



**Minutes of the Annual Parish Council meeting of Dymchurch Parish Council held at 7pm
on Monday 9th May 2022 at the Methodist Church Chapel Road Dymchurch**

MINUTES

Present-

**Cllr Mc Creedy- Chair Cllr D Young Cllr M Wright
Cllr S Leverick Cllr C Young Cllr J Williams (until item 4)**

Also, in attendance

**Mr J Lawrence- Parish Clerk County Councillor A Weatherhead
PCSO John Gorham (Kent Police)**

1. ELECTION OF THE CHAIR OF DYMCHURCH PARISH COUNCIL

Cllr Chris McCreedy was proposed by Cllr Wright and seconded by Cllr Leverick to be elected to the office of Chair-

A vote was held which was unanimous

2. 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 Coker- Personal Matter

Cllr Noonan- Working

Cllr Goode - Retained at work

NOTE- Cllr Williams presented the Clerk with a letter of resignation. The Chair thanked Councillor Williams for his service and Cllr Williams then left the meeting. The Clerk informed members he would inform the Electoral Services Team at the District Council to make them aware of the Casual Vacancy now created by the resignation of Cllr Williams.

3. DECLARATIONS OF INTEREST

- a.** To declare any personal interests in items on the agenda and their nature.
- b.** 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 received

In order to release the PCSO to attend to his duties PCSO Gorham gave the following report-

Numbers of visitors to Dymchurch are starting to rise and concerns around alcohol use and the related disturbances rise, but he added it is not too busy at the moment.

There have been some burglaries in Dymchurch, but these are not related to the series of burglaries which have occurred in New Romney- They relate to cooking oil being stolen.

Much of his work is concentrated on the more rural areas and he reported that poaching offences are down in the area, and he has been using section 59 Powers to deal with motor vehicles off road. The numbers being down for poaching in our area may be why he has

been informed that poaching offences in East Sussex just across the border have gone up!

The numbers of migrants crossing the channel is still of concern but actual landings in Dymchurch seem to have stopped with Dungeness being the landing area of choice. He advised the meeting that Lydd Airport is now a processing centre.

He was asked about a recent RTC in Donkey Street as there was concern about the casualty- The members were advised that the casualty was transferred to hospital.

There have been reports of cold callers in St Mary's Bay so please be aware.

4. PROPOSAL TO ELECT A VICE CHAIR OF THE COUNCIL

Members will decide if they will elect a vice chair of the Council and if so, propose a member to hold that office

Adjourned

5. ACCEPTANCE OF THE MINUTES OF THE COUNCIL MEETING HELD ON THE 4th April 2022

It was proposed by Cllr D Young and seconded by Cllr Wright to accept the minutes of the 4th April- All agreed and the minutes were signed by the Clerk

6. ACKNOWLEDGEMENT AND ACCEPTANCE OF STANDING ORDERS

Proposed by Cllr Leverick

Seconded by Cllr C Young

Accepted by all members present

7. ACKNOWLEDGEMENT AND ACCEPTANCE OF THE CODE OF CONDUCT

Proposed by Cllr C Young

Seconded by Cllr Wright

Accepted by all members present

**8. ACKNOWLEDGEMENT AND ACCEPTANCE OF COUNCILS FINANCIAL REGULATIONS
Members are directed in particular to paragraph 6.23 which will be explained by the Parish Clerk.**

The Clerk explained to members that a slight amendment was required to ensure that payments from the accounts could be made in the situation where the number of people on the banking mandates falls below the required amount (for example at the time of an election)- In this case the Clerk and Council Officers would be permitted to authorise online payments.

However, these payments will still need to be authorised by the Council or in line with the financial regulations.

The above regulations and amendments were accepted unanimously by members present.

9. APPOINTMENT OF COUNCILLORS TO OTHER COMMITTEES/RESPONSIBLE BODIES

a. Shepway Area Committee and Planning user group Representative

Cllr S Leverick appointed.

b. Village Hall Committee

Cllrs Leverick and C Young appointed

c. Marsh Forum Representative

It was agreed that attendance at this Forum would be shared between members in rotation.

d. Twinning Association Representative

Cllrs Coker and Noonan

10. CONFIRMATION OF MEMBERS OF COUNCIL COMMITTEES

a. Assets and Amenities Committee

Cllrs McCreedy, C Young, Coker and Wright

b. Personnel Committee

Cllrs D Young, McCreedy and Coker

11. CONFIRMATION OF MEMBERS OF WORKING GROUPS AND ADVISORY GROUPS

a. Pavilion Working Group

Cllrs D Young, McCreedy and Wright

b. Beach Advisory Group

Cllrs McCreedy, Leverick and Young

It was noted that other Councillors may wish to be appointed to committees and these Councillors will be approached for their comments.

