

**Minutes of the Annual Parish Council meeting of Lympne Parish Council held on  
Wednesday 13<sup>th</sup> May 2026 at 7 pm at The Committee Room  
Lympne Village Hall**

**MINUTES**

**Present**

**Cllr. M. Boor**

**Cllr. P. Murphy**

**Cllr. J. East**

**Cllr. C. Yates**

**Cllr. J. Sinclair**

**Also in attendance**

**Mr J Lawrence Parish Clerk, District Councillor John Wing and two members of the public.**

**1. ELECTION OF THE CHAIR OF LYMPNE PARISH COUNCIL-**

Once elected, the chair will sign the acceptance of office.

Cllr. M. Boor was proposed as Chair and a unanimous vote followed.

Cllr. M. Boor was elected as Chair of Lympne Parish Council

**2. APOLOGIES.** Members who cannot attend are reminded to direct their apologies and the reason for their absence to the clerk.

Cllr. M. Potter

Cllr.M.McAuley

**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, councillors with prejudicial interests must leave the room for the relevant items.

Cllr. J East declared a personal interest in planning application 25/1974/FH- It was agreed that as this was a re-consultation Cllr East would remain in the room but would not take part in any voting as a result of the discussion.

**4. PROPOSAL TO ELECT A VICE CHAIR OF THE COUNCIL**

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

Cllr. P. Murphy was proposed by Cllr East as Vice Chair of the Parish Council. A vote was held which was unanimous in favour of electing Cllr. P . Murphy as Vice Chair of Lympne Parish Council.

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

The following Councillors were appointed as below-

Committee / Body	Appointed Member(s)
Village Hall Committee	Cllr. M. Boor
Playing Field Committee	Cllr. J. East, Cllr. P. Murphy
Well-being Committee	Cllr. J. Sinclair
Youth Club Organisation	Cllr. C. Yates
KALC (Kent Association of Local Councils)	Cllr. M. Boor
Campaign for the Protection of Rural England (CPRE)	Cllr. M. Boor
Folkestone & Hythe Parish Group	Cllr. M. Boor
Shop Trustees	All councillors (as members of the Parish Council collectively, not as named individuals arrangements under review pending resolution of trustee issues)

**6. ACCEPTANCE OF THE MINUTES OF THE COUNCIL MEETING HELD ON THE 4th April 2026**

The minutes of the previous meeting were agreed as accurate and signed by the Chair.

With the agreement of the Council and to allow members of the public to contribute it was agreed to hear item 21 and encompass item 11. (See below for minutes of these items)

**7. CHAIR'S REPORT/UPDATES**

**Trim Trail and Playing Field**

The Chair reported on progress with the Trim Trail scheme. Work began between Aldington Road and the Ridgeway and has been well received. A short delay occurred when it was found that a permit for the work was required from the District Council; this has been resolved and written confirmation received from the relevant officer that no permit is required. The contractor has temporarily moved to another job and will return to complete the remaining works.

A slight reduction in the scheme scope was agreed to address the boggy area near Berwick Lane, which will be re-profiled to create a gentler causeway approach. Concern was noted about ash dieback-affected trees in the area; these will be managed on an ongoing basis by the District Council.

No further pilfering of materials has been reported.

**Play Area Improvements**

The shelter for the play area has been positioned and design agreed. The scheme also includes:

- Rewilding of the old play area, including a community orchard (fruit trees), raised beds for youth club and school use, sensory planting (grasses, lavender) and an information board.
- A disabled access path with a small ramp from the edge of the tarmac area into the play area.
- A potential small pond with wildlife access features (ramped edges, rocks and grasses) and appropriate safety fencing for toddlers.
- Existing signage to be updated; a notice to be installed prohibiting dogs in the play area following a reported incident.

All the above falls within the agreed budget. The Chair confirmed remaining funds from the Punch and Judy (children's charity) donation (£10,995 restricted to children's provision) are being applied to the rear-of-hall improvements.

### **Shop (Village Community Shop)**

The shop continues to incur ongoing solicitor costs (a further invoice of approximately £1,098 noted at this meeting) related to the trustee restructuring. The Clerk noted difficulty in progressing the trustee signature requirements and will continue to manage the matter. The council is aware of the need to control expenditure and will keep the situation under review.

## **8. MEMBERS' REPORTS**

### **Well-being Committee (Cllr Sinclair)**

The inaugural Well-being Committee meeting was held in March. The committee is working through a number of items including: the craft sessions (volunteer commitment and frequency under review, weekly sessions felt unsustainable for a single volunteer; fortnightly being considered); digital champion drop-in sessions (continuing well, with reasonable attendance); volunteer driver mileage costs; and DBS checks for volunteers.

