

MINUTES OF A MEETING OF LYDD TOWN COUNCIL

Monday 12th January 2026 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, Tony Hills, Mrs Jean Jones, Della Lewis, Anthony May, Mrs Kim Rye

Angela Alexander- Town Clerk
Mrs Diane Cavey Assistant Town Clerk

PC Steve Putland
3 members of the public

The Town Mayor welcomed everyone to the meeting and advised that Fr Jack Greenhalf was unable to attend to say prayers due to another engagement.

8. **APOLOGIES:** Cllr Darren Chapman (Health), Cllr Paul Rye (Urgent work commitments).
9. **ABSENT:** Cllr Mrs Ann Duncan
10. **MAYORS UPDATE**
The Mayor said that he hoped that the Christmas cards sent on behalf of the Mayor and Mayoress this year were well received as they were designed as part of a Lydd School Christmas card project. The Mayor said that the winners were delighted to receive a prize and certificate when he visited the school before Christmas to present these.
11. **MINUTES**
 - a) **RESOLVED:** *The minutes of the Council meeting held on 10th November 2025 were approved and signed as a true record*
Proposed by Cllr May and seconded by Cllr Mrs Harston
For: 10
Abstention: 1 Cllr Hills
 - b) **RESOLVED:** *The already approved minutes of the Planning Committee meeting held on 6th October and 3rd November 2025 were received and noted*
- DECLARATIONS OF INTEREST**
Cllr Goddard declared an interest in any matters relating to FHDC and in agenda items 9 (donation from Lydd Municipal Charities), 10 (Defibrillators), and 12 (Poppy appeal, Band Concert and Lydd in Lights)
Cllr Hills declared an interest in any matters relating to FHDC
12. **QUESTIONS FROM THE PUBLIC**
There were none
13. **UNCONTESTED ELECTION**
The Mayor advised Councillors that Tony Hills has been duly elected as Councillor to Lydd Town Council without contest and welcomed him to the meeting.
Cllr Hills said that his first time of election to Lydd Town Council was in 1996 and that he was pleased to be back and that he takes a great interest in Dungeness and flood defence.
14. **FINANCES (Appendix A page 10 to 15)**
 - a) **RESOLVED:** To note the income from UK Power Networks for wayleave agreements for land adjacent Dungeness Road for the sum of £38.21 and The Rype and Skinner Road for the sum of £50.04

- b) **RESOLVED: To note the income from Arqiva Ltd for the sum of £1,500 for the Allotment mast**
- c) **RESOLVED: To note the HMRC VAT reclaim for the sum of £758.69 received on 11/11/25**
- d) **To note the invoice from GMP Accountants for submission for the VAT return for the quarter ended 30 September 2025 with information provided by the Finance Officer**
- e) **RESOLVED: To receive the invoice from CIA fire and security for the Subscription and maintenance contract regarding gate access to the tennis courts under the terms with LTA**
- f) **RESOLVED: To receive the invoice from All Saints' Church in respect of charges for the Lydd Town Council Charity Band Concert for catering, gas and electricity for the sum of £421.70**
- g) **RESOLVED: To adopt the Internal Auditor terms of reference**
- h) **RESOLVED: To adopt the Internal Audit Plan**
- i) **RESOLVED: To adopt the Statement of Internal Control**
- j) The Town Clerk explained that as well as the Internal Auditor terms of reference, Internal Audit Plan and the Council Statement of Internal Control it was necessary to consider the independence the Internal Auditor who is currently Lionel Robbins from the Council, its Members and Officer before the re-appointment.
The Town Clerk confirmed that Officers did not have any personal connections with Lionel Robbins and that was known only to them in the professional capacity of Internal Auditor and asked the Councillors to confirm accordingly.
RESOLVED: Following consideration of the independence from the Council, Members and Officers to re-appoint Lionel Robbins as the Internal Auditor.
Proposed by Cllr Mrs Jones and seconded by Cllr Mrs Haston
Unanimous