12. PUBLIC SESSION- Questions from members of the public

No public questions had been received-

County Councillor Weatherhead informed members that the new crossing at Tesco's would start on the 16th May

Apologies had been received from Cllr I Meyers

13. UPDATE ON AGREED ACTIONS AND CLERKS REPORT

See Appendix 1 and 2

Actions agreed in response to the Clerks report

a. Proper security for locks on the main slipway bollards

b. The proposal for grass cutting collections were rejected at this time- It was proposed that a grass collection be included in the yearly costs for grass maintenance.

c. ID cards are to be prepared and issued to all members and staff of the Council.

d. To obtain an update from the Friends of Dymchurch Recreation Ground Charity in relation to the proposed lease.

14. CORRESPONDENCE AND COMMUNICATION- In circulation and noted- Below is a summary of correspondence of public note

- a. Documents for the new crossing at Dymchurch are available at www.kent.gov.uk/highwaysconsultations
- b. The District Council have investigated the report of domestic waste entering the water courses in Dymchurch- The Householder has been visited and advised. No further action will be taken at this time.
- c. A request for funding has been received from Turning the Tide Festival- **ACTION- The Parish Council as in previous years would like to sponsor a specific event and have requested a list of suitable events from the organisers.**
- d. A request from a resident for the Parish Council to identify an area where bike racks could be installed. It has been noted that there are few facilities for bike riders visiting Dymchurch.
- e. The Royal British Legion have asked to purchase two permits for the Village Hall Car Park. It was suggested by the Clerk that perhaps two could be donated to the Royal British Legion.
This was proposed by Cllr Leverick and seconded by Cllr C Young-
Vote- For 4 Against 1
Carried.
- f. The Dymchurch Angling Club have reminded the Parish Council that the new residents parking bays which were introduced are due for a review as it has been a year since their installation-
The Angling Club have been having issues with turning vehicles into their well-established sheds and also cleaning of vehicles and have suggested removing sufficient bays to allow them to operate as they were before. It was noted that this club has been established in this location for many, many years.

It was agreed unanimously to support the Angling Clubs suggestions
ACTION- Clerk to write to the Angling Club confirming this decision.

As a separate matter an update was requested from the Clerk as to when the Disabled Car Park will be enforced by the District Council.

15. PLANNING

22/0636/FH/CON	Martello Tower Number 25, Dymchurch Road, Dymchurch	Approval of details pursuant to condition 10 (Flood Evacuation Plan) of planning permission Y18/1256/FH - Change of use of Martello Tower into a holiday let with external alterations including glazed panels and window openings together with the provision for on-site parking spaces	No Objections
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22/0553/FH	Sandwell House, The Oval, Dymchurch, Romney Marsh, TN290LR	Lawful Development Certificate (proposed) for existing conservatory to be replaced with sunroom	No Objections
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22/0435/FH/CON	Martello Tower Number 25, Dymchurch Road, Dymchurch, Kent	Approval of details pursuant to conditions 2 (plans) 3, (details of roof structure, eaves, soffits, windows, material finishings, entrance door & security gate, bin store, roof materials & pavement finish), 6 (archaeological watching brief), 7 (ground floor not to be used for sleeping accommodation) 8, (to be used for holiday let purposes no longer than 1 month) 9 (glazing details) 12, (parking space for holiday let use) 13, (bin store for holiday let use) of planning permission Y18/1256/FH Change of use of Martello Tower into a holiday let.	No Objections
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16. FINANCE

a. Breakdown of expenditure/income since last meeting

No comments raised

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

Payments were reviewed and agreed (see appendix 2)
 Cllrs Leverick and C Young will authorise online.

c. Additional Expenditure items in addition to those specified in the above report.
 No additional items to raise at this time

17. PARISH COUNCIL NOTICE BOARDS

Members will consider purchase of three new notice boards for- The Fairground, The Fairway and Redoubt Way.

Members were informed that the notice board at the fairground had become rotten and fallen over, luckily with no injuries to members of the public. A review of the notice boards at the Fairway and Redoubt Way also shows signs of rot and need to be replaced.

It was agreed by all present that 3 notice boards will be purchased the agreed ones being from Green Barnes- priced at £359.92 each

18. DYMCHURCH OFFICE STORAGE AND WASTE CLEARANCE

- a. Members will consider purchase of a replacement lock up for rear yard of council offices
- b. Members will consider quote for clearance of waste and debris from rear yard of Council Offices.

