



Minutes of a meeting of the Lympne Parish Council held on Wednesday 12th October 2022 at 7 pm at the Committee Room, Lympne Village Hall Aldington Road Lympne.

MINUTES

PRESENT

Cllr J Howes (Chair)
Cllr A beales

Cllr S Edwards (Vice Chair)
Cllr C Yates

Cllr M Boor
Cllr M Potter

Also in attendance- Mr J Lawrence (Clerk) and 5 members of the public

1. **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 Boyland Wood- Family Commitment

2. **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 made.

3. **PASSING OF QUEEN ELIZABETH II**

Lympne Parish Council having not met since the Passing of Her Majesty Queen Elizabeth II will hold a minute's silence in recognition and remembrance of a life of dedicated duty to our country and the Commonwealth.

A minutes silence was held.

4. **MINUTES OF THE PREVIOUS MEETING- Held on 6th July 2022**

The minutes of the previous meeting were accepted by those present and were signed by the chair.

The chair agreed to hear item 15 at this point to allow Mr Cowell to speak and retire from the meeting-

Mr Cowell reported yet again that the levels of rubbish had reached an unacceptable level at Otterpool Lane and

that he did not think it was down to volunteers to clear the area He has made contact with the local MP, Area District Officers but still the area is not being kept under control. Volunteers will end up clearing this but all agreed this is not a safe road to be working due to the speed and size of vehicles using the route.

Member of the Council agreed that this is not acceptable and instructed the Clerk to carry out the following actions

- To write to Mr Monk, Stuart Peale and the local MP to raise concerns about the area and the lack of communication when contacting the district Council
- To include KCC Highways to ascertain their responsibility for clearing verges
- To include the contact from Foster German (Lympne Industrial Estate) to encourage them to take action with their lorry drivers and tenants.

Mr Cowell then raised the issue of the bin in the playing fields which he installed with permission of the Village Hall Committee and has been emptying. This was placed as an experiment and has been well used. He now wishes for someone to take on the responsibility of clearing this bin.

It was agreed by members present that Mr Cowell should not be responsible for this within his voluntary work. Cllr Boor was given the following action

- To liaise with the Village Hall Committee to investigate whether the hall manager would be willing to clear this on behalf of the Council with the Parish Council paying for the service.

Mr Cowell also raised the issue of dogs running loose on the Playing Fields and what can be done about it.

The meeting was advised that there is a Public Space Protection Order which covers the playing fields and is enforced by the District Council. They have been advised about the recent reports with dogs not on leads causing concerns to users of the playing fields. The Clerk stated that the enforcement offices have been informed.

5. CHAIRS REPORT-

Update from the Chair on any relevant information affecting the Parish

No additional reports this month

6. MEMBERS REPORT-

Members who have attended meetings on behalf of the Parish Council will supply an update. Cllr Boor reported that a circus will be attending for one day in April and 35% of the takings will be donated to School and playing fields committee.

7. Update on previous actions and additional items from the Clerk

The Clerk gave a verbal report- No matters raised

8. QUESTIONS RECEIVED FROM MEMBERS OF THE PUBLIC- PUBLIC SESSION

Judith East reported that the Church would be providing a warm space for the community within the Church once a week to start with and asked if this could be advertised in the newsletter- No other support was required at this time.

9. CORRESPONDENCE AND COMMUNICATIONS

Items of corresponded were noted and those requiring actions have been dealt with during the agenda items.

10. REPORTS FROM OUTSIDE SPEAKERS

- a. **County Councillor Weatherhead**
No report this month
- b. **District Councillor Wing**
No report this month
- c. **KCC Warden Giles Barnard**
No report this month
- d. **PCSO- Kent Police**
No report this month

11. PLANNING

22/1090/FH	21 Harman Avenue, Lympne, Hythe, CT21 4LB	Lawful Development Certificate (proposed) for the construction of side dormer windows.	Noted
22/1606/FH/NMA	Fairlands, Berwick Lane, Lympne, Hythe, CT21 4JX	Non-Material Amendment	Noted
22/1537/FH	Little Berwick, Stone Street, Lympne, Hythe, CT21 4JW	Full Planning Permission	No objections
22/1496/FH	Danewood, Aldington Road, Lympne, Hythe, CT21 4PD	Householder planning permission	No objections

12. FINANCE

- a. Breakdown of expenditure/income since last meeting
No matters raised- Please Appendix 1 for details
- b. Authorisation of Payments- Members will review the list of invoices for payment and find two Councillors to authorise the payments online.
Cllrs Edwards and Beales will authorise payments (See appendix 1)
- c. AUDIT 2021-2022- Closing Certificate for acknowledgement
The closing certificate was reviewed by members- The matters raised by the external auditors were noted and explained due to the new accounting software now in use- The figures will be restated for next year's audit with explanations.

d. Consideration of other matters for authorisation:

i. Application for funds from Lympne Lunch Club

Mrs Pearson from the Lympne Lunch club presented a report to members and asked if the Council would make a grant in support of the Lunch Club due to the rise in costs.