The Clerk noted that mileage costs are being monitored carefully and a clear budget will be set once the various unknown costs (DBS, permits, mileage) are firmed up. The well-being budget allocation of £135 per month remains in place. The council is fully supportive of the well-being work but needs to ensure expenditure does not become open-ended without a budget framework.

During the debate it was noted that the car park realignment is relevant to the well-being provision, as accessing the Village Hall for craft sessions is difficult for people with mobility issues under current parking arrangements. It was agreed that the Clerk will arrange for the new line marking to be carried out in the carpark.

### **Youth Club (Cllr Yates)**

The youth club opened its doors to new Year 6 pupils at the start of the year. Attendance is approximately 25 per week, which is manageable. Older members (Years 7 and 8) have returned. The club is mindful of not using the new play area equipment during sessions.

The main concern is the shortage of volunteers. The club currently has only three adult volunteers and cannot open if one is unavailable. A letter has been sent to parents requesting new volunteers for September.

Cllr Yates noted that the club had also been in contact with Melanie Nash (head of Lympe School) for potential volunteer support.

A plea for volunteers will be placed in the newsletter.

## **9. CLERKS REPORT**

- The Audit 2025-2026 is part way through . The internal audit has taken place with no issues raised. The notice for public examination of the accounts will be made on the 2<sup>nd</sup> June.
- DBS checks are now being completed for volunteers. Some volunteers need their identity documents checked personally by the Clerk; some are managing the process online. Each check will cost about £20.00
- A quote of approximately £960 has been received for realigning the Village Hall car park to make it one-way and to convert two disabled bays into drop-off bays.

## **10. INVITED SPEAKERS**

District Cllr. John Wing

The District Councillor provided an update on matters within the district. Key points noted were:

- Wastewater treatment: Homes England is proceeding with plans for a new wastewater treatment plant. Discussions with The Leader of The District Council are ongoing and a presentation to the Sellindge Vision group is anticipated.
- Government reorganisation: Progress noted on local government reorganisation, including 18 new council homes anticipated by end of the current term.
- Folkestone Sports Centre: Work has been ongoing. Vandals caused damage and glass entered the swimming pool, causing a short delay; contractors were already on site and the delay is expected to be minimal.
- Folkestone Library: A matter primarily for the Town Council; funding for the building is under consideration.
- Lower Coastal Park: The cliff stabilisation works are now complete and work has moved to the Wear Bay Neighbourhood area. New play equipment is being installed.
- Youth Forum: Two youth forums have been held involving young people from local schools and further education colleges.
- Community Grants: The District Councillor has an additional £2,000 in community grant funding this year. Grants will shortly be available online.

## **11. PUBLIC SESSION**

Included within the planning item- two members of the public were in attendance to express their views on planning application 25/1974/FH.

## **12. CORRESPONDENCE AND COMMUNICATION, AND TO DEAL WITH ANY MATTERS ARISING**

- Concerns raised over the rise in dogs mess being left in public areas including the playing fields. Concerns also raised about the number of dogs not on leads on the playing field and even in the new play area.  
It was agreed that new signs will be erected to remind and deter people from these activities. It was also noted that enforcement officers can issue fines if people are seen.
- A resident requested confirmation about the installation of the seagull proof bin which was purchased some time ago. In addition, the bin that was in the area of the old playground will need to be recited.

The Chair stated that the seagull proof bin will be installed near to the new play area and the old bin will be moved near to where the youth shelter will be sited.

- A resident highlighted the current funding available for a community owned battery bank or wind turbines to support village projects.

It was agreed at this time that no further action would be taken and noted for information.

- A letter was received relating to planning application 25/1974/FH- This is dealt with at item. 21- The author of the letter was in attendance.

### **13. ACKNOWLEDGEMENT AND ACCEPTANCE OF STANDING ORDERS**

RESOLVED: The Standing Orders of Lympne Parish Council are acknowledged and accepted without amendment.

### **14. ACKNOWLEDGEMENT AND ACCEPTANCE OF THE CODE OF CONDUCT**

RESOLVED: The Code of Conduct is acknowledged and accepted.

Members discussed the requirement to declare membership of political parties and charitable trusteeships. The Clerk undertook to clarify the precise requirements and advise members accordingly.

### **15. ACKNOWLEDGEMENT AND ACCEPTANCE OF THE FINANCIAL REGULATIONS FOR LYMPNE PARISH COUNCIL**

RESOLVED: The Financial Regulations for Lympne Parish Council are acknowledged and accepted without amendment.

