



MINUTES OF THE DYCHURCH PARISH COUNCIL MEETING

Date: 7th October 2024

Time: 7:00 PM

Location: Parish Council Offices, Orgarswick Avenue, Dymchurch

Present:

Cllr.D Young (Chair) Cllr. L Finch (Vice Chair) Cllr. V.McCreedy,
Cllr.C .McCreedy Cllr. M. Wright, Cllr.A. Weatherhead,
Cllr A. Pegler

Also in attendance:

- Mr.J Lawrence Clerk, Mr A Lawson, Finance and Projects Officer
- District Councillor Tony Hills
- Three members of the public.

1. APOLOGIES

Apologies were received from Councillor Cathy Young and Cllr.C. Cooper
The reason for absence was accepted.

2. DECLARATIONS OF INTEREST

No declarations of interest were made.

3. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 2nd September 2024 were agreed as an accurate record and signed by the Chair.

4. PUBLIC PARTICIPATION/PUBLIC QUESTIONS

Two members of the public attended to raise concerns regarding flooding at the Redoubt Estate. They expressed frustration over the lack of progress, despite their efforts to engage with various authorities. District Councillor Tony Hills responded by confirming his upcoming meetings with relevant stakeholders to address these issues, including securing grants for drainage improvements. The Clerk added that the Internal Drainage Board was also working with Kent County Council to find solutions.

5. DYMCHURCH PAVILION AND RECREATION GROUND

Deana Coker, Chair of the Friends of Dymchurch Recreation Ground Charity, provided an update on fundraising efforts and the status of the planning application. A total of £860 was raised during the recent "Quiz and Chips" event, bringing the charity's current balance to £67,000.

However, the planning process for the Pavilion has stalled due to objections from Sports England regarding the size of the proposed building. The charity is in discussions with the planning department to address these concerns.

6. **FLOODING CONCERNS: REDOUBT ESTATE**

This item was covered under public participation. Refer to Item 4 for the discussion.

7. **PROPOSAL FOR MEMORIAL FOR LOSS OF LIVES IN PREPARATION FOR D-DAY**

Jane Stevens provided an update on the memorial project. The design, which includes an information board and a separate panel listing the names of 22 fallen soldiers, is nearing completion. Proofs will be shown at a future meeting. The expected cost is approximately £3,000, and the Parish Council has agreed to support the project in principle. It is hoped that other interested parties may assist with the costs. A target date of 29th May 2025, the anniversary of the soldiers' deaths, was proposed for the memorial's unveiling.

8. **CHAIR'S REPORT**

The Chair reported on several recent activities, including an interview with Meridian TV about sea water quality in Dymchurch. Despite concerns over water quality, the Chair was optimistic that it would not deter visitors.

The Chair also attended the most recent District Council meeting and questioned why the District Council did not appeal the High Knocke development decision in support of the Parish, receiving the explanation that there were no procedural grounds for an appeal. He also questioned the time taken from the decision of the Inspectorate to when we were notified as this had reduced the time available to appeal.

He noted that New Romney had secured funds from a recent development, and he hoped Dymchurch could similarly benefit.

The Parish Clerk had to leave the meeting at this point due to a personal matter. The Finance and Projects Officer continued as Clerk in his absence

9. **MEMBER REPORTS**

- **Cllr Finch** reported on meetings with the Internal Drainage Board and Kent County Council regarding flooding issues.
- **Cllr Pegler** provided updates from the Village Hall Committee, specifically about the Dymchurch Players' use of the hall.
- **Cllr Chris McCreedy** gave a report on the recent twinning association visit with Salbris, noting the success of the event. It was suggested that the Parish Council be more involved in future visits.
- **Cllr V. McCreedy** raised Concerns over missing signage and road markings at the roundabout near Mill Road. Overgrown verges near Fairway, making the path inaccessible for wheelchairs and buggies especially on the pathway leading to the beach. Suggestions to improve the bus shelter arrangements at Fairway. Cllr McCreedy requested that the clerk to respond to a particular letter from a resident expressing his frustrations with what the Parish council should be doing. The request made by the author of this letter, does not fall within the Parish Council's Remit.
- Cllr Weatherhead expressed his disappointment with the High Knocke development decision hoping that there is some advantage to our Parish through the Community Infrastructure Levy and Section 106.

