



**Minutes of the Annual Parish Council meeting of Lympne Parish Council held on
Wednesday 8th May at 7pm at Lympne Castle**

MINUTES

Present:

Cllr.M. Boor (Chair)

Cllr.A. Beales (Vice Chair)

Cllr.J.East

1. ELECTION OF THE CHAIR OF LYMPNE PARISH COUNCIL-

Once elected the chair will sign the acceptance of office.

Councillor M. Boor was proposed as chair by Cllr Beales. A vote was held which was carried unanimously.

Councillor Boor was elected as Lympne Parish Council chair.

2. 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.M Potter

Cllr. C Yates-

3. 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.

4. PROPOSAL TO ELECT A VICE CHAIR OF THE COUNCIL

Members will decide if they will elect a vice chair of the Council and if so, propose a member to hold that office.

Cllr. Beales Was proposed as a vice chair of the council by Councillor Boor. A vote was held which was carried unanimously.

Cllr. Beales Was elected as vice chair of Lympne Parish Council.

5. ACCEPTANCE OF THE MINUTES OF THE COUNCIL MEETING HELD ON THE 12th April 2024

The minutes of the previous meeting were accepted as a true record and signed by the chair.

6. NOTIFICATION OF A CASUAL VACANCY CREATED DUE TO THE RESIGNATION OF MR D BURDEN

Members noted the resignation of Mr burden and thanked him for his service to the village and the parish council.

7. ACKNOWLEDGEMENT AND ACCEPTANCE OF STANDING ORDERS

Standing orders were re adopted with no amendments.

8. ACKNOWLEDGEMENT AND ACCEPTANCE OF THE CODE OF CONDUCT

The code of conduct was accepted by all present.

9. ACKNOWLEDGEMENT AND ACCEPTANCE OF THE FINANCIAL REGULATIONS FOR LYMPNE PARISH COUNCIL

Financial regulations acknowledged and accepted by members present with no requested amendments

10. TO CONSIDER THE REPORT FROM THE INTERNAL AUDITOR 2023-2024

The internal auditors report was considered by members present and it was noted that no recommendations had been made.

11. LYMPNE EXTERNAL AUDIT 2023-2024

Confirmation of the Annual Governance Statement 2023-2024

The annual governance statement for 2023 to 2024 was reviewed and accepted by the parish council and signed by the Clerk and the Chair.

12. LYMPNE EXTERNAL AUDIT 2023-2024

Certification of the Accounting Statements for the year ending 31st March 2024

The accounting statement for the year ending 31st March 2024 was agreed and certified by the chair.

13. APPOINTMENT OF COUNCILLORS TO OTHER COMMITTEES/RESPONSIBLE BODIES WORKING GROUPS

It was agreed that no changes to membership of committees and responsible bodies

14. PUBLIC SESSION-

No public questions raised

15. CORRESPONDENCE AND COMMUNICATION AND TO DEAL WITH ANY MATTERS ARISING

No matters raised

16. PLANNING

Ref: 24/0491/FH

Location: LYMPNE HOUSE, STONE STREET, LYMPNE, HYTHE, CT21 4JY

Proposal: Outline planning application with all matters reserved (except access) for demolition of existing garage and erection of a 2-bedroom bungalow.

No objections carried unanimously

17. FINANCE

a. Bank Reconciliation

Noted

b. Review of transactions and budget

Noted no matters raised

c. Payments for Authorisation

Items shown at appendix 1 were approved for payment

18. DATE OF NEXT MEETING-

June 12th 7pm at the Committee Room Village Hall Lympne

Noted

19. CLOSED SESSION- Members will consider the yearly pay award for the Clerk.

Adjourned

APPENDIX 1

**Lympne Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST**

9 June 2024 (2024-2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
10	Newsletter	18/04/2024		UNITY TRUST BANK		Newsletter	Sandgate Printers	Z	294.00		294.00
14	Newsletter	01/05/2024		UNITY TRUST BANK		Newsletter	Sandgate Printers	Z	294.00		294.00
17	Software Subscriptions	01/05/2024		UNITY TRUST BANK		Accounting Software	Starboard Systems	S	345.60	69.12	414.72
15	Youth Club	01/05/2024		UNITY TRUST BANK		Youth Club Hall Hire	Lympne Village Hall	E	100.00		100.00
16	D Day Commemoration	01/05/2024		UNITY TRUST BANK		D-Day Remembrance	21 CC Group Ltd	S	235.00	47.00	282.00
19	Grasscutting	08/05/2024		UNITY TRUST BANK		Grass Cutting	Coleman	S	340.00	68.00	408.00
20	Litter Bin Clearance	08/05/2024		UNITY TRUST BANK		Litter Bin Clearance	Lympne Village Hall	Z	65.00		65.00
18	Clerks Home Office Use	30/05/2024		UNITY TRUST BANK		Wages+Office	Lympne Parish Council	Z	26.00		26.00
18	Clerks Wages (NET)	30/05/2024		UNITY TRUST BANK		Wages+Office	Lympne Parish Council	Z	863.91		863.91
18	HMRC	30/05/2024		UNITY TRUST BANK		Wages+Office	Lympne Parish Council	Z	264.56		264.56
Total									2,828.07	184.12	3,012.19