

MINUTES OF A MEETING OF LYDD TOWN COUNCIL

Monday 10th November 2025 at 7.00 pm in the Council Chamber at the Guild Hall

Present: Town Mayor, R.S. Jones, Councillors, Maria Beach, Darren Chapman, Thomas Dawes, Mrs Sadie Crump, Clive Goddard, Mrs Pippa Harston, Mrs Jean Jones, Della Lewis, Anthony May, Mrs Kim Rye, Paul Rye

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

2 members of the public

The meeting began at 19.03.

Fr. Jack Greenhalf led the Council in prayers.

225. APOLOGIES

Cllr Alan Martin – attending a meeting at FHDC.

226. ABSENT

Cllr Ann Duncan

227. MAYORS UPDATE

- a) Speakers' day – The Mayor advised that he, the Town Clerk and Town Sergeant had attended Speakers Day which was a full day event held in Hastings on Saturday September 27th.
- b) Resignation of registrar- The Mayor advised that the Registrar of the Cinque Ports, Ian Russell, was retiring from his position and suggested a donation of £100 to be taken from the Mayoral Allowance towards his leaving gift which was supported.

228. MINUTES

- a) **RESOLVED: The minutes of the Council meeting held on 8th September 2025 were approved and signed as a true record.**
Proposed by Cllr Chapman and seconded by Cllr Paul Rye
For: 10
Abstention: 2 Cllrs Dawes and Mrs Jones
- b) **RESOLVED: To receive the already approved minutes of the Planning Committee meeting held on 27th August 2025**
- c) **RESOLVED: To receive the already approved minutes of the Buildings and Amenities Committee held on 23rd September 2024**
- d) **RESOLVED: To receive the already approved minutes of the Personnel Committee held on 23rd June 2025**

229. DECLARATIONS OF INTEREST

Cllr. Goddard declared an interest in all matters relating to Folkestone and Hythe District Council.

Cllr Chapman declared an interest in item 9 on the agenda relating to the Christmas tree.

230. QUESTIONS FROM THE PUBLIC

The meeting was adjourned.

Martin Hooper submitted the following questions.

Is it only the Councillors that can question the accuracy of the minutes to a previous meeting?

The Mayor advised that it is only Councillor who approve the Minutes of the meeting.

As you are you considering the draft budget has anything been set aside for a decent sound system in the Council Chamber?

The Mayor advised that this is not an item included in the budget under consideration.

KCC members report highlighted the Kent solar farm forum as being established what is Lydd Town Council's view on this?

The Mayor advised that the Council would consider this as an agenda item in the future. *Were the Town Councillors aware that there appeared to be a problem with the Council website yesterday afternoon?*

The Assistant Town Clerk who has responsibility for the website advised that she had spoken to Vision ICT as the website was up and running today and they had advised that it was not accessible the previous day, Sunday and that they are looking into the problem.

Martin Hooper added that the public had access to change items on the website.

The meeting was reconvened.

231. FINANCES (Appendix A page 352 to 368)

- a) **RESOLVED: To ratify and approve payments and receipts.**
Proposed by Cllr Mrs Jean Jones and seconded by Cllr Pippa Harston
Unanimous
- b) **RESOLVED: To receive and note the bank reconciliation.**
- c) **RESOLVED: To receive and note the budget monitor.**
- d) **RESOLVED: To note the final Precept payment of £89,500 received on 9TH September 2025**
- e) **RESOLVED: To note the receipt of £5,200 from NHS for use of the rear rooms at the Guild Hall by South- East Coast Ambulance.**
- f) **RESOLVED: To note the renewal of Clear Councils Cyber Insurance as previously agreed at the September Council meeting for the sum of £410.25.**
Items b, c, d, e, and f received and noted.

232. AGAR EXTERNAL AUDITORS REPORT (Appendix B page 369 to 370)

- a) **RESOLVED: Councillors received and considered the completed Section 3 of the AGAR – the External Auditor's Report and Certificate 2024/25 from Forvis Mazars LLP which is dated 3rd November 2025 as follows:**
'On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met'.
- b) Councillors received and noted the Notice of Conclusion of Audit- date of announcement 5th November 2025.

233. NOTICE OF ELECTION (Appendix C page 371)

The Town Clerk advised that following the resignation of Cllrs Mrs McKenna and Martin Sweeney there had been a petition signed by ten members of the public to call a by election to fill the two vacancies and that the elections office at the District Council had published the required notices and scheduled a date of 4th December for a contested election. However, there were no applicants for the vacancies.

Received and noted.

234. CHRISTMAS TREE

The Mayor advised Councillors that The Royal Oak has generously donated the Christmas tree for All Saints' Church Yard again this year and thanked Darren and Sharon for their generosity. Cllr Goddard suggested that a letter be sent to Sharon Chapman thanking her for the sponsorship of the Christmas tree again this year. The Mayor confirmed that he would do so.