Members agreed unanimously to make a grant of £250.00 to the Lunch Club as this is seen as an excellent service for the older members of the community.

13. REVIEW OF COVENANT- MANOR FARM CLOSE/FOLKS WOOD WAY LYMPNE

Clr Yates provided a copy of the Covenant which will be reviewed by the Clerk for further discussion at a later meeting

14. CIVILITY AND RESPECT PLEDGE-

To pass a resolution to sign up to the civility and respect pledge

After discussion it was resolved that Lympne Parish Council would sign up to the Civility and Respect Pledge.

This pledge supports the already high standards which are held by members of the Parish Council to respect and listen to all members, visitors and members of the public to ensure an open and transparent local Council.

15. LITTER UPDATE- OTTERPOOL LANE

Please see above comments

16. OTTERPOOL GARDEN TOWN-UPDATE IF AVAILABLE

Members will ratify the latest comments and objections to the Otterpool Garden Town outline planning application.

The latest objections were ratified by members present- The full details can be viewed on the District Councils Planning website.

17. NO MOW PROJECT- Belcaire Close Lympne.

Members were informed of the proposal to allow the two verges which border Belcaire Close leading up to the village shop to have a longer growing period to encourage wild flowers to grow and support local insects and bees. While the top areas would be left to grow, the slopes verges and areas at the junction would be cut to ensure visibility at the junction with Stone Street.

It was agreed unanimously to support this project.

18. PLAY AREA REPAIRS

It was noted that the most recent safety report had highlighted some issues which need attention- With the long term plan being to use the main playing fields for play equipment replacement of equipment in the current play area would not be cost effective so ongoing repairs will need to take place.

It was agreed that Cllr Boor would liaise with the Hall manager to see what repairs can take place.

19. ITEMS FOR NEWSLETTER/WEBSITE

- **Dogs loose on playing fields**
- **Lunch Club**
- **Warm Space at Church**
- **Update the shop advert**

20. ANY OTHER MATTERS FOR CONSIDERATION AT FUTURE MEETINGS

- **Lympne Airfield Memorial Park**
21. **DATE OF NEXT MEETINGS** Wednesday 9th November 2022 7pm at the Lympne Village Hall Committee Room unless otherwise advised.

Noted

22. CLOSED SESSION- To consider actions to support local business

After discussion it was agreed that a review and reduction in rent to support through the current economic crisis would take place . The Clerk is to write to the tenant.

It was agreed that the Parish Council in order to protect their asset would obtain a quote and carry out the repairs to the village shop.

It was also agreed that contact will be made with KCC highways regarding what signage can be placed to advertise the shop to passing trade.

23. CLOSED SESSION- To consider request from local resident for access from private residence on to Parish owned land having now received Legal advice.

After discussion it was agreed that the access requested by the resident would be allowed on the following conditions:

- **All legal costs will be paid by the resident**
- **Any legal agreement (if instigated by the resident) will be presented to the Parish Council in order to carry out due diligence before entering into an agreement OR**
- **The Parish Council will instruct a solicitor to write up the agreement for signature by both parties.**

The clerk was instructed to write to the resident to inform them of this decision.

