



Lydden Parish Council

SUMMONS

**Minutes of the Annual Parish Council Meeting held on Wednesday 18th of June 2025
at 7.45 pm in Lydden Village Hall**

**Present: Lydden Parish Councillors: R Booth (Chairman), M Cregeen (Vice Chairman), B Collins, P Collins,
S Fuller, W Smith**

In Attendance: Irene Bowie (Parish Clerk).

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.

Disqualification of Councillor L Smith

The Clerk reported that Councillor L Smith had failed throughout a period of six consecutive months to attend any meeting of the Council, its committees or sub-committees. No reason for such failure was approved by the Council before the expiry of that period.

In accordance with Section 85(1) of the Local Government Act 1972, Councillor L Smith therefore ceased automatically to be a member of the Council with effect from the 18th of June 2025.

It was noted that, pursuant to Section 86 of the Local Government Act 1972, the office of Councillor L Smith is accordingly vacant, and the Clerk will give notice of the vacancy to the Returning Officer at Dover District Council.

- 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. There were no members of the public present.

3. Reports from external parties (if present).

Kent County Councillor, Dover District Councillor, Police. There were no reports.

4. Minutes of the Parish Council Meeting

RESOLVED that, the minutes of the Parish Council Meeting held on the 7th of May 2025 were taken as read, confirmed as a correct record, and signed by the Chair.

5. Planning:

- 5.1 To table planning applications received for consideration. There were no planning applications for consideration.
- 5.2 To table decisions by Dover District Council (DDC) since the last meeting.
- 5.3 To Table and Validate Planning Applications dealt with since the last meeting.
There were none.
- 5.4 To Table late planning matters. There were none.

6. To receive Reports

- 6.1 Chairman's Report
The Chairman reported that he had attended a local event in the Lydden Bell. Liaising with the Church regarding the matters pertaining to the maintenance of War Graves.
- 6.2 Clerk's Report (on matters not included in other agenda items). Covered under other agenda items.
- 6.3 Councillors Report (on matters not included in other agenda items).
- 6.4 Allotments Report and Update. It was noted that there had been a recent application for an allotment. The applicant had been added to the waiting list. It was AGREED to consider appointing a manager for the allotments at a later date.
- 6.5 Village Hall Report and Update.
No updates to report.
- 6.6 Lydden Speedwatch. Councillor Fuller reported that the Lydden Speedwatch team ran 1-3 sessions per week. Following a recent police presence 251 tickets were issued.
- 6.7 VE Day 80th Anniversary 8th May 2025 (Parish Council event 10th May 2025).
The Chairman reported that the VE Day event had been very successful and well attended. He thanked Councillors B Collins and P Collins for organising the event and also expressed his thanks to all other Councillors and the Clerk for attending and assisting on the day.

7. Highways:

- 7.1 To receive the parish portal report.
The report was received and noted.
- 7.2 To receive updates on the KCC Highways Improvement Plan.
AGREED: The Clerk would organize a meeting with KCC regarding a Speed Indicator Device for the Village.
RESOLVED: To adopt the Highways Improvement Plan.
- 7.3 To receive any other Highways Matters. There were no other matters.

8. Finance:

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

Payee	Description	£
Irene	Staff Costs	Confidential
Lydden Handyman	Various tasks as per invoice	270.00
Clear Insurance	Parish Council Insurance	764.45
Coldbusterz Ltd	Repair Leaking Tap and Isolator Allotments	150.00
DM Payroll Ltd	Payroll provider	120.00

- 8.2 Late Payment Request/s to be discussed for approval and payment. There were none.
- 8.3 To consider any request for grants or donations.
It was AGREED that the Clerk would identify grants for new gates for the car park.
- 8.4 To table any late financial matters. There were no late financial matters.

9. Annual Policy Review:

- 9.1 Standing Orders (Amended)
RESOLVED: To adopt the policy
- 9.2 Financial Regulations (Amended)
RESOLVED: To adopt the policy

10. To receive the Annual Governance and Accountability Return (AGAR) for the financial year ended 31st March 2025

- 10.1 Accounts for Approval
 - 10.1.1 To receive the 2024/25 Accounts
RESOLVED: To approve the 2024/25 accounts.
 - 10.1.2 To review the 2024/245spend vs budget
RESOLVED: To approve the 2024/25 spend vs budget report.
 - 10.1.3 To receive the Financial Report for 2024/25

RESOLVED: To approve the Financial Report for 2024/25

10.1.4 To Receive the Asset register 2024/25

RESOLVED: To approve the Asset Register for 2024/25

10.2 To receive and note the Annual Internal Audit Report

RESOLVED: The Annual Internal Audit Report was received and accepted.

10.3 To receive and approve the Annual Governance Statement (Section 1)

RESOLVED: The Chairman and the Clerk signed the Annual Governance Statement

10.4 To receive and approve the AGAR Accounting Statements (Section 2)

RESOLVED: The Chairman and the Clerk signed the Accounting Statement.

10.5 To receive and approve the AGAR for 2024/25

RESOLVED: The AGAR for the year ending 31st March 2025 was accepted and approved.

11. Correspondence:

11.1 To table items of late correspondence.

11.2 Items circulated or received.

11.1.1 Local Government Reorganisation Briefing for Town and Parish Councils –
Thursday 22 May 2025 at 6.00pm

11.1.2 May Newsletter – Kent Police

11.1.3 Chairmans' Forum 22nd July 2025

All correspondence was noted.

12. Agenda Items for the next meeting:

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.

There were no matters to be discussed.

2025 Meeting Dates :

RESOLVED: To cancel the July 2025 meeting.

3rd September, 1st October, 5th November.

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

There being no further business to be transacted, the Chairman closed the meeting at 9:36 pm

Chairman: Please Print

Signed :

Date: