

Minutes of the Lympne Parish Council held on Wednesday 13th December 2023 at 7 pm at the Committee Room, Lympne Village Hall Aldington Road Lympne.

MINUTES

PRESENT:

**Cllr M. Boor (Chair)
Wood Cllr. J. East**

Cllr. A. Beales (Vice Chair)

Cllr. K. Boyland-

ALSO PRESENT:

Mr J. Lawrence (Parish Clerk) District Councillor John Wing

- 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. D. Burden

Cllr. C Yates- Work commitments

- 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. MINUTES OF THE PREVIOUS MEETING- Held on 13th September 2023**

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

- 4. CHAIRS REPORT-**

Update from the Chair on any relevant information affecting the Parish.

- Reported that the Chair of the District Council visited Lympne and confirmed her intention to ensure that she includes all of the parishes rather than just concentrating on the centre of Folkestone.
- Otterpool Garden Town LLP has a new Managing Director called Gary Ridgewell to take the project further. There has been an agreement with Network Rail to extend the train station at Westenhanger. However there needs to be a feasibility study before this can take place this is part of the Otterpool Garden Town Development. The chair has asked about section 106 money to ensure that it is used within our community once it is available.
- It is believed that the solar farm which is proposed for land at Harringe Lane will go ahead and will include battery storage. The idea is that this will be in operation for at least 25 years during which moves to ensuring that rooftops often buildings are used for solar generation. Although this project will not raise any section 106 money it has been impressed that should the solar farm go ahead that the local community should benefit from its installation.
- There is a cycle route consultation in circulation which the chair has reviewed he has requested that the Clerk responds on behalf of the council but to ensure that the concerns around the They proposed cycle route at Aldington Road near the zoo is

highlighted due to the width of the road at that location.

5. **MEMBERS REPORT-**

Members who have attended meetings on behalf of the Parish Council will supply an update.

Cllr Beales reported.

- a. Kim Lee from the Primary Care Network has responded to the proposed Well Being Action Plan for the village. The Clerk was instructed to include the action plan as an agenda item at a future meeting.
- b. The Director of Public Health has been contacted regarding the litter issues along Otterpool Lane. It has been proposed that a summit between Dover and Folkestone and Hythe District Council and potentially Ashford Borough Council and interested parties needs to be called to improve the situation of litter being discharged from lorries attending the industrial site. The clerk was instructed to write to the District Council to push for a summit between interested parties to be arranged.
- c. The Councillor attended a Kent Association of Local Council Joint meeting on the 16th of November where the discussion of building local houses was discussed. It was requested that this is included in a future agenda for the parish council to speak about. With regards to this matter, it is suggested that the village is surveyed to identify the housing needs of our community and look at the potential for using land already identified for housing to be used for the village as affordable housing for the future.

6. **Update on previous actions and additional items from the Clerk.**

Budget Planning for 2024-25 Financial Year:

Organized budget planning meeting with volunteers from the parish council, with a focus on detailed discussions. Cllrs Boor and Potter attended the budget planning meeting. This will be discussed at ITEM 11

Solar Farm at Harringe Lane:

Continue efforts to gather information about the solar farm at Harringe Lane and provide updates once available. There have been no further updates as far as I am aware.

Otterpool Garden Town:

Monitor the status of the results from the latest consultation for the Otterpool Garden Town. No further updates at this time although a new Director has been appointed by the District Council.

Footpath Ownership Inquiry:

Continue efforts to obtain information about the ownership of the footpath leading to the old school and provide updates when complete. This footpath is an official footpath therefore maintain by KCC HE 320-

ACTION-Clerk to contact PROW team at KCC for maintenance.

Highway Matters - Parking at School:

Attended the meeting with Kent County Council on November 24th to discuss options for reducing inconsiderate parking at school drop-off times. See Item14 for update.

Spout House Consultation:

Contact the developers regarding the proposed position of the gate in the Spout House consultation, as it appears to restrict public access- Awaiting reply.

Shop Lease

Circulate the shop lease to members of the Parish Council- Completed

It was highlighted that residents had reported that the shop has had no stamps for two weeks and

that post office services have been denied stating that the Wi-Fi is down. -
The Clerk was instructed to highlight this issue with the Post Office Area manager.

