

## MINUTES OF A MEETING OF LYDD TOWN COUNCIL

Monday 13<sup>th</sup> January 2025 at 7.00 pm in the Council Chamber at the Guild Hall

**Present:** Town Mayor, R.S. Jones, Councillors, Maria Beach, Mrs Sadie Crump, Thomas Dawes, Clive Goddard, Mrs Pippa Harston, Mrs Jean Jones, Della Lewis, Alan Martin, Anthony May, Mrs Debbie McKenna, Mrs Kim Rye, Paul Rye and Martin Sweeney

Angela Alexander – Town Clerk  
Mrs Diane Cavey - Assistant Town Clerk

6 members of the public

**PRAYERS** –Fr Jack Greenhalf led the Council in prayers.

**APOLOGIES:** Cllr Darren Chapman (Holiday)

**ABSENT:** Cllr Mrs Ann Duncan

### STATEMENT FROM THE MAYOR

The Mayor opened the meeting by wishing all those present a Happy New Year and asked that the Council starts the year with a resolution that Standing Orders are followed in the way in which the meetings are conducted. The Mayor reminded Councillors of some of the rules which have slipped during 2024 which he said the Council must get back on track.

The Mayor said that the following are from item 3 of the adopted Standing Orders which as Councillors we have all signed up to follow and we have been issued with copies of these for our Councillor binder.

Councillors should raise their hands when requesting to speak and then stand when speaking (The Chairman will of course permit someone with difficulty standing to remain seated).

When a person is speaking at a meeting this should be directed to the Chairman of the meeting. Only one person is permitted to speak at a time. If more than one person raises their hand to speak then the Chairman of the meeting shall direct the order in which they are called to speak.

The Mayor said that he hoped that we can all observe the correct meeting etiquette.

The Mayor went on to thank the Royal Oak public house for their generous donation of the Christmas tree and that he felt it was the best we have had so far in Lydd and that many members of the public had agreed with this.

***Received and noted***

## 9. MINUTES

a) ***RESOLVED: That the minutes of the Council meeting held on 4<sup>th</sup> November 2024 be approved and signed as a true record***

***Proposed by Cllr May and seconded by Cllr Mrs Jean Jones***

***For: 10***

***Against: Cllrs Mrs McKenna and Alan Martin***

***Abstentions: Cllr Beach and Sweeney***

b) ***RESOLVED: To receive the already approved minutes of the Planning Committee meeting held on 7<sup>th</sup> October 2024 and 4<sup>th</sup> November 2024.***

c) To note that an amendment to wording of the Planning Committee minutes held on 29<sup>th</sup> July 2024 following deferment from the November 2024 Council meeting has been considered by the Planning Committee and will be reported to Council in due course.

***Received and noted***

d) ***RESOLVED: To receive the already approved minutes of the Buildings and Amenities minutes held on 3<sup>rd</sup> June 2024***

e) ***RESOLVED: To receive the already approved minutes of the Personnel Committee meeting held on 22<sup>nd</sup> July 2024***

# 10. DECLARATIONS OF INTEREST

Cllrs Clive Goddard and Alan Martin declared an interest in all matters relating to Folkestone and Hythe District Council

Cllr Mrs McKenna declared an interest in the agenda item for Who let the dogs out event.

# 11. QUESTIONS FROM THE PUBLIC

The Mayor advised that he had received a list of questions from Martin Hooper who was not present at the meeting and that he would respond to him by email.

# 12. INSTALLATION OF THE LORD WARDEN BOOKLET

Councillors received a souvenir booklet donated by the Town Mayor celebrating the Installation of the Lord Warden Sir George Zambellas.

# 13. FINANCES (Appendix A page 11 to 22)

- a) **RESOLVED: To ratify and approve payments and receipts as circulated**  
**Proposed by Cllr Mrs Jean Jones and seconded by Cllr Mrs Harston**  
**Unanimous**
- b) **RESOLVED: To receive and note the bank reconciliation.**
- c) **RESOLVED: To receive and note the budget monitor**
- d) **RESOLVED; To approve the statement of internal control**  
**Proposed by Cllr Sweeney and seconded by Cllr Mrs Jones**
- e) **RESOLVED: To approve the draft audit plan**  
**Proposed by Cllr Mrs Jones and seconded by Cllr Mrs Harston**  
**Unanimous**
- f) **RESOLVED: To approve the Internal Auditor terms of reference**  
**Proposed by Cllr May and seconded by Cllr Mrs Jones**  
**Unanimous**
- g) **RESOLVED: To re-appoint the Independent Internal Auditor Lionel Robbins**  
**Proposed by Cllr Paul Rye and seconded by Cllr Dawes**  
**Unanimous**
- h) **RESOLVED: To approve the Anti-virus renewal Vipre Endpoint Security all devices**  
**£1200.00 3 years to be installed on all Council desktops, laptops and iPads.**  
**Proposed by Cllr Sweeney and seconded by Cllr Paul Rye**  
**Unanimous**  
The Town Clerk advised Councillors that a VPN icon will appear on their devices once the new Antivirus is installed and may ask for a password and if so that Councillors would be provided with a password by Ifini and should not attempt to enter a password of their own choice  
**Received and noted.**