CLERK'S REPORT

The Clerk reported that actions from the previous meeting had mostly been completed, except for two ongoing tasks:

The Clerk is still obtaining quotes for boarding up the pavilion, due to recent vandalism.

The discussion of the flooding issue at Redoubt Estate remains pending due to further updates from the Internal Drainage Board and Kent County Council.

The Clerk also confirmed that the recreation ground could be used for overflow parking without a change of use if less than 25% of the protected land is used and not for more than 21 consecutive days.

Furthermore, the Clerk is continuing work on the Highways Improvement Plan and will arrange a meeting once the report from Cllr McCreedy has been considered.

11. REPORTS FROM OUTSIDE BODIES

- **District Cllr Tony Hills** reiterated his opposition to new developments on the Marsh due to flooding risks. He emphasized that proper flood mitigation measures must be in place before construction begins.
- Cllr Hills also expressed concerns about water quality and the potential negative impact on the area, which he feels is being under addressed by authorities.
- The Chair disagreed with the negative outlook regarding water quality and emphasized the importance of encouraging tourism to the area.
- **District Cllr. Tony Cooper** provided a written report which was read out by the clerk. A copy can be obtained from the Parish council officer by writing to dymchurchpc@outlook.com

12. MATTERS ARISING FROM CORRESPONDENCE IN CIRCULATION

Notable correspondence discussed included:

- Kent FA request to use the recreation ground was denied due to the poor state of the pavilion.
- A resident's request regarding launching fishing boats will be addressed at a future meeting.
- A request for football nets was denied due to health and safety concerns.
- A request to launch kitesurfing activities at Dymchurch will be discussed further, with the applicants invited to the next meeting.
- A grant request for JAM on the Marsh was declined due to insufficient information about local benefit.

13. PLANNING

No objections were raised, except for a comment on the application (24/1425/FH/TCA) at The Ship Inn, where it was requested that a replacement tree (Weeping Ash) be planted for the one being removed.

HIGHWAYS IMPROVEMENT SURVEY RESULTS AND RECOMMENDATIONS

Cllr. V. McCreedy presented the results of a recent Highways Improvement Survey, which

received over 300 responses. The survey focused on traffic and road safety concerns within the parish, and based on these findings, the following recommendations were proposed and approved by the council:

A.Speed Limit Reduction: Continue with the Highways Improvement Plan (H.I.P.) and consult statutory bodies about reducing the speed limit to 30mph between Tesco and Dunstall Lane, as well as from Burmarsh Corner to Tower Estate.

B.Speed Cameras: Although speed cameras are not part of the H.I.P., the council will apply to the local partnership for fixed speed cameras at the above locations.

C. Puffin Crossing: Seek funding for the installation of a Puffin crossing at The Fairway to improve pedestrian safety.

D. School Crossing Patrol: Engage with the local school governors about hiring a School Crossing Patrol and introduce them to Kent County Council's Active Travel Scheme for further advice.

Additionally, it was agreed that an article summarizing the survey results would be included in the next parish newsletter. A hard copy of the report will be available at the Parish Council office, and a digital version will be posted on the council's website.

The council expressed its gratitude to Cllr. V. McCreedy for her work on the report and the survey, noting the significant contribution it will make to community safety.

15. LAUNCHING OF FISHING BOATS MAIN SLIPWAY

This item was adjourned for discussion at a future meeting.

16. PROPOSAL TO INCREASE DISABLED PARKING BAYS IN VILLAGE HALL CARPARK

It was unanimously agreed to repurpose the two now-unused electric charging bays in the Village Hall Carpark as additional disabled parking spaces. The Clerk was instructed to arrange for the painting of the new bays.

17. COMPLETION OF FINANCIAL AUDIT – 2023-2024

The Parish Council acknowledged the completion of the 2023-2024 audit. No recommendations were made by the external auditors.

18. FINANCE

- a. No matters were raised regarding expenditure or income.
- b. The list of invoices for payment was approved, and two councillors were identified to authorize the payments online. These items can be viewed at appendix 1.
- c. Additional items requiring authorization:
 - i. The installation of a height restriction barrier at the recreation ground was approved.
 - ii. Repairs to the Pavilion roof were denied in favour of prioritizing repairs to the disabled toilet.
 - iii. It was unanimously agreed to upgrade the Parish Council's website and emails to a .gov.uk domain for improved security and management of information.
- d. Cllrs D. Young, V. McCreedy, and C. McCreedy were identified to assist with the 2025-2026 budget preparation.