### **16. TO ACCEPT THE STATEMENT ON INTERNAL CONTROL FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2026**

The Statement on Internal Control was presented. The Chair signed the statement.

RESOLVED: The Statement on Internal Control for the year ending 31st March 2026 is accepted.

### **17. TO REVIEW AND CONFIRM RISK MANAGEMENT SCHEME**

RESOLVED: The Risk Management Scheme is reviewed and confirmed.

### **18. TO CONSIDER THE REPORT FROM THE INTERNAL AUDITOR 2025-2026**

RESOLVED: The Internal Auditor's Report for 2025–2026 is accepted-

It was noted that no matters were raised as a result of the internal audit.

### **19. EXTERNAL AUDIT 2025-2026**

#### **To review and approve the Annual Governance Statement 2025-2026**

The Annual Governance Statement was reviewed. The Chair signed the statement.

RESOLVED: The Annual Governance Statement for 2025–2026 is approved.

## **20. EXTERNAL AUDIT 2025-2026**

### **To review and certify of the Accounting Statements for the year ending 31<sup>st</sup> March 2026**

The Chair signed the Accounting Statements.

RESOLVED: The Accounting Statements for the year ending 31st March 2026 are certified and approved.

## **21. PLANNING**

### **Application 26/0640/FH — Lympne Castle: Change of Use of Land as Event and Staff Car Parking.**

The council considered the application for change of use of land at Lympne Castle, The Street, Lympne CT21 4LQ, as event and staff car parking.

Members noted that:

- No prior consultation had been carried out with the Parish Council, despite the access road to the proposed car park being owned by the Parish Council.
- The proposed car park would back directly onto residents' rear gardens in a number of bays, with inadequate screening.
- There were concerns about lighting and the potential for improper or late-night use, given various hidden areas within the layout.
- The application had been described as 'village hall overflow' parking, though no formal agreement governing the Village Hall's use had been presented.
- The site lies within the Kent Downs National Landscape and the conservation area.
- Two items of public correspondence had been received, raising concerns about the cumulative and incremental scale of commercial development at the castle site and its impact within the national landscape.
- A total of 17 individual objections from members of the public had been received via the planning portal, with no comments in support.

The council discussed whether to call the application in for consideration by the District Council planning committee and agreed to lodge a constructive objection.

Proposed conditions and modifications that the council would wish to see, should the application be reconsidered, include:

- Extension of screening planting along the full rear edge of the car park, with the loss of approximately 12 bays to achieve an effective planted buffer between the car park and neighbouring properties.
- Installation of a self-locking gate with automatic open/close on a timer linked to the approved opening hours and licensed hours of the castle (plus or minus 30 minutes).
- Lighting to be low-level throughout, with no high-level lamp posts; all low-level lighting to be linked to the gate timer so that it extinguishes when the car park closes.
- Double yellow lines to be painted on both sides of the Parish Council-owned access road (noting these would not carry statutory enforcement on an unadopted road but would act as a deterrent).

RESOLVED: The council objects to application 26/0640/FH as submitted, on grounds of: inadequate screening and impact on neighbouring residential amenity; lighting concerns; risk of

improper use; the location within the Kent Downs National Landscape and conservation area; and the failure to consult the Parish Council prior to submission given its ownership of the access road. The council requests the application be considered at committee level. The Clerk is to communicate the above to Lympne Castle and to the District Council planning department.

### **Application 25/1974/FH (Re-consultation) — Castle Barn, Lympne Castle: Demolition and Replacement Wedding Venue with Parking and Landscaping**

The council considered the re-consultation on this application, which has evolved significantly since the original submission. Members noted that the application now includes extensive covered car parking (carports) along the north side of the site in addition to those previously shown on the west side.

Members of the public contributed to the debate highlighting several issues included below.

Key concerns raised included:

- The original application has materially changed: the barn structure, which had been proposed for conversion, is now to be demolished entirely due to foundation issues and replaced with a new building. A new-build within the Kent Downs National Landscape is afforded the highest level of protection and is treated differently in planning terms from a conversion or reuse.
- The carports now total approximately 100 metres in length and up to 2.7 metres in height — a substantial built form that is atypical for a car park in a rural setting and for which no specific justification has been provided in the application documents.
- The application makes no mention of storage as a use, yet the council has received informal correspondence from the Castle indicating the structure would be used for cars and storage. Members considered this inconsistency disingenuous and raised concerns about potential future conversion or use as event space.
- No landscape and visual impact appraisal has been submitted, which would normally be required for development within the National Landscape.
- Ecological surveys were carried out outside the recommended survey windows and involved a single site visit rather than the multiple visits typically required to properly assess bat populations and other wildlife.
- The application forms part of a series of incremental planning submissions from the same site, which taken together represent a significant intensification of commercial use.

