



Lydden Parish Council

Minutes of the Parish Council Meeting held on Thursday, 9th May 2024
at 8.15 pm in Lydden Village Hall

Present: Lydden Parish Councillors: R Booth (Chairman), M Cregeen, B Collins, P Collins, S Fuller
In Attendance: Irene Bowie (Parish Clerk) and 1 Member of the Public

MINUTES

1. To elect a Chairman and receive the Chairman's Declaration of Acceptance of Office.

RESOLVED: To elect Councillor Booth as the Chairman. Councillor Booth signed the Declaration of Acceptance of Office.

2. To Elect a Vice Chairman.

RESOLVED: To elect Councillor Cregeen as Chairman. Councillor Cregeen signed the Declaration of Acceptance of Office.

3. Apologies.

3.1 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.

RESOLVED: To accept the apologies and reasons given by Councillor L Smith and Councillor W Smith.

3.2 Declaration of Changes to the Register of Interests. There were none.

3.3 To receive Declarations of Interest with respect to 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.

3.4 Requests for Dispensations. There were none.

3.5 Declarations of Lobbying. There were none.

4. 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.

Matters raised:

- Condition and the need for edging two paths. One at Stonehall, the other at Broadacre.
- Arrangements for the new planters.

5. Reports from external parties (if present).

Kent County Councillor, Dover District Councillor, Police. Not present.

6. Minutes of the Parish Council Meeting

RESOLVED: The minutes of the Parish Council Meeting held on April 11, 2024, were taken as read, confirmed as a correct record, and signed by the Chairman.

7. Planning:

7.1 To table planning applications received for consideration: None were received.

7.2 To Table and Validate Planning Applications, which have been dealt with since the last meeting. There were none.

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

- 7.3.1 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)
Grant Planning Permission
- 7.3.2 23/00272 Site Of Keppeldown Canterbury Road Lydden CT15 7EP
Erection of a dwelling
Refuse Planning Permission
- 7.4 To Table late planning matters. None were received.

8. To receive Reports

8.1 Chairman's Report

The Chairman reported that

- The new benches had been delivered. Members thanked the Village Hall Management Committee for allowing them to be stored at the Village Hall.
- He would meet with the contractors to discuss the location of the new benches.
- **It was AGREED that the old bench would be relocated.**
- The boundary fencing had been completed.
- The Village Hall Quiz was successful.
- The Village Fete would be held on the 17th August 12 – 4 pm.

8.2 Clerks Report (on matters not included in other agenda items) No report matters included elsewhere on the agenda.

8.3 Councillors Reports (on matters not included in other agenda items)

Councillor P Collins reported on the request from parents for a speed bump or a similar traffic calming measure outside the school.

AGREED: The Clerk will write to the school and discuss with KCC Councillor Beaney.

Councillor W Smith, via email, requested that the parish council consider the give way sign between the pond and the garage, which was in disrepair. Clerk to this report to KCC Highways.

8.4 Allotments Report and Update. Councillor Cregeen reported that there was only one allotment left and there was interest in this.

8.5 Village Hall Report and Update.

The hall has had another busy month of bookings. We had our busy and successful quiz night last weekend, which was a lot of fun. The field and grass have had their first cut of the year, are ready for summer and is looking fresh and smart.

We have started our summer fete planning – Saturday, 17th Aug - and have already booked 50% of stalls, so it's going really well.

We are very excited that we have a new baby and toddler group starting at the hall next Month and planning has been going really well - it starts Thursday, 13th June 10.30 - 11.30 am.

8.6 D Day 80th Anniversary Events. Councillor B Collins and Councillor P Collins gave an update.

It was AGREED that memorial bunting would be placed around the fence on the 6th of June.

The Afternoon Tea with A Swing D Day Anniversary event was discussed, and arrangements were finalised.

9. Highways:

9.1 To consider the Highways Improvement Plan (HIP)

AGREED: To review the previous HIP and identify existing and new priorities.

9.2 To receive the parish portal report. Received and noted.

9.3 To receive and consider any other highway matters. Councillor Fuller reported on Speedwatch and the need for Speedwatch signs in the Village.

10. Finance:

10.1 To receive and authorise payments listed on the schedule (to be provided at the meeting)

RESOLVED: To authorise the payments on the schedule.

Irene Bowie	Salary	Confidential
DM Payroll Services Ltd	Payroll 24/25	120.00
HMRC	Q1 PAYE	Confidential
Tirunio Thomas Landscaping	Village Playing Field. The Bell Fence	2,090.00
Colin Hoyle	Village Maintenance	232.50
Glasdon	Benches	1792.26
Total Accounting Kent Ltd	Internal Auditor Fee AGAR 2023/24	360.00

10.2 Late Payment Request/s to be discussed for approval and payment. There were none.

10.3 To receive and review the Insurance Renewal Quotation 2024/25

RESOLVED: To accept the quotation.

10.4 To review and agree on the Standing Orders and Direct Debit Payments for 2024/25

RESOLVED: The following payments will be made by Standing Order or Direct Debit:

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
6. Metro Bank Fees. Monthly
7. Unity Trust Bank Fees. Monthly

10.5 To table any late financial matters.

RESOLVED:

1. To transfer the balance of the Metro Bank Account to the new Unity Trust Bank Account.
2. To close the Metro Bank account when the balance has been transferred to Unity Trust Bank.

10.6 To consider a Policy and Statement of Internal Control. Deferred to the June Meeting

10.7 To consider a Grants Policy. Deferred to the next meeting.

10.8 To appoint the Internal Auditor for 2024/25. To be deferred to a later meeting.

10.9 To review the Fixed Asset register. To be reviewed by Councillors and updated by the Clerk.

10.10 To receive and review the draft Annual Accountability and Governance Return 2023/24
This was not available for this meeting.

11. Annual Policy Review:

11.1 Standing Orders

11.2 Financial Regulations

11.3 Data Protection Policy

11.4 Document Retention Policy

11.5 Freedom of Information and Model Publication Scheme

11.6 Code of Conduct

11.7 Email Policy

11.8 Scheme of Delegation

11.9 Memorial Bench Policy

11.10 Working Groups Protocol

11.11 Procedures & Policy for Authorisation of Payments

RESOLVED: To adopt the policies.

12. To Allocate Responsibilities and Working Groups

- 12.1 Highways and Speedwatch. **Councillor Fuller**
- 12.2 Village Maintenance/Community Liaison. **Councillor L Smith and Councillor W Smith**
- 12.3 Parish Council Contribution to Lydden Newsletter. **Parish Clerk**
- 12.4 Christmas and Events Working Group. **Councillor Booth, Councillor B Collins, and Councillor P Collins.**
- 12.5 Allotments: Councillor Cregeen.

13. Correspondence: All Correspondence was noted.

14. Agenda Items for the next meeting:

- 15. 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.

Meeting Dates for 2024

Parish Council Meetings :

13th June, 11th July, 5th September, 3rd October, 7th November.

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 8:50 pm

Signed on behalf of the Parish Council

Signature:

Date:

Chairman: Ryan Booth