



# Lydden Parish Council

## Minutes of the Parish Council Meeting held on Thursday, 18<sup>th</sup> January 2024 at 7.30 pm in Lydden Village Hall

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

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.**

Matters raised:

- KCC Highways Report a Fault Website
- KCC Salt Bins refilling
- Amendment submitted by the developer to Planning Application 23/01061 Land Off Church Lane Lydden CT15 7JP
- Faulty Street Light

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

Kent County Councillor, Dover District Councillor, Police. None

### 4. Minutes of the Parish Council Meeting:

**RESOLVED: The minutes of the Parish Council Meeting held on 30<sup>th</sup> of November 2023 were taken as read, confirmed as a correct record and signed by the Chairman.**

### 5. Planning:

5.1 To table planning applications received for consideration:

5.1.1 24/00021 86 Canterbury Road Lydden CT15 7ET

Erection of a ground floor rear extension, front porch/canopy, first floor roof extension with 6 dormer windows, alterations to windows/doors, raised rear patio with glass balustrade and driveway extension for additional parking (existing rear conservatory to be demolished)

**RESOLVED: No Objection**

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 3/01081 5 Hope Gardens Canterbury Road Lydden Dover Kent CT15 7FA  
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 2022

**DDC Application Refused**

5.3.2 23/01222 Living Well Church Canterbury Road Lydden CT15 7ES  
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)

**DDC Application Permitted**

5.4 To Table late planning matters.

23/01061 Land Off Church Lane Lydden CT15 7JP Amended Proposed Site Access. Validated by Dover District Council on the 4<sup>th</sup> of January 2024.

**RESOLVED:**

1. **To object to the amendment**
2. **To raise concerns with DDC that the Parish Council was not made aware of the amendment to the application.**

**6. To receive Reports**

6.1 Chairman's Report. The Chairman reported that he had received an email from Quinn Estates regarding a possible public meeting. Dates had not been given.

6.2 Clerks Report (on matters not included in other agenda items)  
The Clerk reported that the Unity Bank Application had been submitted. Ionos emails were in progress. The PO Box was also progressing.

6.3 Councillors Report (on matters not included in other agenda items)  
Councillor W Smith reported that work had commenced on the flower boxes and that the aim was to have sustainable plants that would not require replanting every year.

**RESOLVED: To set a budget of £300 for the planting.**

6.4 Allotments Report and Update  
Councillor Cregeen gave her report. Two new tenants had started. It was AGREED that the invoices would be sent out when the Unity Bank Account had been set up for the previous two years. Invoices for 24/25 to be sent out in July 2024. The issue of water usage was discussed. It was agreed to investigate if the lock could be put on the stopcock to reduce water wastage.

6.5 Village Hall Report and Update. Councillor B Collins will liaise with the Chairman of the Village Hall.

**7. Highways:**

7.1 To consider the Highways Improvement Plan  
It was noted that Councillor Fuller had passed the Speedwatch Test and would join the Speedwatch Team. The Highways Improvement Plan will be considered at a later date. The clerk to follow up on the removal of the Vehicle Activated Speed Sign at the top of Stonehall.

7.2 To receive the parish portal report. The report was noted.

7.3 To receive and consider any other highways matters

**8. Finance:**

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

**RESOLVED:**

**That the payments on the schedule were approved for payment.**

8.1

Irene Bowie	Salary September 2023	Confidential
	Salary October 2023	Confidential
	Salary November 2023	Confidential
	Salary December 2023	Confidential
Fast Hosts	Fasthosts invoice December 3.90 x 2 = 7.80	7.80
Fast Hosts	Fasthosts invoice November 3.90 x 2 = 7.80	7.80
Fast Hosts	Fasthosts invoice October 3.90 x 2 = 7.80	7.80
Fast Hosts	Fasthosts September 3.90 x 2 = 7.80	7.80
Irene Bowie	Village Christmas Tree	100.00
Amazon	Lights for Christmas Tree 13 X 12.79	166.27
Royal British Legion	Memorial Wreath	28.98
DM Payroll	Payroll Services December 2023 - March 2023	70.00
HMRC	PAYE Sept-December 2023	Confidential

Irene Bowie	Salary January 2024	Confidential
Fast Hosts	Fasthosts invoice January 2024 3.90 x 2 = 7.80	7.80
DDC	Election Costs	107.76

8.2 Late Payment Request/s to be discussed for approval and payment.

**RESOLVED: To pay £29 to Councillor W Smith for the flower boxes.**

8.3 To note receipts of Income Not available

9.4 To receive the bank reconciliation Not available

8.5 To review Actual vs Budget 2023/24

The anticipated expenditure for 23/24 was noted as £21,672.

8.6 To agree the 2024-25 Budget and Precept Requirements

**RESOLVED:**

**1. That the budget for 2024/25 would be set as £19,133.62**

**2. That the precept would be set at £20,570**

**3. Representing a Band D of £68.65 per annum and an increase of £ 5.96 per Band D property per annum.**

9. To consider a permanent Christmas Tree and associated electrical installation for lights.

**RESOLVED:**

**1. To set up a working group to progress this item.**

**2. Clerk to investigate Parish Council Asset Maintenance and Land Ownership**

10. To consider a Memorial Bench Policy: Included in error. Agreed at the November 2023 meeting.

11. Correspondence:

11.1 To table items of late correspondence :

11.2 Items circulated.

11.2.1 KCC Kent Parish Council Winter Support Scheme.

11.2.2 KALC News January 2024

11.2.3 TOWN, PARISH & COMMUNITY COUNCILS - D-DAY 80 - 6TH JUNE 2024

11.2.4 Youth program information for councils - The Media Lab

11.2.5 New Beat Officer – Chris Bates

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.

13.1 Staffing Matters

**RESOLVED:**

**The Clerk's salary would be increased in line with the newly adjusted National Association of Local Council's National Salary Pay Scales.**

**To agree meeting dates for 2024**

**AGREED AS:**

8<sup>th</sup> February, 14<sup>th</sup> March, 11<sup>th</sup> April, 9<sup>th</sup> May Annual Statutory Meeting of the Parish Council, 13<sup>th</sup> June, 11<sup>th</sup> July, 5<sup>th</sup> September, 3<sup>rd</sup> October, 7<sup>th</sup> November.

Annual Meeting of the Parish 9<sup>th</sup> May 2024.

There being no further business to be transacted the Chairman closed the meeting at 9:40 pm

**Signed on behalf of the Parish Council**

**Signature:**

**Date:**

**Chairman: Ryan Booth**