

MINUTES OF A MEETING OF LYDD TOWN COUNCIL

Monday 8th September 2025 at 7.00 pm in the Council Chamber at the Guild Hall
Present: Town Mayor, R.S. Jones, Councillors, Maria Beach, Darren Chapman, Mrs Sadie Crump, Mrs Ann Duncan, Clive Goddard, Della Lewis, Anthony May, Mrs Debbie McKenna, Mrs Kim Rye

Angela Alexander – Town Clerk
 Mrs Diane Cavey - Assistant Town Clerk
 PC Steve Putland

14 members of the public

The Town Mayor requested that a minute silence be held in memory of the Duchess of Kent. Fr. Jack Greenhalf led the Council in prayers.

156. APOLOGIES

Cllr. Tom Dawes – unwell, Cllr Mrs Pippa Harston – personal reasons
 Cllr Mrs Jean Jones, unwell, Cllr Alan Martin – attending a KCC/FHDC meeting,
 Cllr Paul Rye – unwell, Cllr Martin Sweeney – personal reasons.

157. MINUTES

a) **RESOLVED: That the minutes of the Council meeting held on 7th July 2025 were approved and signed as a true record**
Proposed by Cllr. Tony May and seconded by Cllr Maria Beach

For: 6

Against: 0

Abstentions: 4

b) **RESOLVED: To receive and note the already approved minutes of the Planning Committee meetings as follows:**

i) **Meeting held on 3rd February 2025 to correct the start and finish times of the meeting**

ii) **Meeting held on 19th May 2025**

iii) **To note that the Planning Committee meeting scheduled for June 2025 was cancelled due to lack of business.**

iv) **Meeting held on 7th July 2025**

158. DECLARATIONS OF INTEREST

Councillor Clive Goddard declared an interest in any items relating to Folkestone and Hythe District Council and the agenda item relating to the Poppy Appeal being the local co-ordinator.

159. MAYORAL UPDATE

The Town Mayor, Cllr Bob Jones, reported that in July he along with the Mayoress, Town Clerk, Cllrs Clive Goddard and Paul Rye were invited by the Lord Warden of the Cinque Ports to Walmer Caste, being the official residence of the Lord Warden where we were all honoured to meet King Charles III.

Cllr Goddard thanked the Mayor for his update which he had pledged to include at the start of this term as Mayor, Cllr Goddard congratulated the Mayor and said that he looked forward to future updates from him.

160. QUESTIONS FROM THE PUBLIC

The meeting was adjourned.

Martin Hooper had submitted the following questions:

1. *Can you please explain how the public are supposed to ask question that do not relate to an agenda item.*
2. *Can you please inform me of the outcome of the meeting with RoSPA regarding the gates to the Under 5s play area?*

The Mayor, Cllr Bob Jones advised that he had responded by email (to the address previously used to submit questions from Mr Martin Hooper) and verbally gave the response as follows as Mr Hooper wanted to read his questions out at the meeting so that everyone could hear them and the Mayor to respond.

he Mayor responded as follows:

Thank you for your questions to the Council, which I will answer for you now.

With regards to any questions from the public, there is no need to wait for the appropriate council meeting. Both the office and myself, as Mayor, are available to answer any queries that you may have. These can be submitted either through emails, by post, telephone or hand delivered to the council office. We always endeavour to respond to any questions from constituents as soon as possible, so an email is always the best route to an answer.

The Mayor explained that the Council meeting is a meeting held in public to discuss Council business as set out on the agenda and it is not a public meeting.

Regarding the gate in the children's play area, it has been a frustrating wait for new spring to arrive, as it is manufactured abroad and I am pleased to say it has now arrived and I will now get this fitted as soon as possible.

The meeting was reconvened.

