

**MINUTES OF THE STATUTORY ANNUAL MEETING OF LYDD TOWN COUNCIL**

Held on Monday 18th May 2026 at 12 noon in the Council Chamber at the Guild Hall

Present: Cllrs Maria Beach, Darren Chapman, Clive Goddard, Mrs Pippa Harston, Mrs Jean Jones, Robert Jones, Anthony May, Paul Rye.

3 members of the public

Angela Alexander Town Clerk  
Diane Cavey Assistant Town Clerk  
James Hughes standing in for the Town Sergeant  
Ben Greene (incoming Town Sergeant)

Fr. Jack Greenhalf led the Council in prayers.  
A minute's silence was held in memory of Roger Whiting

**108. APOLOGIES FOR ABSENCE**

Cllrs Sadie Crump work commitment, Tom Dawes unwell, Della Lewis holiday

**109. ABSENT**

Cllrs Anthony Hills, Mrs Kim Rye

**110. ELECTION OF TOWN MAYOR**

There was one nomination for the Town Mayor for the 2026-27 municipal year  
Cllr Bob Jones was nominated by Cllr Clive Goddard who spoke in support of his nomination which was seconded by Cllr Paul Rye.  
Cllr Bob Jones duly made the declaration of acceptance of office and the oath of allegiance and thanked the Councillors for their support.

**RESOLVED: That Cllr Bob Jones be elected as Town Mayor of Lydd**  
**Proposed by Cllr Clive Goddard and seconded by Cllr Paul Rye**  
**Unanimous**

**111. ELECTION OF DEPUTY MAYOR**

There was one nomination for Deputy Town Mayor for the 2026-27 municipal year  
The Mayor, Cllr Bob Jones, nominated Cllr Darren Chapman which was seconded by Cllr Clive Goddard.

Cllr Chapman duly made the declaration of acceptance of office and the oath of allegiance and said that he appreciates the support and thanked Councillors for putting their faith in him,

**RESOLVED: That Cllr Darren Chapman be elected as Deputy Mayor of Lydd**  
**Proposed by Cllr Bob Jones and seconded by Cllr Clive Goddard.**

*2 members of the public Martin Hooper and Peter Webb left the meeting at this point.*

**112. MAYORAL SCHEME (Appendix A page 139 to 140)**

The Mayor advised that he wished to opt into the Mayoral Scheme 2026-27  
**Received and noted**

**113. APPOINTMENT OF TOWN MAYOR'S CHAPLAIN**

The Town Mayor announced his choice for Mayor's Chaplain for the 2026-27 municipal year as Fr. Jack Greenhalf. The Mayor's Chaplain accepted the invitation, and it was agreed that the Town Clerk would prepare a briefing further explaining the role.

**RESOLVED: That Fr. Jack Greenhalf be appointed as Mayor's Chaplain for 2026-27**

**114. MINUTES**

a) **RESOLVED: That the minutes of the meeting held on Monday 2<sup>nd</sup> March 2026 were approved and signed by the Chairman**  
**Proposed by Cllr Darren Chapman and seconded by Cllr Tony May**  
**Unanimous**

b) To receive and note the approved minutes of the Planning & Environment Committee meetings held on 2<sup>nd</sup> February 2026, 2<sup>nd</sup> March 2026 and 13<sup>th</sup> April 2026  
**Received and noted**

- c) To receive and note the minutes of the approved Personnel Committee meeting held on 23<sup>rd</sup> February 2026  
*Received and noted*

**115. REGISTER OF ATTENDANCE (Appendix B page 141)**

Councillors received and noted the register of attendance for 2025-26  
*Received and noted*

**116. ASSET REGISTER (Appendix C page 142 to 145)**

**RESOLVED: To receive and adopt the updated asset register as at 31<sup>st</sup> March 2026**  
**Proposed by Cllr Mrs Jean Jones and seconded by Cllr Paul Rye**  
*Unanimous*

**117. FINANCES**

- a) Councillors considered the renewal and invoice for the annual subscription to the membership of NALC and KALC for year ending 31<sup>st</sup> March 2027 for the sum of £2,000 + VAT based on the published tax base figure to a maximum of £1930 + £70 standing charge as agreed at the KALC AGM.

