if the agenda item relates to the consideration of tenders, leases, purchases of assets, for matters relating to staffing covered by the Data Protection Act and to consider complaints against the council or a code of conduct complaint. There were no confidential matters to be discussed.

**Meeting Dates for 2024**

**Parish Council Meetings :**

**9th May Annual Statutory Meeting of the Parish Council**, 13th June, 11th July, 5th September, 3rd October, 7th November. **Annual Meeting of the Parish:** 9th May 2024.

**These minutes are not a verbatim record of the meeting, but a record of resolutions made at the meeting.**

**There being no further business to be transacted, the Chairman closed the meeting at 10 pm**

**Signed on behalf of the Parish Council**

**Signature:**

**Date:**

**Chairman: Ryan Booth**