161. FINANCES (Appendix A page 265 to 275)

- a) **RESOLVED To ratify and approve payments and receipts
Proposed by Cllr Chapman and seconded by Cllr Lewis
For: 7
Against: 0
Abstentions: 3**
- b) **RESOLVED: To receive and note the bank reconciliation and supporting bank statements**
- c) **RESOLVED: To receive and note the budget monitor**
- d) **RESOLVED: To note the first quarter VAT reclaim of £1,909.32 paid on 4th August 2025.**

162. REMEMBRANCE SUNDAY AND POPPY APPEAL

- a) Councillors considered the donation for the wreath to be made on behalf of the people of Lydd by the Mayor at the Remembrance Sunday Service.
RESOLVED: that a donation of £85 be made to the Royal British Legion Poppy Appeal for the poppy wreath.
**For: 9
Against: 0
Abstentions: 1 Cllr Clive Goddard having declared an interest in this item**
- b) Councillor Goddard said that each year members of the public, councillors and local businesses donate raffle prizes each year and that all the money raised goes to the poppy appeal and thanked them for their generosity and asked that donations are delivered to the Guild Hall on its opening days but no later than 11am on 5th November.
Received and noted.

- c) A letter from Lydd War Memorial Institute requesting a contribution of £150 towards the buffet on Remembrance Sunday was considered by Councillors.

RESOLVED: That a donation of £150 towards the buffet on Remembrance Sunday to the Lydd War Memorial Institute be approved.

Unanimous

- d) **RESOLVED: That a donation of £60 be made to the Bugler for services at the Remembrance Sunday service.**

Unanimous

- e) The invitation to Remembrance Sunday Service from Ex-Servicemen's Club Chairman John Natella had been circulated to all Councillors for their attention.

Received and noted

163. CHANGE TO BANKING PROVIDER AND TRANSITION TO ONLINE BANKING

The Town Clerk updated Councillors on the change to the banking provider for Lydd Town Council and the transition to online banking and advised that the new current and savings accounts with Unity Bank were opened in July.

The Lloyds savings account has now been closed following the transfer of the balance in the account to the Lloyds current account.

A full switch process from Lloyds will take place during the last week of September and should be completed by early October. This will involve Unity Trust Bank moving all our payment arrangements including Direct Debits, Standing Orders etc. as well as the balance to the Unity Account and instructing Lloyds to close the current account. Arrangements will be in place for our old account to be automatically redirected to the new account. In these cases, the sender of the payment will be contacted and provided with the new account details.

Following the completion of the switch process, the online banking process and procedure will be actioned, replacing the current payment by cheque method in most cases. The facility to pay by cheque will still be available should this be required at any time.

Received and noted

164. COMPUTER /IT UPGRADE

The Town Clerk said that following the decision made by Councillors at the July meeting to award the contract to Ifini that the work to install new computers and upgrade to IT was carried out during the August holiday period so that this would have as little impact as possible. The Town Clerk advised that she had attended the Guild Hall during the holiday closure to enable our IT provider Ifini to remove the server so that the information could be transferred to the new server ready for installation on the first day back to work after the holiday.

The majority of the iPads had been handed in prior to the holiday closure as requested with 14 Councillors bringing them in during the time frame requested, 1 councillor handing theirs in after the holiday closure which had now been updated and there was 1 iPad which wasn't handed in and therefore the emails would have ceased working and this would need to be taken in after the meeting so that it could be updated.

The office desktop systems were replaced along with one of the three laptops (Finance Officer) and the server was replaced.

The banking signatories have had increased security on their iPads so that they are ready for online banking.

Other iPads which were available at the time were also separated from the shared Apple account and the remainder are to be done in the same way. The Clerk advised that she had emailed those Councillors requesting that they leave their iPads with Officers after this evenings' meeting. The Clerk advised that she only emailed those Councillors who still needed this work to be carried out so those Councillors not receiving that email could take their iPad away with them.

For the purposes of budget setting in November Councillors will give consideration to the remaining 2 laptops which require upgrading (Town Clerk and Assistant). The iPads should also be considered for upgrading as they will cease to update in the near future and an option of a reconditioned laptop will be provided for consideration as some Councillors have had difficulty with their iPads and laptops may be easier for them to use.

Received and noted

165. THE RYPE – LYDD CLUB DAY INCIDENT

Cllr Chapman advised that following an unplanned incident at the Rype associated with the Lydd Club Day event in June where on the Sunday after the event the company (Dallas) who had supplied and erected the Marquee for Lydd Club Day had removed their stakes holding the Marquee and it transpired that two stakes had punctured a gas main buried under the Rype located 6 metres from the road. For the duration of the event when the attendees were present the stakes had been in the pipework which created a seal and therefore there was no leakage and no risk to the public. It was when the stakes were removed that the gas was able to escape from the pipe – this was on Sunday morning the day after the event was held.