Memorial Bench:

Contact the family interested in a memorial bench at Lypne Playing Fields,
suggesting the possibility of installing a picnic bench. - Family wish to place a proper bench- Cllr Boor
will supply a map of potential locations-

Fordred Donation:

Contact the school to discuss the distribution of this year's Fordred donation to a
child in need from the parish. Awaiting response

Village Directory:

Finalise the village directory details and arrange for circulation at least once a year
through the village newsletter- This is ongoing- It is hoped to have this completed by the
February meeting for review.

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

No questions received.

8. CORRESPONDENCE AND COMMUNICATIONS

Nothing relevant to the meeting has been received.

9. REPORTS FROM OUTSIDE SPEAKERS

a. KCC Councillor- Jenni Hawkins- Unable to attend.

b. District Councillors Wing/Speakman

Councillor John wing highlighted the cycle route consultation which needed to be
completed by the 5th of January 2024. He highlighted that part of the route went
through the area of Aldington Road which tends to get flooded and suggested that this
should be highlighted when the consultation is completed.

A company called Smart Grid will supply Otterpool park which might include some sort of
payback through batteries or other incentives. It will be about a year before this
initiative starts.

I recent meeting has highlighted that the Otterpool Park Development require a further
80 million pounds.

He reported that unfortunately the air show in Folkestone would be cancelled in 2024
due to the non-availability of the Red Arrows.

The issue of the number 10 bus has been discussed and in particular regarding residents
requiring an earlier bus to come through Lypne 2 assist children getting to school on
time. This is an ongoing discussion.

c. KCC Warden Giles Barnard

10. PLANNING-

No Planning applications at time of writing agenda

11. BUDGET APPROVAL 2024-2025

Members will review and approve the budget for 2024-2025

The proposed budget is shown at appendix 1.

It was proposed by Cllr Beales and seconded by Cllr Boyland-Wood to accept the budget. A
vote was taken and carried unanimously.

12. PRECEPT REQUIREMENT

Having agreed the budget at item 11- members will agree to the required Parish Precept for 2024-2025.

After discussion it was proposed by Cllr Boor and seconded by Cllr Potter to keep the parish council precept at £35,000.

A vote was held which was carried unanimously.

13. FINANCE

a. Breakdown of expenditure/income since last meeting

No Matters Raised

b. Authorisation of Payments- Members will review the list of invoices for payment two Councillors to authorise the payments online.

The list of payments shown at appendix 2 were agreed and will be authorised.

c. Additional quotes for authorisation (to be advised at the time of the meeting)

No additional quotes required.

14. SCHOOL PARKING CONCERNS

Members will review the latest Highways Improvement Plan meeting held on 24th November and consider further actions.

The Clerk informed members that he had attended a highways improvement plan meeting with KCC to discuss the area of concern.

The KCC were not keen on placing physical barriers on the grass verge to prevent parking. I suggested that the District Council are contacted for enforcement to be carried out at the juncture as there are double yellow lines in existence.

The KCC will write to the school to speak to them about the possibility of a school streets initiative which would involve blocking off the road at school time. There will be a further update in the future on this suggestion.

After discussion the Clerk was instructed to contact the District Council enforcement officers.

15. FOOTPATH HE318/HE319- Maintenance and safety Concerns

After discussion the Clerk was instructed to highlight the concerns to the PROW team at KCC.

16. HEDGEHOG HIGHWAY PROJECT-

To consider supporting this project for Lympne Parish

It was agreed that Lympne Parish should be part of this initiative to encourage wildlife conservation. It was unanimously agreed that Hedgehog Arches should be purchased and made available to those who would like them and a budget of £150.00 was agreed.

17. ALLOTMENTS-A reintroduction of this agenda item to identify a way forward in securing allotments for Lympne Parish.

It was proposed that this subject is adjourned for a future meeting and in the meantime the Clerk was instructed to contact Otterpool LLP to identify areas which have been identified for allotment purposes with a view to an early release for the use of the Parish.

18. OTTERPOOL GARDEN TOWN- UPDATE if available

No additional updates

19. LITTER OTTERPOOL LANE-UPDATE If available

The clerk informed the meeting that Lympne Litter Wach had highlighted yet again the rise in litter at Otterpool Lane. (see above) decision for the Clerk to arrange a joint meeting.

20. ANY OTHER MATTERS FOR CONSIDERATION AT FUTURE MEETINGS

- a. Walking tour of Parish to be arranged
- b. Consideration of an odd job person for the village
- c. Footpath to Lympne Hill
- d. To identify safe walking routes to and from school to encourage less use of motor vehicles.