Adjourned

19. SIGNAGE AND SIGNS IN AREA OF THE FAIRWAY DYMCHURCH

Members will consider options to educate drivers on speeding in this area of the Village

Members were informed that due to the speed limit currently in force in the area of the Fairway (40mph) the ability to introduce flashing warning signs or other crossings are limited. Members of the community have been given the details of Community Speed Watch and Kent Police are aware and the Clerk is awaiting an update from the residents.

The Clerk visited the area and spoke with several residents who say they do struggle to cross the road and it was noted by the clerk that several of the people crossing the road had mobility issues. The distance to the nearest crossing although within 200yards is still quite a walk for some people especially as after getting off a bus you have to negotiate two slopes and an uneven surface. People tend to leave the bus and then run the gambit of crossing the main road.

While this subject was not rejected it was agreed that a further review will take place once the effects of the new crossing at Tesco are understood. It may be the case that this crossing has the effect of reducing the speed of vehicles along the stretch of road near to the Fairway.

20. CYCLING LOWER WALL DYMCHURCH

Members will discuss the complaint of persons cycling along the lower part of the wall and consider solutions

To advise the Council, County Cllr Weatherhead informed members that conversations have been started with the environment Agency regarding linking the new Cycle path to the seawall. This will hopefully open up the opportunity to instal signage to educate cyclists not to use the lower seawall.

No further action required at this time.

21. Queens Jubilee – 2nd June 2022

Members will discuss any matters relating to the Jubilee and consider lamp post decorations.

After discussion it was agreed that lamp posts signs would not be purchase. It was agreed that additional flags should be purchased for the flag poles. There was no information from residents regarding any Jubilee celebrations. The Council confirmed the intention to light the beacon on the Seawall on the 2nd June at 2145 to join with the other beacons being lit at the same time all around the Country and the Commonwealth.

The local Fire Station will be lighting the beacon on behalf of the Village-

ACTION- Confirm arrangements with Kent Fire and Safety (Dymchurch) and also ensure the beacon lighting is advertised.

22. ITEMS FOR CONSIDERATION AT THE NEXT MEETING.

- a. Item 4 above
- b. Item 18 above

23. DATE OF NEXT MEETING-Monday 6th June 2022

Noted by members present

24. CLOSED SESSION- To Consider Clerks annual pay award in line with National Pay Guidelines
Authorisation for annual salary increase for the Parish Clerk from 1st June in line with National Guidelines.

After discussion the annual salary increase was agreed by all members present.

APPENDIX 1

Clerks Report May 2022

I have completed a separate report after reviewing the objection to hearing agenda items last month- Please see separate report-

The Audit Information has now been compiled and the Internal Audit will take place on the 19th of May.

Dymchurch Rescue have gone above their remit and successfully recovered our navigational aid which had come loose from the slipway- It was recovered at Seabrook. They would like to arrange a meeting to discuss putting out collection boxes around the village and drum up some support. Perhaps engaging with the local holiday parks as having Beach Lifeguards can only add to making Dymchurch a good place to visit for tourists.

We have had some damage caused to one of the picnic benches near the Kiosk- This was caused on the 18th of April when a group of three people decided to light a BBQ on the bench seat! This has been reported to Kent Police and I am awaiting a crime number, either with a view to prosecution for damage or an insurance claim- However, the cost of the damage is approximately £70.00 and therefore it is not worth claiming through the insurance due to the excess that would need to be paid.

There has been some accident damage to one of the pillars at the Memorial Garden- This appears to be vehicle Accident Damage. We have put out an appeal on Facebook to see if there are any witnesses to the damage- We are waiting a quote for the repairs, and I will consider an insurance claim once I have been provided with the quote.

New locks have been purchased for the Slipway Bollards- I have looked into securing the locks to the bollards but this will mean drilling not the bollards which could of course lead to corrosion. The plan therefore is to review the bollards daily to see if and when the locks are removed by persons unknown by reviewing the CCTV cameras which cover the slipway.

Yearly Grass Cuttings Collection-

Yearly we receive complaints about grass cuttings being left on the playing fields which occurs normally when the first cuts are completed, the grass contractor rather than just going ahead with the collection as normal has asked whether we would like it done. The cost for grass cutting £450.00-

Authorisation is required prior approving this work.

ID CARDS

There have been occasions where I have had to speak to members of the public and I am sure you have in your official capacity. With this in mind I would like to purchase some lanyards and ID card holders- I am able to make up ID cards in house which will save costs-

I can order a basic lanyard and holder for about £30.00 (This will buy 50) from Amazon- These are basic but given the amount of use they will have I do not feel it is worth spending more unless you as a Council would like me to buy Lanyards with Council name and logo on.