Cllr Chapman said that he had been informed of the incident by Lydd Club Day on the Sunday morning and that he had informed the Town Clerk and advised that Lydd Club Day Committee had informed the gas emergency services who were in attendance. SGN dug out around the pipework before any further stakes were removed and ensured that everything was safe and speedily fixed the problem. SGN did not apportion blame or issue fines in relation to the puncturing of the gas pipe which they said was an unfortunate incident.

Cllr Chapman said that The Town Clerk had visited the Rype first thing on Monday morning to take photographs of the exposed pipework before the trenches were filled in and the area re-seeded and to liaise with representatives of Lydd Club Day. The Town Council promptly received a written report from them after a request from the Town Clerk.

He went on to say that Rebecca and the other members of Lydd Club Day had done an excellent job of handling the incident and organising Lydd Club Day.

Members of Lydd Town Council who are appointed to Lydd Club Day Committee were also involved in managing the situation which included Cllrs Maria Beach, Sadie Crump, Ann Duncan and Della Lewis.

Dallas had been under the impression that buried services would be 900mm deep and had used 800mm stakes to hold the Marquee in place. SGN has now confirmed that their pipework is 600mm deep which meets the legal requirements.

Cllr Chapman said that being in the Royal Oak he is able to talk to a lot of people and had been asking long time Lydd residents if they were aware of gas pipework being a buried service on the Rype. No one he spoke to had any recollection of this being installed.

Cllr Chapman said that he was disappointed to receive an email which stated that it was sent on behalf of the Lydd Residents Group a few days later in which the sender said that the fault for this incident lay solely with Lydd Town Council. Residents who had joined the Lydd Residents Group and spoke with Cllr Chapman on this matter were also disappointed as they told him they had no knowledge of this complaint and hadn't been consulted on this being sent on their behalf.

In relation to the pipework being installed Cllr Chapman advised the Councillors that historic records at Lydd Town Council show that digging began in 1987 and this was mentioned in the Minutes in December that year. The Council Minutes of February 1988 show that the Council at that time agreed to an Easement using Halletts solicitors and received a one-off payment of £470 being £1 for each metre of pipework which is laid 6 metres in from the road. The gas company was given the rights of access to maintain their pipework as part of this Easement and so they are not required to request permission from the Council to do so. This is an installation that took place 37 years ago and no one currently involved with the Council had knowledge of this. However, if the Council at the time had instructed a Wayleave agreement with an ongoing annual payment going into our bank account which we would see in our budget income each year, then we would have awareness of the arrangements but a one-off payment does not flag this up in the Council's accounts.

Following the incident both the Lydd Club Day and Lydd Town Council Risk Assessment documents have been updated, and this is on the Agenda for adoption this evening. To be on the safe side a 12-metre exclusion zone from the Rype has been stated in both organisations Risk Assessments and Lydd Fest were aware of the requirements for their recent event.

Cllr Goddard thanked Cllr Chapman for his report and said that all concerned had done an excellent job managing the situation and that a lesson can be learned from the decision made by the Council in 1987 to take a one-off payment for something as important as this.

Received and noted.

166. RISK MANAGEMENT DOCUMENT (Appendix B page 276 to 289)

The updated Risk Management Document had been circulated to Councillors to review and consider for adoption. The changes include updates to reflect the new IT equipment and IT/email platform and the changes to Councillors iPads to reflect their use by the appointed Councillors who are signatories for Online Banking for which additional security has been put in place. The section relating to the Rype has also been updated to include additional control measures for Hirers of the Rype when erecting structures such as Marquees and Gazebos etc following the incident on removal of the Marquee installed by Dallas on behalf of Lydd Club Day where the stakes punctured a gas pipeline buried under the Rype.

RESOLVED: To adopt the updated Risk Management document as circulated

Proposed by Cllr Chapman and seconded by Cllr Goddard

For: 7

Against: 0

Abstentions: 3 Cllrs Mrs Ann Duncan, Mrs Debbie McKenna and Mrs Kim Rye

ROSPA REPORTS – THE RYPE PLAY AND TENNIS COURTS

The annual independent expert inspections of the Rype play equipment and the Tennis Courts have been carried out by RoSPA and their health and safety inspection reports received which had been circulated to Councillors.