21. DATE OF NEXT MEETING Wednesday 10th January 2023, 7pm at the Lympne Village Hall Committee Room unless otherwise advised.

Lympne Parish Council

Detailed Budget Summary

10 January 2024 (2023-2024)

All Cost Centres and Codes (Between 31/12/2023 and 31/03/2024)

ADMINISTRATION

		Last Year 2022-2023				Current Year 2023-2024				Next Year 2024-2025					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
5	Stationary			100.00	21.13					75.00					75.00
6	Computer Consumables			300.00	733.38					200.00	140.24	50.01	190.25		100.00
7	Clerks Home Office Use			252.00	312.00					312.00	234.00		234.00		310.00
8	Audit Fees- External and			700.00	688.05					500.00	435.00		435.00		500.00
9	Insurance	239.72		2,709.27	3,951.34					4,500.00	4,738.56		4,738.56		4,850.00
10	Software Subscriptions			500.00	1,224.89					700.00	407.29		407.29		698.00
11	Bank Charges			72.00	72.00					72.00	54.00		54.00		72.00
12	Postage			40.00	2.35					40.00					60.00
13	Membership		218.50	850.00	809.44					650.00	599.73		599.73		650.00
14	Village Hall Phone Line			300.00	152.90					250.00	180.21		180.21		450.00
16	Expenses / travel														200.00
35	Bank		79.99												
40	Credit Card Charges				33.00					36.00	6.50	9.00	15.50		36.00
47	website				37.63										
51	Website and email										330.00		330.00		328.00
SUB TOTAL		239.72	298.49	5,823.27	8,038.11					7,335.00	7,125.53	59.01	7,184.54		8,329.00

COMMUNICATION

		Last Year 2022-2023				Current Year 2023-2024				Next Year 2024-2025					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
1	Newsletter			3,240.00	3,337.50					3,600.00	2,646.00		2,646.00		3,600.00
2	Miscellaneous Printing			100.00						100.00					100.00

Lympne Parish Council

Detailed Budget Summary

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All Cost Centres and Codes (Between 31/12/2023 and 31/03/2024)

SUB TOTAL		3,340.00	3,337.50		3,700.00	2,646.00	2,646.00	3,700.00
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CONTINGENCY PLANNING

		Last Year 2022-2023				Current Year 2023-2024				Next Year 2024-2025					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
24	Emergency Fund			6,000.00						6,000.00					6,000.00
50	Election Fees										139.07		139.07		
SUB TOTAL				6,000.00						6,000.00	139.07		139.07		6,000.00

DONATIONS/GRANTS

		Last Year 2022-2023				Current Year 2023-2024				Next Year 2024-2025					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
32	Donations(OUT)				793.00						808.00		808.00		2,000.00
33	Grants /Donations(Out)				91.50					2,000.00					
SUB TOTAL					884.50					2,000.00	808.00		808.00		2,000.00

INCOME

		Last Year 2022-2023				Current Year 2023-2024				Next Year 2024-2025					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
25	Grants		110.00				1,450.00		1,450.00						
26	Donations		4,365.60				2,285.00		2,285.00						
27	Precept	35,000.00	35,000.00			35,000.00	35,000.00		35,000.00					35,000.00	
30	Advertising Fees		2,432.50			1,500.00	1,180.00		1,180.00					2,496.00	
31	Shop Rent		4,280.00			4,880.00	3,320.00	1,220.01	4,540.01					5,280.00	
34	Grass cutting (REFUND)		434.00			372.00	372.00	93.00	465.00					372.00	

Lympne Parish Council Detailed Budget Summary

10 January 2024 (2023-2024)

All Cost Centres and Codes (Between 31/12/2023 and 31/03/2024)

39	VAT REFUND				3,734.92		3,734.92				1,200.00
41	Bank Interest	412.75		100.00	816.88		816.88				
43	Wreath Refund (ST	25.00		25.00							25.00
49	Playing Fields				270.00		270.00				
SUB TOTAL		35,000.00	47,059.85		41,877.00	48,428.80	1,313.01	49,741.81			44,373.00

LOAN REPAYMENTS

		Last Year 2022-2023				Current Year 2023-2024				Next Year 2024-2025					
		Receipts		Payments						Receipts		Payments			
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
19	Loan Repayments			8,151.26	8,151.26					8,151.26	4,075.63		4,075.63		8,151.30
SUB TOTAL				8,151.26	8,151.26					8,151.26	4,075.63		4,075.63		8,151.30

