

# Lydden Parish Council



Minutes of the Parish Council Meeting held on Thursday, 13<sup>th</sup> June 2024  
at 7.30 pm in Lydden Village Hall

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

**In Attendance:** Irene Bowie (Parish Clerk) and a member 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.  
Apologies were received from KCC Cllr Beaney.
- 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.  
The Chairman declared an interest in agenda item 8.3
- 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.***

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

Kent County Councillor, Dover District Councillor, Police.

## 4. Minutes of the Parish Council Meeting

**RESOLVED:** The minutes of the Parish Council Meeting held on the 9<sup>th</sup> May 2024 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: None received.
- 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.

5.4 To Table late planning matters.

**6. To receive Reports**

6.1 Chairman’s Report. The Chairman reminded Councillors to review the KALC Training Courses and let the Clerk know if they wished to attend any of the courses.

6.2 Clerks Report (on matters not included in other agenda items)

The Clerk reported that the Pensions Regulator Redecoration had been completed. HMRC had been written to change the details to the current Clerk.

6.3 Councillors Report (on matters not included in other agenda items)

- The Village Hall calendar of event are not updating on the PC Website. Clerk to liaise with the VH to correct this.
- Following the success of the Afternoon Tea with a Swing it was suggested that monthly Coffee Mornings might be organised.
- It was AGREED that the Chairman and the Clerk would look at the feasibility of setting up a Parish Council Facebook Page.
- Councillor Smith and Mr Hoyle were progressing with the flower boxes.

6.4 Allotments Report and Update. Council Cregeen reported that hedges along the pathway needed cutting back and that she was arranging this. It was AGREED that the Clerk would write to all allotment holders and remind them that all grass cuttings must be removed and that all allotments must be maintained and tidy.

6.5 Village Hall Report and Update

The Village Hall representative explained that there had been a delay of eight days to the installation of the new roof. The gates are being replaced and a new Baby Group started.

6.5.1 Unauthorised use of the Village Hall Car Park

The Parish Council owns the Village Hall car park and this is leased to the Village Hall Management Committee. It is not a public car park. Hirers of the hall are experiencing difficulty using the Village Hall Car Park due to unauthorised use.

It was **AGREED:**

- 1. The Chairman would send a copy of the Lease to the VHMC.**
- 2. The Parish Council and the VHMC would write a joint letter to the Lydden Bell requesting that customers do not use the Village Hall Car Park.**
- 3. Consideration will be given to additional signage and CCTV for the Car Park.**

6.6 D Day 80<sup>th</sup> Anniversary Event.

It was reported that this had been a hugely successful day. The Chairman thanked Councillors B Collins and P Collins for their hard work in organising the events. He also thanked everyone who attend and made the day memorable.

**7. Highways:**

7.1 To consider the Highways Improvement Plan. Deferred to the 11<sup>th</sup> July Meeting.

7.2 To receive the parish portal report. Noted

7.3 To receive and consider any other highway matters. There were non other matters.

**8. Finance:**

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

<b>Ionos</b>	<b>Ionos May and June 2 x £18</b>	<b>36.00</b>
<b>FastHosts</b>	<b>Fast Hosts May and June £10.20 x2</b>	<b>20.40</b>
<b>Irene Bowie</b>	<b>Staff Costs</b>	<b>Confidential</b>

<b>DPE Thomas</b>	<b>Village Playing Field Fence Cheque re-issued</b>	<b>2,090.00</b>
<b>Clear Councils Insurance</b>	<b>PC Insurance year 1 of a 3 year agreement</b>	<b>667.14</b>
<b>Colin Hoyle</b>	<b>Village Maintenance</b>	<b>267.00</b>
<b>Brenda Collins</b>	<b>D-Day 80<sup>th</sup> Anniversary Event Costs</b>	<b>318.61</b>

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.

Councillor Booth, having declared an interest, left the room and did not discuss nor vote.

**RESOLVED:**

**The Parish Council will contribute to the purchase of Mugs and other items for the Village Hall Kitchen for future community events.**

8.4 To table any late financial matters.

**RESOLVED: A cheque for £30,000 would be made out to the Parish Council account with Unity Trust Bank.**

8.5 To receive and consider the updated Financial Regulations 2024. Deferred to the 20<sup>th</sup> June 2024

8.6 To consider a Policy and Statement of Internal Control. Deferred to the 20<sup>th</sup> June 2024

8.7 To consider a Grants Policy. Deferred to the 20<sup>th</sup> June 2024

8.8 To receive and approve the Fixed Asset register. The asset register was agreed.

9. To receive the Annual Governance and Accountability Return (AGAR) for the financial year ended 31st March 2024.

Deferred until the 20<sup>th</sup> of June 2024 Parish Council Meeting.

9.1 Accounts for Approval

9.1.1 To receive the 2023/24 Accounts

9.1.2 To review the 2023/24 spend vs budget

9.1.3 To receive the Financial Report for 2023/24

9.2 To receive and note the Annual Internal Audit Report

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

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

9.5 To receive and approve the AGAR for 2023/24

9.6 To approve the Certificate of Exemption

**10. Correspondence:**

10.1 To table items of late correspondence: There were no late items of correspondence.

10.2 Items circulated.

10.2.1 The Good Councillors Guide 2024

10.2.2 The e-watch Newsletters

10.2.3 Grant Opportunities

10.2.4 KALC Training Bulletin

10.2.5 KALC News June 2024

10.2.6 Restrictions on Publicity During the Pre-Election Period - General Election 4 July 2024

10.2.7 The Local Nature Recovery Strategy for Kent and Medway - We need to hear from Parish and Town Councils.

All correspondence was noted.

**11. Agenda Items for the next meeting:**

**12. 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.

**Meeting Dates for 2024**

**Parish Council Meetings** : 20<sup>th</sup> June ,11th July, 5th September, 3rd October, 7th November.

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

**There being no further business to be transacted, the Chairman closed the meeting at 9.00 pm**

**Signed on behalf of the Parish Council**

**Signature:**

**Date:**

**Chairman: Ryan Booth**