The reports will be reviewed in detail by the Buildings and Amenities Committee for action on repairs and any items needing to be included in their budget setting. The recommendation of the allocation of work to be carried out by employee or contractors to be reported to the Personnel Committee.

Cllr Mrs McKenna asked why the report mentions removing the sides of the park shelter and the Mayor said that he had discussed this with the inspector so that there was more visibility.

Cllr McKenna said that she felt that the shelter should be moved away from the play area.

Cllr McKenna also asked the Mayor had the inspector looked at the goal posts and the Mayor responded that he had and could not see any issues.

RESOLVED: RoSPA independent annual inspection health and safety reports for the Rype and the Tennis Courts were received and noted.

167. KCC MEMBERS REPORT (Appendix C page 290 to 291)

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

Received and noted

168. CIVIC ENGAGEMENTS (Appendix D page 292)

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

Received and noted

At this juncture Cllr Mrs Debbie McKenna announced her intention to resign from Lydd Town Council but that she wished to remain until the end of the meeting. Having not put a resignation in writing to the Mayor and Town Clerk at this point this was in order.

The Town Mayor, Cllr Bob Jones, thanked Cllr McKenna for her service to the Council.

169. PRESS AND PUBLIC EXCLUDED

RESOLVED: To exclude the press and public from the following agenda item under Section 12 of the LGA 1972 as it is likely to involve discussions of a commercially sensitive and personal and legal considerations.

Proposed by Cllr Chapman and seconded by Cllr

For: 7

Against 0

Abstentions 3 Cllrs Mrs Ann Duncan, Mrs Debbie McKenna and Tony May

170. INSURANCE RENEWAL**Confidential report – 2025/C0010**

The Town Clerk advised Councillors that Lydd Town Council is currently insured with Clear Councils Insurance on a three- year term which is due to expire at the end of September 2025.

So that Councillors can consider the renewal of our insurance a number of suitable insurers and brokers have been approached by the Finance Officer to provide quotes against our current policy schedule and asset register.

Clear Councils work in partnership with the National Association of Local Councils and due to their work in our sector several of the other insurers were unable to provide us with a competitive quote.

The table below sets out those we have approached and the outcome.

PROVIDER	COMMENT	ANNUAL FEE QUOTE	TERM
Clear Councils	Current provider and annual fee of £4,150 with a 3 year term.	4,807.80	3 years
Gallaghers/Hiscox	N/A	7,713.59	3 years
PIB Insurance Brokers (Clear Councils)	Waiting for clarification on policy documentation sent through despite process being started on 14/07/25		
Zurich	Declined to provide detailed quote as estimated quote would be double the price of Clear Councils so approx. £9,615	N/A	N/A
Suffolk Community Action	Unable to provide a quote due to conflict of interest	N/A	N/A

Currently, our cyber security insurance is a separate policy with Clear Councils at an annual cost of £405.

The Town Clerk advised that following the recent upgrade to our IT and devices which has been reflected in the updated Risk Management document considered by Councillors at this meeting discussions were held with Roger Hogarth of Ifini regarding the continuation of Cyber Insurance. He has advised that it is prudent for the Town Council to continue with this aspect of our insurance. Clear Councils have confirmed that their coverage for cyber security remains outside of general council insurance, and the Town Council would need to insure this risk separately from the quotes to be considered this evening.

It would however be helpful for the Council to permit delegated authority for the renewal of this aspect of our insurance when it falls due.

RESOLVED: That Lydd Town Council continues the insurance cover with Clear Councils on a three-year term at an annual quote fee of £4,807.80 and that Cyber Security Insurance should be renewed when this falls due with delegated authority to the Town Clerk to action this on behalf of the Council.

***Proposed by Cllr Bob Jones and seconded by Cllr Chapman
Unanimous.***

171. THE RYPE (Appendix E page 293 to – 305)

Following a unanimous decision of Lydd Town Council it was resolved to introduce a policy for the use of the Rype and agreed that research be carried out into the legalities for the use of a Town or Village Green and that legal advice be taken as required so that a policy may be considered by Councillors for adoption.