# 14. BUDGET SETTING (Appendix B page 23 to 25)

- a) **RESOLVED Councillors agreed to receive and adopt the final budget for the financial year 2025-26 as considered agreed in draft form at the Council meeting on 4<sup>th</sup> November 2024**  
**Proposed by Cllr Mrs Jones and seconded by Cllr Paul Rye**  
**Unanimous**

# 15. PRECEPT SETTING (Appendix C page 26 to 27)

- a) Councillors received the provisional Council tax base for 2025-26 of 2,262.20 as advised by Folkestone and Hythe District Council  
**Received and noted**

- b) **RESOLVED: Councillors agreed to set the precept request for the financial period 2025-26 in line with the agreed budget for the sum of £17900.00 which is an increase of £100 on last year's precept request. This would give an average draft Band D of £79.13 which is a slight decrease from last year of £81.77 due to the increase on the tax base from 2,187.85 to 2,262.20. The precept request will be notified to Folkestone and Hythe District Council by 31<sup>st</sup> January 2025 Proposed by Cllr Mrs Jones and seconded by Cllr Mrs Harston Unanimous**

**16. BY ELECTION COSTS (Appendix D page 28)**

The Town Mayor reported that the invoice has now been received from Folkestone and Hythe District Council for the charge to be paid by Lydd Town Council for the by election held on 17<sup>th</sup> October 2024 called by a petition of ten electors and held on 17<sup>th</sup> October 2024 for the sum of £8275.30. Councillors were advised that this money will need to be taken from general reserves.  
**Received and noted**

**17. DONATION FROM LYDD MUNICIPAL CHARITIES**

- a) The annual donation had been received from Lydd Municipal and other Charities for the sum of £5,000

**Received and noted**

- b) The Mayor asked Councillors to consider a request from Lydd Municipal and Other Charities that the Town Council purchase of a Holm Oak tree to be planted on the Rype in memory of the people who donated the Charities money. The Mayor said he felt this was an excellent idea and proposed that the money to pay for this be taken from the money donated to the Town Council by the Charities. Cllr Sweeney supported the Mayor in this but asked Fr. Jack Greenhalf who was present at the meeting if the Church would also pay half of the cost of the tree and associated planting costs as they also received an annual donation of £5,000. Fr. Jack Greenhalf said that he would take this to the next PCC meeting. It was discussed that if the Church did not donate then the Town Council would go ahead with the purchase.

**RESOLVED: That a holm oak tree be purchased in memory of those who donated money to the Charities for the benefit of the community. That the Town Council progresses the purchase and awaits the decision from the Church if they are willing to contribute 50% of the costs. That the money be taken from the Municipal Charities donation and that the remainder as usual will be used for the Small Grants fund for the following financial year.**

**Proposed by Cllr Sweeney and seconded by Cllr Mrs Jones.**

**Unanimous.**

**18. ALLOTMENTS (Appendix E page 29 to 30)**

- a) Councillors reviewed the charges for allotment plots to include water for rents falling due 1st October 2025 and which is currently £20 for a 5 perch plot. Cllr Beach asked when the charges had been last reviewed and the Town Clerk advised that this is reviewed as an agenda item annually. Cllr Beach said that the cost of everything is going up and queried why the allotment plots have stayed at the same cost. The Town Clerk said that the Council cannot make a profit on water but that if the amount for the Allotment Association Management team allowance were increased then this would need to be reflected in the plot rental cost. Cllr Mrs Jones said that the charges should not be increased as having an allotment plot helps people in the community and Cllr Paul Rye said it was good for people's wellbeing.

**RESOLVED: That there is no increase to the Allotment plot charge for rent and water and to remain at £20 per 5 perch falling due on 1<sup>st</sup> October 2025**

**Proposed by Cllr Paul Rye and seconded by Cllr Mrs Jones**

**Unanimous**

- b) Councillors reviewed the annual Allotment Association Management Team allowance for the upkeep of the allotments in line with the self- management agreement which is currently £1,200 per annum.