19. MEMORIAL BENCH APPLICATION

The Parish Council unanimously agreed to the request to install a memorial bench by a member of the public.

It was also decided that all income from bench applications would be ring-fenced within the Council's finances to ensure maintenance costs are appropriately covered and not allocated elsewhere.

20. DATE OF NEXT MEETING

The next meeting of Dymchurch Parish Council will be held on 11th November 2024.

Appendix 1-
Dymchurch Parish Council

Finance Summary – October 24 Meeting

Bank Reconciliation

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 30/09/2024		
	Cash in Hand 01/04/2024		121,506.79
	ADD Receipts 01/04/2024 - 30/09/2024		125,228.68
			246,735.47
	SUBTRACT Payments 01/04/2024 - 30/09/2024		82,302.00
A	Cash in Hand 30/09/2024 (per Cash Book)		164,433.47
	Cash in hand per Bank Statements		
	Petty Cash 20/09/2024	493.97	
	Unity Trust Bank 30/09/2024	27,587.66	
	Barclays Bank Current 30/09/2024	0.00	
	Barclays Bank Business Reserve 30/09/2024	1.44	
	NSI 30/09/2024	96,244.97	
	PayPal 30/09/2024	8.06	
	Unity Savings Account 16/09/2024	40,742.47	
			165,078.57
	Less unrepresented payments		645.10
			164,433.47
	Plus unrepresented receipts		
B	Adjusted Bank Balance		164,433.47
	A = B Checks out OK		

Invoices Awaiting Authorisation

Dymchurch Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

3 October 2024 (2024-2025)

Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
Repairs & Maintenance	30/09/2024		Unity Trust Bank		Maintenance	JC Building Contractors	E	95.00		95.00
CCTV	30/09/2024		Unity Trust Bank		Alarm monitoring and annual n	Ashe Alarms	S	425.00	85.00	510.00
Grass Cutting & Weeding	01/10/2024		Unity Trust Bank		Grass Cutting	M Coleman	S	575.00	115.00	690.00
Business Rates	01/10/2024		Unity Trust Bank		Rates	Folkestone & Hythe District	X	5,918.00		5,918.00
Payroll Processing	03/10/2024		Unity Trust Bank		Payroll Processing	S H Bureau	S	83.16	16.63	99.79
Professional Fees	03/10/2024		Unity Trust Bank		Subscription	Kent County Playing Fields	E	20.00		20.00
Total								7,116.16	216.63	7,332.79

