

# Lydden Parish Council

Minutes of the Parish Council Meeting held on Thursday, 30<sup>th</sup> November 2023 at 7.30 pm in Lydden Village Hall

Present: Lydden Parish Councillors: R Booth (Chairman), P Collins, B Collins, S Fuller, L Smith,  
W Smith

In Attendance: Irene Bowie (Parish Clerk) and 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.

**RESOLVED: To accept the apologies and reason given by Councillor Cregeen**

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. Councillor Booth declared a non-pecuniary interest in agenda item 9.5.

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.*

**Written notice of the desire to exercise the right to speak, and of the topic to be addressed, must be given to the Parish Council Clerk prior to 9.00 am on the Monday before the meeting.**

Matters raised:

- KCC Highways Report a Fault Website
- KCC Salt Bins refilling

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

Kent County Councillor ,Dover District Councillor, Police. There were non reports.

## 4. Minutes of the Parish Council Meeting

That the minutes of the Parish Council Meeting held on 12<sup>th</sup> of October 2023 were confirmed as a correct record and signed by the Chairman on behalf of the Parish Council.

## 5. Planning:

5.1 To table planning applications received for consideration:

5.1.1 3/01081 5 Hope Gardens Canterbury Road Lydden Dover Kent CT15 7FA

Proposal Sycamore (T1) crown raise to approximately 2 metres above ground and crown thin by 20%; 2 x unidentified trees (T2) reduce height by approximately 1.2 metres and crown thin by 20%, all the subject of Tree Preservation Order No 1 of 202

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**LPC Objection**

- 5.1.2 23/01222 Living Well Church Canterbury Road Lydden CT15 7ES  
Proposal Variation of condition 2 (approved plans) of DOV/22/01181 "Change of use and conversion to 2no. dwellings with associated parking and landscaping" to allow 2 side windows and raised terrace to rear (conservatory demolished)

**LPC No Objection but a request for opaque windows.**

- 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 23/01065 116 Canterbury Road Lydden CT15 7ET  
Proposal Erection of single storey side extension, replacement roof and side dormer roof extension, insertion of rooflight, and formation of parking area  
Grant Planning Permission

- 5.3.2 23/00964 4 Hope Gardens Canterbury Road Lydden CT15 7FA  
Proposal Erection of steel framed garden canopy with pitched slate roof and open sides  
Grant Planning Permission

- 5.4 Dover District Local Plan Examination – Hearing Sessions. Opening 14<sup>th</sup> November  
It was confirmed that LPC would be in attendance.

- 5.5 Section 106 - 23/01061 Land Off Church Lane Lydden CT15 7JP  
The Chairman gave an update on a meeting held with the Quinn Estates, which he attended with the Clerk. It was agreed that a meeting would be organised by the Parish Council. Quinn Estates to advise of dates in the New Year when all the statutory consultees had made their comments. Section 106 was discussed in principle and the possibility of recreational facilities were raised. The Clerk raised the possibility of improvements to the Village Hall.

- 5.5 To Table late planning matters. There were none

**6. To receive Reports**

- 6.1 Chairman’s Report
- 6.2 Clerk’s Report (on matters not included in other agenda items) The Clerk reported that the website was being updated. The Unity Bank paperwork had been circulated for signing.
- 6.3 Councillors Report (on matters not included in other agenda items)  
Clerk to email Natalie Elphick MP to arrange a Lydden meeting/surgery.
- 6.4 Allotments Report and Update. Clerk to liaise with Council Creegen to arrange billing.
- 6.5 Village Hall Report and Update.

**7. To Allocate Responsibilities and Working Groups**

- 7.1 To consider the following working groups and to elect members.
  - 7.1.1 Highways and Speedwatch
  - 7.1.2 Village Maintenance/Community Liaison  
**AGREED:** Councillors W Smith and L Smith would be the leads for Village Maintenance and Community Liaison.

**8. Highways:**

- 8.1 To consider the Highways Improvement Plan. Deferred to 2024
- 8.2 To receive the parish portal report. Received and noted
- 8.3 To receive and consider any other highways matters. There were none.

**9. Finance:**

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

Payee	Description	£
Hugo Fox	PC Website	23.99



<b>Royal Mail</b>	Parish Council PO Box	<b>396.00</b>
<b>Colin Hoyle</b>	Village Maintenance	<b>105.00</b>
<b>Landmarc Support Services</b>	Vehicle Access to Coldred Hill	<b>10.00</b>
<b>Unity Bank</b>	Opening New Account	<b>500.00</b>
<b>PKF Littlejohn</b>	Outstanding Invoice November 2022 External Audit	<b>240.00</b>

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

9.3 To note receipts of Income. Not available

9.4 To receive the bank reconciliation. Not available

9.5 To receive and consider a grant request from the Village Hall Management Committee Councillor Booth, having declared a non-pecuniary interest, left the room and did not comment nor vote.

**RESOLVED: To award a grant of £6,000 to the Village Hall Management Committee towards roof repairs.**

9.6 To consider the purchase of memorial benches.

**RESOLVED: To purchase two benches at £645.69 per bench and two memorial plaques.**

9.7 To consider the process for setting the 2024/25 Budget and Precept. Discussed and noted.

**10. To Consider a Memorial Bench Policy:**

**RESOLVED: To adopt the Memorial Bench Policy.**

**11. Correspondence:**

11.1 To table items of late correspondence: There were no late items

11.2 Items circulated.

11.2.1 Kent Local Flood Risk Management Strategy 2024-2034: Consultation information

11.2.2 KCC HIGHWAYS SEMINARS

11.2.3 KCC Bystander campaign release

11.2.4 KALC Bulletin

All correspondence was noted.

**12. Agenda Items for the next meeting: There were none.**

**13. 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.

13.1 Staffing Matters

**RESOLVED:**

1. The Clerks salary would be paid by Standing Order when the Unity Bank Account is active
2. DM Malley Payroll Services would be used to process the Clerks Salary

**To agree meeting dates for 2024:** 18<sup>th</sup> January. Additional dates are to be confirmed.

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

There being no further business to be transacted, the Chairman closed the meeting at 9.31 pm.

Signed on behalf of the Parish Council

Signature:

Date:

Chairman

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