15. BUDGET AND PRECEPT SETTING (Appendix B page 16 to 17)

- a) **RESOLVED: Councillors adopted the final budget and statement of reserves as agreed in draft form at the Council meeting on 10th November 2025 without changes as circulated.**
Proposed by Cllr Mrs Jones and seconded by Cllr May
For: 11
Abstention: 1 Cllr Hills
- b) Councillors received and noted the provisional Council tax base for 2026-27 of 2,245.06 which the Town Clerk advised is set by the District Council. The Town Clerk advised Councillors that balanced budget contains the amount of Precept to be requested and when this amount is divided by the Council tax base it informs the average Band D amount to be paid. The Town Clerk advised that the amount would result in an increase in Council Tax.
- c) **RESOLVED: Following consideration Councillors agreed set the precept request for the financial period 2026-27 in line with the agreed budget which had been adopted by them for the sum of £243,900 and that this will result in a Band D Council tax charge of £108.64 per annum and that this is to be notified to Folkestone and Hythe District Council by 31st January 2026**
The Precept Demand Form was authorised to be signed by the Town Mayor and Town Clerk.
Proposed by Cllr Mrs Jones and seconded by Cllr Mrs Harston
For: 10
Abstention: 1 Cllr Hills

16. DONATION FROM LYDD MUNICIPAL CHARITIES (Appendix C page 18)

The Town Clerk advised that a donation of £5,000 from Lydd Municipal Charities had been received on 1st December 2025. It was agreed that this money to be used primarily for the funding of small grant applications by local Charitable and voluntary organisations and

community events or benefit as arranged by the Town Council. The Town Clerk said that Councillors had a copy of the poster advertising the Small Grants was on their tables and available for residents and was displayed in noticeboards and website and asked Councillors who were involved with local groups or know of them to draw this to their attention. The Closing date for applications is 2nd February 2026.

Received and noted.

17. **DEFIBRILATORS (Appendix D page 19 to 21)**

The Town Clerk advised Lydd Town Council owns three Defibrillators which are located at Lydd- Coronation Square, Lydd- The Banks and Taylor Road- Lydd on Sea and that the ones in Coronation Square and Taylor Road were purchased in 2016 and have been well used.

We have been advised by Hopkins who maintain and inspect all our defibrillators that the electrodes and battery fitted to our LIFEPAK CR Plus at the BT Box in Lydd and Lydd on Sea are due to expire this quarter. The electrode sets for this model have a two-year life cycle, so any replacements purchased now would typically carry an upper boundary date in 2028. To replace the electrodes and battery which come as a set would be £171 + VAT per device and have a warranty period of 90 days but once used in an emergency would not be able to be replaced. The two defibrillators in question have served reliably but manufactured in 2016 they are ten years old and Councillors should consider whether fitting another round of short-life consumables makes sense for a low-use site. New devices on the market today use pads with up to four- or five-year life and batteries with up to five-year life, giving protection into the next decade. If Councillors decide that a replacement device could be the better route, Hopkins can offer three potential devices outlined below.

- Option A 200 Joules fixed energy output £1090.00
- Option B 360 Joules variable energy output £892.50 (most popular)
- Option C up to 360 Joules variable energy output with CPR Insight £1788.00

The packages include the following:

- AED defibrillator semi or fully automatic including infant and child switched energy adjustment.
- Hopkins Extended Responder Kit.
- Free one-time consumables replacement if the AED is used within two years.
- CPR metronome.
- Carry case and strap.
- Built in adult and infant selector with no additional electrodes to change out.
- Electrodes with up to five-year life.
- Battery with up to five-year life.
- Eight-year manufacturer warranty.
- All prices quoted are plus VAT and payment is on completion of installation.

Councillors were advised that the replacement of electrodes and battery for the defibrillators at the BT box, Lydd and at Taylor Road, Lydd on Sea are due for replacement and that these are due to be discontinued in February 2026. The alternative is to replace the defibrillators themselves which are now ten years old. The Town Clerk advised that Hopkins had informed last Wednesday morning that the defibrillator in Coronation Square had been used and that this has been replaced by a temporary device.

The Town Clerk said that she and the Mayor had been in conversations about the replacement of the defibrillators and were pleased to say that someone has donated £500 towards each replacement device being £1,000 in total.

Councillors raised the following:

- Cllr Mrs Rye – the phone box needs repairs there are panes of glass missing which means the defibrillator is not protected
- Cllr May – The device is in a case with a small heater so that it keeps the pads soft.
- Cllr May – do the prices quoted include VAT – the Town Clerk advised that VAT will be charged but is claimed back by the Town Council

- Cllr May – it only takes 24 hours to replace the pads so the defibrillator should be back in place.

Cllr Clive Goddard said that he had declared an interest in this agenda item because he has been in contact with a local home improvement company who are willing to donate to the cost of the replacement Defibrillators if there is a funding shortfall so that they can promptly be replaced.