September Payments

Dymchurch Parish Council PAYMENTS LIST

1 October 2024 (2024-2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
191	Grass Cutting & Weeding	01/09/2024		Unity Trust Bank		Grass Cutting	M Coleman	S	575.00	115.00	690.00
192	Enforcement	01/09/2024		Unity Trust Bank		Enforcement	Folkestone & Hythe District	S	214.28	42.86	257.14
193	Audit Fee	04/09/2024		Unity Trust Bank		External Audit	Mazars LLP	S	420.00	84.00	504.00
194	Communications	05/09/2024		Unity Trust Bank		Website Bronze Subscription	Hugofox limited	S	9.99	2.00	11.99
195	Salaries	06/09/2024		Unity Trust Bank		Salaries	Dymchurch Parish Council	X	783.92		783.92
196	Management Fee & Charges	01/09/2024		Petty Cash		Car Park Pass	Dymchurch Parish Council	X	0.17		0.17
198	Travel Expenses	09/09/2024		Petty Cash		Mileage	J Lawrence	X	9.00		9.00
199	Communications	09/09/2024		Unity Trust Bank		Mobile Phone	3 Business Services	S	11.08	2.22	13.30
200	Professional Fees	10/09/2024		Unity Trust Bank		Professional Fees	M.J.T. Newcombe	X	345.00		345.00
201	Website	10/09/2024		Unity Trust Bank		Website Bronze Subscription	Hugofox limited	S			
202	Bench Maintenance	16/09/2024		PayPal		Engraving	Engraving Studios	S	15.75	3.15	18.90
203	Handyman Tools & Consumabl	16/09/2024		PayPal		Handyman Tools	Henton & Chattell	S	524.17	104.83	629.00
204	Salaries	13/09/2024		Unity Trust Bank		Salaries	Dymchurch Parish Council	X	1,756.94		1,756.94
205	Water, Electricity & Sewage	16/09/2024		Unity Trust Bank		Electricity	British Gas	L	46.14	2.31	48.45
206	Travel Expenses	03/09/2024		Petty Cash		Mileage	J Lawrence	X	9.00		9.00
207	Misc Stationery	10/09/2024		Petty Cash		Cleaning	J Lawrence	X	2.74		2.74
208	Stationery & Postage	11/09/2024		Petty Cash		Postage	Post Office	X	1.35		1.35
209	HMRC	16/09/2024		Unity Trust Bank		Tax & NI	HMRC	E	1,344.63		1,344.63
210	Salaries	27/09/2024		Unity Trust Bank		Salaries	Dymchurch Parish Council	E	3,284.39		3,284.39
211	Bench Maintenance	16/09/2024		PayPal		Memorial Bench	Jati Ltd	S	304.17	60.83	365.00
211	Bench Maintenance	16/09/2024		PayPal		Memorial Bench	Jati Ltd	X	30.00		30.00
212	Communications	30/09/2024		Unity Trust Bank		Phone & Broadband	Onecom	S	188.02	37.60	225.62
213	Repairs & Maintenance	30/09/2024		Unity Trust Bank		Maintenance	JC Building Contractors	E	95.00		95.00
214	Water & Waste	30/09/2024		Unity Trust Bank		Waste Disposal	Veolia Env Serv UK	S	39.75	7.95	47.70
215	Utilities	30/09/2024		Unity Trust Bank		Electricity	Valda Energy Ltd	L	40.89	2.04	42.93
216	Handyman Tools & Consumabl	30/09/2024		PayPal		Handyman Tools	Screwfix	S	21.32	4.26	25.58
217	Handyman Tools & Consumabl	30/09/2024		PayPal		Handyman Tools	Ali Express	X	38.97		38.97
218	Bench Maintenance	30/09/2024		PayPal		Memorial Bench	Jati Ltd	S			
218	Bench Maintenance	30/09/2024		PayPal		Memorial Bench	Jati Ltd	X			
219	Stationery & Postage	20/09/2024		Petty Cash		Postage	Post Office	E	4.60		4.60
220	Communications	30/09/2024		Unity Trust Bank		Mobile Phone	3 Business Services	S	10.00	2.00	12.00
221	CCTV	30/09/2024		Unity Trust Bank		Alarm monitoring and annual n	Ashe Alarms	S	425.00	85.00	510.00
222	Bank Charges	30/09/2024		Unity Trust Bank		Bank Charges	Unity Trust Bank	E	28.10		28.10
Total								10,579.37	556.05	11,135.42	

Year to Date Expenditure vs Budget

1 October 2024 (2024-2025)

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

Cost Centre	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
Bulls Field Car Park			0.00 (N/A)	14,250.00	6,813.33	7,436.67 (52%)	7,436.67
Burial Ground			0.00 (N/A)	2,150.00	50.00	2,100.00 (97%)	2,100.00
General Maintenance			0.00 (N/A)	5,000.00		5,000.00 (100%)	5,000.00
Highways and Other Village Ameniti			0.00 (N/A)	12,600.00	12,149.98	450.02 (3%)	450.02
Income	123,000.00	118,732.97	-4,267.03 (-3%)		1.48	-1.48 (-148%)	-4,268.51
Office Costs			0.00 (N/A)	27,170.00	7,239.67	19,930.33 (73%)	19,930.33
Projects			0.00 (N/A)	15,000.00		15,000.00 (100%)	15,000.00
Promotion of the Village			0.00 (N/A)	3,200.00	1,905.49	1,294.51 (40%)	1,294.51
Recreation Ground			0.00 (N/A)	3,750.00	1,973.29	1,776.71 (47%)	1,776.71
Seawall			0.00 (N/A)	15,200.00	14,407.57	792.43 (5%)	792.43
Staffing			0.00 (N/A)	46,500.00	33,827.53	12,672.47 (27%)	12,672.47
NET TOTAL	123,000.00	118,732.97	-4,267.03 (-3%)	144,820.00	78,368.34	66,451.66 (45%)	62,184.63
Total for ALL Cost Centres		118,732.97			78,368.34		
V.A.T.		6,495.71			4,648.15		
GROSS TOTAL		125,228.68			83,016.49		