**RESOLVED: That there is no increase to the annual allowance for 2025-26 paid to the Allotment Association Management Team at the start of the financial year at £1,200**

**Proposed by Cllr Mrs Jones and seconded by Cllr McKenna**

**For: 13**

**Abstention: 1 Cllr Beach**

## 19. **RBL POPPY APPEAL, BAND CONCERT AND LYDD IN LIGHTS**

Cllr Clive Goddard reported on all of the below items as follows:

### **a) Lydd & Brookland Poppy Appeal 2024**

Poppy appeal organiser for Lydd and Brookland, Cllr Clive Goddard, said that around 30 collecting tins were distributed in shops, pubs, and our two primary schools in Lydd. After the 2024 Appeal ended the monies were counted and grand total of £3,017.70 was raised. The community young and old always give so generously to this excellent cause they all deserve a massive thank you what a fantastic way to celebrate the 103rd anniversary of the British Legion with our great total raised.

Cllr Goddard went on and said "A special mention must go to Lydd & Greatstone school pupils, staff and parents, Lydd school raised a whopping £274.64 and Greatstone school a £243.29 The scouts did street collections in Lydd town and raised a brilliant £160.77 in just two weekends"

I must thank all the volunteers and Angela the clerk at Lydd TC for their assistance in counting the money along with the hospitality and Rita (my mum) for all her help.

### **b) Band of the Brigade of Gurkhas Christmas Concert 2024**

Cllr Goddard reported that the Christmas Concert was held on Friday 6th December in All Saints' Church. Cllr Goddard thanked the following people:

Director of Music – Esther Hayes, All Saints Church Jack Greenhalf and Church Wardens. The many local businesses who supported the Town Council with this charitable community event and generously donated raffle prizes.

They are

Ansell's Garage, Lydd Free MOT Test

Spar, Lydd £40 voucher

Corinna's Hairdressers Lydd £30 voucher

Action Watersports, Lydd 1 x session voucher

The Pilot, Dungeness £25 voucher

The Varne fish and chips, Lydd on sea £10 voucher

Brew 32, Lydd

Lyons Outfitters, Lydd

M&M Richardson, Dungeness

Morrisons, Lydd

The George, Lydd

The Royal Oak, Lydd

Usher Motors, Lydd

Cllr Goddard said that the Church was full and that the event was attended by 9

Mayors and Chairs of Councils including the Speaker of the Cinque Ports and the registrar of the Cinque Ports

Cllr Goddard reported that the total takings were £2,721.52 and out of that there were expenses paid to the Church for heating and refreshments of £ 381.20 which left £2,340.32 and he thanked the Mayor, Cllr Bob Jones for his generous donation from the Mayors Allowance for £159.68 so that the donation to the Gurkha Welfare Trust is the total of £2,500

Cllr Goddard said that along with Angela negotiations have begun for this year's concert and that they would both be meeting in late Spring with the new band master to discuss future arrangements.

**c) Lydd in Lights competition and presentation evening 2024**

Cllr Goddard reported that the presentation evening for the Lydd in Lights competition 2024 was held in the Chamber of the Guild Hall on Monday 16<sup>th</sup> December 2024.

A welcome drink of warming mulled wine or the non-alcoholic option of a St Clements and nibbles of mince pies and chocolate biscuits were served on arrival to the prize-winning families who had been encouraged to wear a Christmas jumper for the occasion.

The presentation evening was opened by the Mayor, Cllr Bob Jones who said that he was delighted to see so many children attending this year.

Certificates were presented to the winners by the Mayoress Cllr Mrs Jean Jones and the hamper prizes were presented to the prize winners from Town and Coast by myself.

All winners received a hamper with Christmas goodies which the Town Clerk bought locally to support our shops.

The prize winners were as follows:

**Third Prize**

Coast	101 Leonard Road
Town	4 Queensway

**Second Prize**

Coast	66 The Parade
Town	95 Station Road

**First prize**

Coast	94 Lade Fort Crescent
Town	57 Sycamore Close

Overall winner 70 Coast Drive

Cllr Goddard said that he was delighted that we came in well under budget with the total cost being £254.88 – the budget for the community event was £360 and that this is a small expense considering the amount of pleasure that the Lydd in Lydd events brings to the winners – 30 people attended with families bringing their children and grandchildren along and the local community who get pleasure from visiting the properties with displays.

**20. LAND NORTH EAST SIDE OF DUNGENESS (Appendix F page 31 to 33)**

Cllr Goddard reported that at the end of July 2024 Residents of Lydd on Sea had called a public meeting to raise their concerns about the possibility of development on land at the North East Side of Dungeness. Cllr Goddard said that he had attended the meeting as had Cllrs Mrs Harston, May and Mrs Rye. Following the meeting representatives of the residents had liaised with Cllr Goddard requesting support for the land to be registered as a Community Asset. Cllr Goddard proposed that the Council support a letter being sent by the Town Clerk to the District Council supporting the resident's group with their request that this piece of land be registered as a Community Asset.