The Clerk explained the different sources of information which were consulted and referred to in the Policy document and that this guidance was compared with the current uses or requests to use the Rype by Hirers and that then this information was compiled and submitted to Solicitors (Wellers Law consultant) for their legal opinion. Their advice informs the Policy to be followed by the Town Council, Hirers for events and other users of the Rype and some of these notes are included in the document viewed by Councillors for their information purposes and will be removed from the public version of the policy document.

The following documents were considered by Councillors.

- a) The Rype Policy (following legal advice)
- b) The Rype Terms and Conditions of Hire
- c) Application form for use of the Rype for events

The Town Clerk advised that the documents if adopted will be used together and uploaded to our website so that the public and Hirers are able to access the documents and complete the application to Hire the Rype and send in all the supporting documents before their application is considered. Each event will require a separate application form completed accompanied by the in date documents.

The Town Clerk advised that there is a section referring to the placing of temporary skips on the Rype which if Councillors wish can be removed. If it is left as an option then a form will be made available and the skip will be considered under an application for a licence for set dates and a refundable deposit paid in case of damage.

There was not a request to remove this section from the Policy by Councillors and so this will be available for licence and a document prepared.

The Town Clerk advised that there is currently a Memorial Tree policy in place agreed by Councillors and the application form on our website which is dealt with under delegated authority and that a similar scheme and application form can be put in place for Memorial Benches and temporary skips.

The Town Clerk advised that it is intended that a new section be added to the website containing all the documents relating to the Rype which can be viewed, downloaded and completed for submission by residents. We are awaiting a Fixtures and training document from the Football Club to add to this so that potential Hirers are aware of dates but it is hoped that availability will be made available for all Hirers who meet the correct criteria and provide the correct paperwork so that the Rype can be enjoyed by all.

If the Policy, Terms and Conditions and Application form are adopted this evening then it means that each application (to be submitted with 2 months notice) will not need to be considered at a Council meeting and can be done under delegated authority by the office and reported back to full Council as a report in the same way that Civic Engagements are so that Councillors are kept up to date. Any application which goes beyond the scope of the adopted documents will be reported to Council or Committee for consideration.

The Town Clerk said that the checking of documents etc would be delegated to a colleague. One constant in all sources of advice is that a village green is for the enjoyment of all residents and this should not be seen to be interrupted also that the village green is not a car park and it is an offence to disturb the surface. It was noted that the football club has a lease for use of the Pavilion (not the Rype) and that Hirers should liaise with them for use of the Pavilion and electric and water supply and toilets during the terms of this lease.

RESOLVED: Following consideration Councillors agreed to adopt the Rype Policy final document, Terms and Conditions of Hire and the Application form which is to be completed by all users of the Rype with the correct and in date supporting documents. Upon receipt the application will be considered under delegated authority and permission granted.

**Proposed by Cllr Chapman and seconded by Cllr Mrs Kim Rye
Unanimous.**

172. DECISION NOTICE (MONITORING OFFICER) CODE OF CONDUCT COMPLAINT

Complaint Nos: LS 012190 EG

Confidential report – 2025/C0011

The Chairman of Personnel Committee, Cllr Darren Chapman, reported on the decision notice taken by the Monitoring Officer of Folkestone and Hythe District Council in respect of a complaint concerning 3 members of Lydd Town Council made by a resident of Lydd. The complaint was made on the grounds that the Council's decision regarding a vexatious classification following the decision made by the ICO that the person had acted in a vexatious manner towards the Council and Officers had not been reviewed and that the three councillors concerned had not been acting within their legal and procedural obligations. The decision notice regarding this complaint was in favour of the Councillors concerned and the Monitoring Officer has advised that the complaint is not being investigated by him. The complainant does not have a right of appeal against the Monitoring Officers decision. The Monitoring Officer has since been provided with copies of Minutes where a review has taken place of the vexatious classification for their records.

Councillor Chapman explained two more recent incidents of vexatious behaviour from the same complainant to Councillors.

RESOLVED: That the position of the Council has not changed regarding the classification of vexatious behaviour regarding this resident which continues until further review.

The meeting closed at 20.30

Chairman _____

Date _____