**RESOLVED:** The council objects to application 25/1974/FH (re-consultation) and requests that it be called in for determination by the District Council planning committee. Grounds for objection are: the application has evolved materially since the council's earlier consideration; the proposed carport structures are of a scale and built form inconsistent with the Kent Downs National Landscape; no landscape and visual impact appraisal has been provided; no planning justification for covered parking has been offered; the ecological surveys were conducted outside standard survey windows; and the incremental nature of applications from this site warrants full committee scrutiny. The Clerk is to submit the formal objection accordingly.

### **Application 26/0542/FH/TCA — Lympne Castle: Works to Trees in a Conservation Area (T1 & T2 Ash Root Prune)**

**RESOLVED:** No objection.

### **Application 26/0594/FH — Lympne Castle: Works to Trees Subject to TPO No. 02 of 1959**

Members had previously considered the associated application (25/1974/FH — works to the playing field and ash dieback management). Following examination of the specific trees proposed for works, members noted that the majority were dead, diseased (including ash dieback) or posed a risk of falling. Management of the trees was considered appropriate, and replanting had been proposed.

RESOLVED: No objection. The council notes with approval the commitment to replanting and encourages the submission of a detailed replanting schedule.

**Application 26/0667/FH — Berwick House, Stone Street: Listed Building Consent for Solar Panels**

RESOLVED: No objection.

**22. FINANCE**

**a. Bank Reconciliation**

**Noted**

**b. Review of transactions and budget**

The Accounting Statements were presented. The Clerk noted:

- Current account balance: approximately £30,000.
- Savings account balance: approximately £6,000.
- An HMRC repayment of £14,000 has been received into the account.
- Approximately £16,000 is expected from the Green Grant.
- A further £19,000 is due from the next precept instalment.
- Approximately £10,000 further income is expected from the shop and advertising.
- Projected reserves at year-end: approximately £15,000–£20,000.

The Clerk noted that the council has spent significantly this year on capital projects (Trim Trail, play area, shop costs) and expenditure management will be important going forward. A discussion of the precept for 2026–2027 will be required in due course.

**c. Payments for Authorisation**

Date	Description	Supplier	VAT Type	Net	VAT	Total
04/05/2026	Bin Clearance	Lympne Village Hall	Z	65.00		65.00
11/05/2026	Newsletter	Sandgate Printers	Z	294.00		294.00
11/05/2026	Grasscutting	Coleman	S	357.00	71.40	428.40
11/05/2026	Wages-HMRC-Clerks Office Alle	Lympne Parish Council	Z	26.00		26.00
11/05/2026	Open Spaces Membership	Open Spaces Society	Z	45.00		
11/05/2026	SLCC Membership	SLCC	Z	129.56		129.56
11/05/2026	Wages-HMRC-Clerks Office Alle	Lympne Parish Council	Z	687.98		687.98
11/05/2026	Wages-HMRC-Clerks Office Alle	Lympne Parish Council	Z	584.47		584.47
11/05/2026	Youth Club Hall Hire	Lympne Village Hall	Z	40.00		40.00
11/05/2026	Certificate Frame	Kent Association of Local c	S	4.27	0.85	5.12
11/05/2026	Car Park Repairs	Gary Lukehurst	Z	31.97		31.97

**£2337.50**

**23. TO RECEIVE DATES FOR PARISH COUNCIL MEETINGS 2026-2027.**

See list at the end of these minutes-

**24. DATE OF NEXT MEETING-**

**June 10<sup>th</sup> 2026 7 pm at the Committee Room, Village Hall, Lympne**

Noted

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

After discussion it was agreed that no rise to the next band of the National Association of Local Councils Pay Award would be granted to the Parish Clerk however the nationally agreed pay rise will take effect from 1<sup>st</sup> April 2026 once agreed and back dated.

## LYMPNE PARISH COUNCIL MEETINGS 2026-2027

All meetings commence at 7pm unless stated otherwise

All meetings take place at the Committee Room at the Village Hall unless advised otherwise via the published agenda.

10<sup>th</sup> June 2026

8<sup>th</sup> July 2026

AUGUST NO MEETING

9<sup>th</sup> September 2026

14<sup>th</sup> October 2026

11<sup>th</sup> November 2026

9<sup>th</sup> December 2026

6<sup>th</sup> January 2027

10<sup>th</sup> February 2027

10<sup>th</sup> March 2027

14<sup>th</sup> April 2027

ANNUAL PARISH MEETING

14<sup>th</sup> April 2027

2027 is an election year for Parish Councils.