ACTION	OWNER	UPDATE
New lock required for height barrier at Village Hall Car Park	Clerk	Purchased

Follow up on enquiry regarding rubbish entering waterway at Eastbridge Road	Clerk	Update in correspondence
Respond to Planning Applications	Clerk	Completed
Upload statement on Internal Control to website	Clerk	Completed
Research point of order raised by Cllr Williams re similar Agenda Items	Clerk	See separate report
Contact Friends of Dymchurch Recreation Ground for update on Lease	Clerk	No reply at time of writing

APPENDIX 2

REPORT

TO: MEMBERS OF DYMCHURCH PARISH COUNCIL
FROM: MR J LAWRENCE- CLERK TO THE PARISH COUNCIL
SUBJECT: CHALLENGE TO AGENDA ITEM 12 FROM THE MEETING OF 4TH APRIL 2022 ON THE GROUNDS THAT IT SHOULD NOT BE ALLOWED AS IT WAS SIMILAR TO AGENDA ITEM 11 OF THE SAME MEETING
DATE: 04/05/2022

Members of Dymchurch Parish Council,

This report has been compiled as a result of the challenge to proceedings at last months (4th April) meeting which considered the following two agenda items.

Item 11 4th April 2022

MOTION TO TRANSFER OWNERSHIP OF DYMCHURCH RECREATION GROUND TO FRIENDS OF DYMCHURCH RECREATION GROUND CHARITY

Raised by Cllr J Williams for members to consider the above motion- Report circulated to members

Item 12 4th April 2022

LEASE BETWEEN DYMCHURCH PARISH COUNCIL-v- FRIENDS OF DYMCHURCH RECREATION GROUND CHARITY-v-FIELDS IN TRUST

The following Standing Order was referenced as a reason for the challenge- This order is taken from the Dymchurch Parish Council most recent standing orders-

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.**
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.**

Having outlined the above subjects here is the sequence of events which took place at the meeting on Monday 4th April 2022-

- i. Item 11 raised as a motion by Cllr Williams correctly and in accordance with Standing order 9b was checked and added to the agenda for discussion.
- ii. The motion was proposed and seconded, and a recorded vote was requested this resulted in this motion being rejected.
- iii. Cllr Williams then raised that item 12 on the agenda could not be heard as it breached standing order 7 in that it was similar to agenda item 11

I have read the standing orders and also sought legal advice from Kent Association of Local Council's legal advisor and make the following observations and conclusions.

- 1. A council must make standing orders however most standing orders do not have any legal standing and the 6-month rule is one of them, however having said that it is never a good idea to undermine Council Standing orders.
- 2. Standing orders are there to help with the smooth running of a council and not there to be used as a tool to hinder, obstruct or frustrate the business of the Council. After all you are all here to get things done not to work out ways to slow things down!
- 3. This specific standing order is included to prevent endless revisits to a motion and to prevent, for example, a Councillor to keep raising a motion until he or she gets the results they want.
- 4. Each agenda item has standing orders applied to it separately- We often find that agenda items may cross over into the subject of other agenda items-

Now we come to how the standing order raised as an objection is applied to the proceedings which occurred on Monday 4th April.

- a. Cllr Williams raised his motion which was debated at length- It was rejected.
- b. In order to revisit/overturn this specific agenda item you would then need to comply with standing order 7a. (see above)
- c. If standing order 7a is complied with, for example it is still rejected or approved, then as the order states this cannot be revisited with a similar motion for 6 months.

So, as you can see the similar motion rule only comes into action if standing order 7a has taken place.

This therefore means that Agenda item 12 could be heard as it was a separate agenda item even though there were similarities. The standing orders as I have explained relate to the specific agenda item in isolation- If this were not the case it would be possible to link and disrupt Council business at nearly every meeting due to the crossover of subjects that occur frequently.

The options open to Cllr Williams and the Council to revisit Item 11 if it was required would be to comply with Standing order 7a. This of course applies to any agenda item. The best example that you have as a Council in using this Standing Order was when you first came into Office and overturned the decision to demolish the Pavilion.

I would repeat however that Standing Orders are there to assist Councils in getting their business done. Using them as a tool to disrupt or frustrate Council Business does not portray a “can do” attitude and where ever possible I would encourage members to speak with me prior to any meeting if they identify any issues with standing orders rather than airing their objections in a public forum and perhaps making the Council appear to be an obstruction to progress rather than a catalyst for moving forward.

Jeff Lawrence

Clerk to Dymchurch Parish Council