Received and noted.

235. DRAFT BUDGET (Appendix D page 372 to 376)

Councillors to receive and consider the draft budget as circulated and tabled with associated paperwork.

- a) The Mayor and Deputy Mayor had enclosed a letter with the budget paperwork for information which set out the spending over recent years and the obligations of the Council to replenish the level of reserves which has been impacted by the number of by elections which the Council has paid for in recent years which is un-planned expenditure Cllr. Clive Goddard referred to the letter and said this is an alarming cost and the amount spent on by-elections being over £38,000 is the equivalent to 21% of the precept.
- b) Draft budget
- c) Notes to budget.
- d) Draft Reserves

RESOLVED: Following consideration of the draft budget, notes to budget and draft reserves the draft budget for 2026-27 was approved and adopted.

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

236. BAND OF THE BRIGADE OF GURKHAS CONCERT (Appendix E page 377)

Councillor Goddard reported that the Lydd Town Council Christmas Concert is to be held at 7pm on Friday 12th December All Saints' Church and will be performed by the Band of the Brigade of Gurkhas and that there is a new director of music, David Hatton. Cllr Goddard advised all present that the tickets are available from the Guild Hall from Wednesday morning.

Received and noted.

237. BUILDING SECURITY POLICY (Appendix F page 378 to 382)

The Town Clerk advised that she had attended a seminar in September concerning Martyn's Law which had come into place following the Manchester Arena bombings on 22nd May 2017 and it covers the security of public buildings. The Town Clerk said there was an opportunity to submit questions prior to the event and that the two questions she had submitted relating to the security of the Guild Hall during public meetings and events held in All Saints such as the band concert were answered at the seminar and advice given.

***RESOLVED: Councillors considered and adopted the Buildings Security Policy
Unanimous***

238. KCC MEMBERS REPORT (Appendix G page 383 to 384)

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

Received and noted.

239. CIVIC ENGAGEMENTS (Appendix H page 385)

Councillors received the civic engagements at which the Town Council has been represented. It was noted that an Army Cadet marching band has been due to use the Rype but that they had cancelled their event on the day due to the weather conditions.

Received and noted.

240. 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 discussion concerning confidential and personal matters.

Proposed by Cllr Chapman and seconded by Cllr Paul Rye

For: 10

Abstentions: Cllrs May and Mrs Rye

241. LOCAL GOVERNMENT REORGANISATION (Appendix I page 386 to 396)

Councillors considered the options on five models put forward by Folkestone and Hythe District Council prior to their vote on which model it chooses to support. Information first circulated to Councillors on 30th October for information.

RESOLVED: To advise Folkestone and Hythe District Council that Model 5a is the preferred option for Lydd Town Council.

For: 10

Against: 1 Cllr May

Abstention; 1 Cllr Mrs Rye

242. COMMUNICATION FROM MAZARS

Confidential report 2025 – C0016

- a) Cllr Darren Chapman reported on communications from Forvis Mazars regarding challenges they had received from a resident regarding the gas leak on the Rype relating to the Lydd Club Day event and the removal of the Marquee by their contractor due to the Town Council being the custodians of the Rype.

Cllr. Chapman said that the period that the external auditors were considering was from 1st April 2024 until 31st March 2025 and that Lydd Club Day was held in June which was outside this period but that they had contacted the Town Council for information.

The Town Clerk had provided the updated risk assessment and terms of use of the Rype adopted by Council and copies of the minutes from when the gas pipeline was installed in 1987.

The external auditor has written to the resident and advised that the Risk Management policy makes clear the measures that are in place to manage the risks, and it is supported by an additional 'Town/Village Green Policy.'

Forvis Mazars have considered the issue and the impact that this may have on the external auditor's report for 2024/25 and have agreed that the remedial actions taken by the Council meet the requirements of Proper Practices in the Practitioners Guide 2025. Cllr Chapman said that Councillors will see that the Audit report is a clean one but that this created additional work for members of staff and reinforces the Council's position reviewed at the last meeting, that this resident is vexatious towards the Council and that the Councillors and Officers should not engage with the resident on matters relating to Council business.

Received and noted.

243. RESIGNATION OF FINANCE OFFICER

Cllr Chapman advised that the Finance Officer, Caroline Livesey, had resigned on 3rd November and was working her notice period. Cllr Chapman said that the Council had offered her support to remain in her role.

Cllr Mrs Jean Jones thanked the Town Clerk and Assistant Town Clerk for their continued support to the Council.

Received and noted.

The meeting closed at 19.50

Chairman _____

Date _____