RESOLVED: To instruct Hopkins that the Council wishes to replace the Defibrillators at Coronation Square and Taylor Road with Option B 360 Joules variable energy output at a cost of £892.50 + VAT from Hopkins and that the Council will be delighted to accept the generous offer of £500 donation per defibrillator and a further donation from the local home improvement company who have liaised with Cllr Clive Goddard on this matter.

Proposed by Cllr Clive Goddard and seconded by Cllr Mrs Jones

Unanimous

18. ALLOTMENTS REVIEW

Councillors received a briefing for consideration as follows:

Lydd Town Council and the Allotments Association have a self-management agreement for the plots at Dungeness Road. This includes the Allotment Association Management Team (AAMT) keeping the land and property maintained and for this purpose Lydd Town Council pays an annual sum to the AAMT for maintenance of the land under that agreement.

There is shared use of a tractor purchased some years ago by Lydd Town Council and the cost of its insurance is shared between Lydd Town Council and AAMT. The Allotments remain the asset of Lydd Town Council.

Any income generated by the Allotments such as rent for plots and the payment from ARQIVA telecommunication mast is kept in a separate column in the accounts for Lydd Town Council and the money is ringfenced to spend on the Allotments and is not used for general funds.

The terms of the lease with Arqiva are that £1,500 is the current annual payment which has reduced over the years, and this is the income used for projects on the Allotment land to improve the asset of Lydd Town Council. The payment of £1,500 for this financial year was received on 19th December 2025.

Following the review of the annual Allotment Association Management Team allowance for the upkeep of the allotments in line with the self- management agreement in 2025 there was no increase and £1200 was agreed for the current financial year. This amount is to be reviewed by Councillors this year.

Lydd Town Council reviews the rent and water charges for the allotment plots annually. The decision on the charges will be made this year at the January Council meeting and will be implemented for the rent and water charges falling due on 1st October 2026.

Following the review of the charges for allotment plots due 1st October 2025 there was no increase made and the charges are currently £20 for a 5 perch plot which includes the cost of water and the deposit is £30 which is returned to the plot holder on vacating their plot if left in a tidy condition or retained if the plot is untidy and needs clearing. We currently hold £4410.00 in allotment deposits for possible return.

The total cost of water usage for 2024 was £1075.90 (the previous year had estimated reading and so credits were applied and so the actual amount paid was lower than the usage). The cost of water usage for 2025 increased to £1458.07 an increase of £382.17. Lydd Town Council currently has 167 plots and 2 of these are currently vacant and so Councillors may wish to reflect an amount of £2.30 be added to the rent per plot to reflect this increase in water usage.

Councillors to note that we cannot overcharge and make a profit for the provision of water and the plot fee is therefore rent and water inclusive and may wish to consider an increase in the overall plot rental.

- a) Councillors reviewed the charges for allotment plots to include water for rents falling due 1st October 2026 and which is currently £20 for a 5 perch plot and £30 deposit.

The Town Mayor proposed that the inclusive charge for a 5 perch plot rise by £5 making the charge £25 per annum. Cllr Hills said that there are two vacant plot and suggested that the cost remain the same. Cllr Beach said that the cost should go up as Lydd Allotments are very cheap compared to others.

RESOLVED: To increase the charge for rent and water for a 5 perch plot by £5 making the cost to be paid from 1st October 2025 to be £25 per annum per 5 perch plots
Proposed by the Town Mayor, Cllr Bob Jones and seconded by Cllr Beach

For: 10

Against: 1 Cllr Goddard

- b) Councillors reviewed the annual Allotment Association Management Team allowance for the upkeep of the allotments in line with the self-management agreement. This is currently £1,200 per annum and would be paid at the beginning of the next financial year.

RESOLVED: That the £1,200 annual payment remain the same for the forthcoming financial year to be paid to the Allotment Association 1st April 2026

Proposed by Cllr Dawes and seconded by Cllr May

Unanimous

19. RBL POPPY APPEAL, BAND CONCERT AND LYDD IN LIGHTS (appendix E page 22 to 23)

Cllr Clive Goddard reported on the following items:

a) RBL Lydd and Brookland Poppy Appeal 2025

Around 30 collecting tins were distributed in shops, pubs, and our two primary schools in Lydd. After the 2025 Appeal ended the monies were counted a grand total of £3,010.74 was raised which was an increase of £110 on the previous year.

The community always give so generously to this excellent cause they all deserve a massive thank you What a fantastic way to celebrate the 104th anniversary of the British Legion with our great total raised

A special mention must go to Lydd & Greatstone school pupils, staff and parents Lydd school raised a whopping £207.28 and Greatstone school a £180.69 The scouts did street collections in Lydd town and raised a brilliant £202.97 in just two weekends.