Appendix 1

Bank Reconciliation at 30/09/2022			
	Cash in Hand 01/04/2022		52,191.78
	ADD		
	Receipts 01/04/2022 - 30/09/2022		49,755.84
			101,947.62
	SUBTRACT		
	Payments 01/04/2022 - 30/09/2022		29,929.29
A	Cash in Hand 30/09/2022		72,018.33
	(per Cash Book)		
	Cash in hand per Bank Statements		
	Petty Cash	30/09/2022	0.00
	Lloyd's Corporate Credit Card	30/09/2022	0.00
	Unity Trust Savings Account	30/09/2022	37,333.19
	UNITY TRUST BANK	30/09/2022	34,685.14
			72,018.33
	Less unrepresented payments		6.00
			72,012.33
	Plus unrepresented receipts		6.00
B	Adjusted Bank Balance		72,018.33
	A = B Checks out OK		

Lympne Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
72 PLAY PARK REPAIRS	07/10/2022		UNITY TRUST		Play Equipment Inspection	Play Inspection Company	E	70.80		70.80
73 Insurance	07/10/2022		UNITY TRUST		Insurance	Arthur J Gallagher	E	3,951.34		3,951.34
74 Youth Club	07/10/2022		UNITY TRUST		Village Hall Hire	Lympne Village Hall	E	69.20		69.20
75 Grasscutting	07/10/2022		UNITY TRUST		Grass Cutting	Coleman	S	340.00	68.00	408.00
76 Newsletter	07/10/2022		UNITY TRUST		Newsletter	Sandgate Printers	E	270.00		270.00
77 Clerks Home Office Use	07/10/2022		UNITY TRUST		Clerks Office Allowance	Lympne Parish Council	E	26.00		26.00
78 Clerks Wages (NET)	07/10/2022		UNITY TRUST		Wages	Lympne Parish Council	E	729.10		729.10
79 HMRC	07/10/2022		UNITY TRUST		HMRC	Lympne Parish Council	E			
80 HMRC	07/10/2022		UNITY TRUST		HMRC	Lympne Parish Council	E	205.27		205.27
Total								5,661.71	68.00	5,729.71

Lympne Parish Council
Summary of Receipts and Payments
Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
ADMINISTRATION	239.72	187.49	-52.23 (-21%)	5,831.27	6,029.58	-198.31 (-3%)	-250.54
COMMUNICATION			0.00 (N/A)	3,340.00	1,890.00	1,450.00 (43%)	1,450.00
CONTINGENCY PLANNING			0.00 (N/A)	6,000.00		6,000.00	6,000.00
DONATIONS/GRANTS			0.00 (N/A)		250.00	-250.00	-250.00
INCOME	35,000.00	41,318.20	6,318.20 (18%)			0.00 (N/A)	6,318.20
LOAN REPAYMENTS			0.00 (N/A)	8,151.26	4,075.63	4,075.63 (50%)	4,075.63
Maintenance			0.00 (N/A)	7,450.00	2,559.80	4,890.20 (65%)	4,890.20
PROJECTS		1,890.45	1,890.45	9,000.00	11,284.18	-2,284.18 (-25%)	-393.73
STAFF COSTS			0.00 (N/A)	10,033.00	6,762.73	3,270.27 (32%)	3,270.27
Training			0.00 (N/A)	800.00		800.00	800.00
NET TOTAL	35,239.72	43,396.14	8,156.42 (23%)	50,605.53	32,851.92	17,753.61 (35%)	25,910.03
Total for ALL Cost Centres		43,396.14			32,851.92		
V.A.T.		6,359.70			2,807.08		
GROSS TOTAL		49,755.84			35,659.00		

Lympne Parish Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
27 Advertising Fees	02/09/2022		UNITY TRUST		Advertisement Fees	Geoff Border	E	20.00		20.00
28 Advertising Fees	02/09/2022		UNITY TRUST		Advertisement Fees	Curtains	E	20.00		20.00
29 Advertising Fees	02/09/2022		UNITY TRUST		Advertisement Fees	Handyman and Building	X	20.00		20.00
31 Precept	01/09/2022		UNITY TRUST		Precept	Folkestone and Hythe	X	17,500.00		17,500.00
32 Grass cutting (REFUND)	07/09/2022		UNITY TRUST		Grass cutting St Stephens	St Stephens Church	X	372.00		372.00
33 Advertising Fees	13/09/2022		UNITY TRUST		Advertisement Fees	Punch and Judy	E	25.00		25.00
34 Advertising Fees	05/09/2022		UNITY TRUST		Advertisement Fees	David Ian Furniture	E	280.00		280.00
35 Bank Interest	30/09/2022		Unity Trust Savings		Credit interest	Unity Trust Bank	E	56.89		56.89
36 Donations	06/09/2022		UNITY TRUST		Playing Fields	Lympne Village Hall	E	1,282.00		1,282.00
37 Shop Rent	12/09/2022		UNITY TRUST		Shop Rent	Preethi Stores	E	440.00		440.00
							Total	20,015.89		20,015.89