*M BEACH 3/3/25 Rye*

**RESOLVED:** *To support the registering of land at the North East Side of Dungeness to be registered as a Community Asset and that the Town Clerk writes to the District Council of behalf of the Town Council requesting that the land be registered as a Community Asset*  
**Unanimous.**

**21. USE OF THE RYPE (Appendix G page 34 to 36)**

- A) **RESOLVED:** *To grant permission for Lydd Club Day to be held on the Rype on 21<sup>st</sup> June 2025 subject to the appropriate event planning information and insurances to be in place and provided to the Town Council.*

*Proposed by Cllr Bob Jones and seconded by Cllr May*

*For: 11*

*Abstentions: 3 Cllrs Beach, Crump and Lewis*

- B) Councillors were advised of the change of date request from Who Let the Dogs Out to 19<sup>th</sup> July 2025 and supporting insurance and risk assessment documents to be considered by Councillors.

**RESOLVED:** *To approve the change of date request and to agree the supporting documentation which the Mayor said he had checked over.*

*Proposed by Cllr Bob Jones and seconded by Cllr Martin Sweeney*

*For: 13*

*Abstention: 1 Cllr Mrs McKenna*

**22. KCC MEMBERS REPORT (Appendix H page 37 to 38)**

KCC members report from Cllr Tony Hills – previously circulated to Councillors and on the Council website for the public to view.

**Received and noted**

**23. CIVIC ENGAGEMENTS (Appendix I page 39)**

**Councillors received and noted the civic engagements at which the Town Council has been represented.**

**24. PRESS AND PUBLIC EXCLUDED**

**RESOLVED:** *That public and press be excluded from the following confidential commercially sensitive agenda item being exempt as defined in Schedule 12 of the Local Gov Act 1972.*

*Proposed by Cllr Paul Rye and seconded by Cllr Mrs Jean Jones*

*For: 11*

*Abstentions: Cllrs May, Martin and Mrs Kim Rye*

**25. BURSARY APPLICATION (Appendix J page 40)**

- A) Councillors had received details of the Centenary 1985 Bursary and the Town Clerk advised that an application has been received from a young person which would need to be considered by an appropriate Panel. The Town Clerk advised that references would be requested before the Panel meet with the applicant and went on to say that the Panel has not met since before lockdown and the majority have either moved on, moved away or not in the role that qualified them to be on the Panel and therefore a new Panel will need to be appointed.

**RESOLVED:** *That the Centenary Bursary Panel be made up as follows:*

- *The Town Mayor at the time (currently Cllr Bob Jones) substitute Deputy Town Mayor at the time (currently Cllr Darren Chapman)*
- *The most senior Councillor at the time (Currently Cllr Clive Goddard), substitute next most senior (currently Martin Sweeney)*

- **Scout Leader (currently Cllr Paul Rye)**
- **Head of the Marsh Academy (currently Mr Simmons) or substitute Head of Lydd Primary and Greatstone**
- **Mr Chris Aubrey – having been on the Panel previously and long-standing teacher and formerly Church Warden All Saints**

Cllr Beach suggested the leader of the Youth Set.

The Town Mayor, Cllr Goddard and Cllr Paul Rye being present at the meeting agreed subject to availability (Cllr Paul Rye unavailable on Thursdays and Fridays) and the Town Clerk said she would make contact with the other people nominated to confirm their acceptance of being panel members,

- B) The Town Clerk updated Councillors on the financial position of the Bursary fund which has a reduced balance since 1995 when it had been anticipated that the interest on the account would be used to fund the applications received. The Town Clerk advised Councillors of the balance currently held for the Bursary and said that Councillors may wish to consider the maximum amount awarded to any one person and if in the future they wished to have an agenda item to consider adding to the Bursary fund to keep sufficient funds in the account for it to continue. Cllr Sweeney said that he has not seen the Bursary Fund on the Council budget setting. The Town Clerk advised that it is set up as a Charity and has its own separate bank account. Cllr Sweeney suggested that some of the money the Town Council receives from the Municipal Charities could be added to the fund. Following discussion, it was suggested that a cap of £500 be put on any one application.

**RESOLVED: That an upper limit of £500 be set to be awarded to any one application.**

**Proposed by Cllr Paul Rye and seconded by Cllr Sweeney**  
**Unanimous**

The meeting closed at 7.40 pm

Chairman 

Date 3/3/25