Maintenance

		Last Year 2022-2023				Current Year 2023-2024				Next Year 2024-2025					
		Receipts		Payments						Receipts		Payments			
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
17	Grasscutting			4,450.00	4,080.00					4,900.00	3,060.00		3,060.00		6,000.00
18	Asset Maintenance			3,000.00	828.00					500.00					2,000.00
42	PLAY PARK REPAIRS				150.80										
44	Play Ground / Fields				689.99					2,000.00	29.10		29.10		2,000.00
45	Shop Contingency				263.44					3,000.00					20,001.00
46	Litter Bin Clearance				600.00						390.00		390.00		961.00
SUB TOTAL				7,450.00	6,612.23					10,400.00	3,479.10		3,479.10		30,962.00

Lympne Parish Council

Detailed Budget Summary

10 January 2024 (2023-2024)

All Cost Centres and Codes (Between 31/12/2023 and 31/03/2024)

PROJECTS		Last Year 2022-2023				Current Year 2023-2024				Next Year 2024-2025					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
20	Youth Club			1,000.00	1,064.78					2,000.00	763.63		763.63		1,500.00
21	Village Information Signs			3,000.00	270.65					2,000.00					2,000.00
22	Playing Fields			2,000.00	9,695.36										
23	Lympne Airfield			3,000.00						3,000.00					
36	Electrical Charging									500.00					
37	Health And Wellbeing														1,000.00
38	Kings Coronation				1,049.82					1,000.00	990.00		990.00		
48	Rock School										480.00		480.00		
SUB TOTAL				9,000.00	12,080.61					8,500.00	2,233.63		2,233.63		4,500.00

STAFF COSTS		Last Year 2022-2023				Current Year 2023-2024				Next Year 2024-2025					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
15	Clerks Wages (NET)			10,033.00	9,426.50					12,160.00	7,667.38		7,667.38		11,572.00
28	HMRC				2,879.93						2,392.89		2,392.89		3,426.00
SUB TOTAL				10,033.00	12,306.43					12,160.00	10,060.27		10,060.27		14,998.00

Training		Last Year 2022-2023				Current Year 2023-2024				Next Year 2024-2025					
		Receipts		Payments		Receipts		Payments		Receipts	Payments				
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total	Budget	Budget
3	Training Courses			700.00						500.00	123.67		123.67		500.00
4	Reference			100.00						50.00					150.00

Lympne Parish Council
Detailed Budget Summary

10 January 2024 (2023-2024)

All Cost Centres and Codes (Between 31/12/2023 and 31/03/2024)

SUB TOTAL			800.00						550.00	123.67		123.67		650.00
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Summary

TOTAL	35,239.72	47,358.34	50,597.53	51,410.64	41,877.00	48,428.80	1,313.01	49,741.81	58,796.26	30,690.90	59.01	30,749.91	44,373.00	79,290.30
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APPENDIX 2 -PAYMENTS AUTHORISED-

8 December 2023 (2023-2024)

Lympne Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
79	Donations(OUT)	23/11/2023		UNITY TRUST BANK C		Reception Costs	Anne Beales	E	357.50		357.50
80	Youth Club	30/11/2023		UNITY TRUST BANK C		Youth Club Hall Hire	Lympne Village Hall	Z	80.00		80.00
81	Newsletter	30/11/2023		UNITY TRUST BANK C		Newsletter	Sandgate Printers	E	294.00		294.00
82	Donations(OUT)	30/11/2023		Petty Cash		Donation- Volunteer Token Pre	Lympne Parish Council	E	25.00		25.00
83	Donations(OUT)	30/11/2023		Lloyds Corporate Crec		Donation- Volunteer Token Pre	Lympne Parish Council	E	25.50		25.50
89	Grasscutting	06/12/2023		UNITY TRUST BANK C		Grass Cutting	Coleman	S	340.00	68.00	408.00
84	Clerks Wages (NET)	27/12/2023		UNITY TRUST BANK C		Wages+Office	Lympne Parish Council	E	1,216.08		1,216.08
84	Clerks Home Office Use	27/12/2023		UNITY TRUST BANK C		Wages+Office	Lympne Parish Council	E	26.00		26.00
85	HMRC	27/12/2023		UNITY TRUST BANK C		HMRC	Lympne Parish Council	E	504.15		504.15
Total									2,868.23	68.00	2,936.23