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

Cllr Goddard thanked PC Putland for attending the Remembrance Sunday service in Lydd.

b) Band of the Brigade of Gurkhas Christmas Concert 2025 and letter of Loyal Greetings

Cllr Goddard reported that there was a new Band Master Captain David Hatton and the concert was attended by the Lord Warden of Cinque Ports Admiral George Zambella and Lady Amanda and Sir George received a letter of Loyal Address from the King for the Band of the Brigade of Gurkhas which was circulated to Councillors before Christmas. Mayors and Chairs of Councils came from Kent and Sussex, and they donated £370 in total. There was £2181.20 from ticket sales, raffle tickets and donations on the door on exit which made of total of £2,551.20 which is an increase on 2024. We have received an invoice of £421.70 from All Saints' Church for expenses they charged for the concert which was food £360.00 and heating and lighting £61.80. We would of course like to donate as much money as possible from the concert to the Gurkha Welfare Trust so they can carry on their wonderful and necessary work in Nepal.

So, on receiving the invoice from the Church the Mayor has kindly agreed to donate money from his allowance to cover most of the money that is being charged to us by the Church Because of the generosity of the Town Mayor, we will therefore donate £2,500 to the Gurkha Welfare Trust and the Mayor will be donating £370.50 from his Mayoral Allowance to make this possible.

Cllr Goddard thanked PC Steve Putland for his support on attending the Band Concert for the second year running which was much appreciated.

c) Lydd in Lights competition and presentation evening 2025

Cllr Goddard advised that the judging for Lydd in Lights took place on Monday 8th December and the presentation evening for the winners to receive their prizes was held in the Chamber of the Guild Hall on Monday 15th December 2025.

A welcome drink of warming mulled wine or the non-alcoholic option of a St Clements was served on arrival to the prize- winning families. Over 30 residents attended and all the winning families were there to collect their prizes.

The presentation evening was opened by the Mayor, Cllr Bob Jones who said that he was delighted to see so many children attending again this year and that the competition had been difficult to judge as there were so many excellent displays.

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 Clive with the Mayor presenting the hamper prize to the overall winner in the Parish.

Third Prize winners at the Town and Coast received hampers worth £25 each. Second Prize winners at the Town and Coast received hampers worth £35 each. First Prize winners at the Town and Coast received hampers worth £45 each. The overall winner which was a fantastic display at 57 Sycamore Close received a hamper worth £60. The expenditure for the event was just under £308 including the hampers and refreshments – the Council had set the budget at £360 which means we delivered a successful and well attended community event coming in under budget again this year and the winners went away delighted with their prizes.

Cllr Goddard proposed that the £52 underspend for the event be transferred to the pot for funding the two new defibrillators.

The Mayor thanked Cllr Goddard for all his hard work on these events.

Cllr Hills said that the concert was excellent and the feedback from the visitors from outside Lydd was that it was a great credit and thanked the Officers and Cllr Goddard who he said is the mastermind behind the event.

Reports received and noted.

20. KCC MEMBERS REPORT (Appendix F page 24 to 25)

Councillors receive and noted the KCC members report from Cllr David Wimble – previously circulated to Councillors and on the Council website for the public to view.

21. CIVIC ENGAGEMENTS (Appendix G page 26)

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

22. PRESS AND PUBLIC EXCLUDED

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

Proposed by

For: 10

Against: 1 (Cllr May)

23. DISQUALIFICATION ALAN MARTIN

The Mayor advised Councillors that S.85 of the Local Government Act 1972 states that when a Council member fails to attend any meeting for six consecutive months from the date of their last attendance, they cease to be a member of the authority, unless the Council accepts a reason for the failure to attend before the six months period expires.

The Mayor reported that Councillor Martin has not applied for a dispensation prior to the expiry the six-month period and that he had not attended any meeting of Lydd Town Council since the Annual Statutory Meeting/Mayor Making on 12th May 2025. The Mayor said that he had emailed Alan Martin to encourage him to attend the Budget meeting held in November 2025 due to the importance of the meeting.

RESOLVED: To receive and note the disqualification of Alan Martin in accordance with S 85 of the Local Government Act 1972 for failure to attend any meeting of Lydd Town Council for six consecutive months from 12 May 2025.

The meeting closed at 19.43

Chairman _____

Date _____

DRAFT