**RESOLVED: To approve the payment of the annual subscription to NALC and KALC for the year ending March 2027 as circulated for the sum of £2,000 + VAT**  
**Proposed by Cllr Tony May and seconded by Cllr Paul Rye**  
*Unanimous*

- b) Councillors received and noted the Precept remittance to note the first instalment of £121,950.00 from Folkestone and Hythe District Council.

*Received and noted*

**118. IT POLICY (Appendix D page 146 to 158)**

- a) **RESOLVED: Councillors considered and adopted the updated IT policy as circulated**

**Proposed by Cllr Darren Chapman and seconded by Cllr Mrs Jean Jones**  
*Unanimous*

- b) Councillors noted the date for IT training on Monday 22<sup>nd</sup> June at 6.30pm in the Chamber as part of the compliance with Assertion 10 of the Governance Section 1 of the AGAR

*Received and noted*

Cllr Maria Beach advised that she would be away and unable to attend.

**119. ANNUAL INTERNAL AUDIT REPORT 2025-26 (Appendix E page 159)**

Councillors received and considered the Annual Internal Audit report section of the AGAR for the financial year 1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026, and it was advised that the Internal Auditor's written report would follow.

**RESOLVED: That the report of the Independent Internal Auditor be received and noted.**  
**Proposed by Cllr Paul Rye and seconded by Cllr Mrs Jean Jones**  
*Unanimous*

**120. ANNUAL GOVERNANCE STATEMENT SECTION 1 (Appendix F page 160)**

A briefing note with regard to Assertion 10 which is included on the AGAR section 1 for the first time had been circulated to Councillors to consider before agreeing their response to Box 10. It was advised that this matter has been previously considered by the Personnel Committee.

The Town Clerk said that Lydd Town Council has compliant email addressed for the Officers and Councillors being [xxxx@lyddtowncouncil.gov.uk](mailto:xxxx@lyddtowncouncil.gov.uk) and that our website meets the Web Consent Accessibility Guidelines 2.1 AA. The Council had commissioned a website MOT by Vision ICT and various changes had been made to ensure that the website was compliant with the updated guidelines.

Following this work the Finance Officer had received training from Vision ICT in the updating of the website as this was part of the role job description but had not progressed to carrying out the work. The assistant town clerk had been updating the website and was thanked for doing so.

Training has been arranged with our IT consultant to cover the processing of personal data in line with the principles of Data Protection. This will cover the risks in using personal devices or email addresses. The Town Clerk advised that a refresh of the retention policy and a data audit is in the work plan.

Councillors considered the annual governance statement on the Annual Return 2025-26 and were satisfied that the correct procedures in place to authorise the Chairman and Clerk to sign and date Section 1 Annual Governance Statement 2025-26 except for Box 10 which is to be ticked as 'No'. Cllr Chapman said that we are close to compliance at the present time but not 100%.

**RESOLVED: That all boxes of Section 1 of the Annual Governance Statement are ticked as 'Yes' except for Box 10 which is ticked 'No' and to be signed by the Mayor and Town Clerk.**

**Proposed by Cllr May and seconded by Cllr Beach  
Unanimous.**

121. **ACCOUNTING STATEMENTS FOR 2025-26 SECTION 2 (Appendix G page 161 to 165)**  
**A) RESOLVED: Councillors approved the Accounting Statements for 2025-26 including the bank reconciliation and supporting bank statements.**  
**B) RESOLVED: Following the approval of the Accounting Statements Councillors authorised the Chairman to sign and date Section 2 of the Annual Return 2025-26**  
**C) RESOLVED: Councillors received and agreed the explanation of variances**  
**Items a, b and c agreed Proposed by Cllr May and seconded by Cllr Mrs Harston**  
**Unanimous**
122. **NOTICE OF PUBLIC RIGHTS FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2026**  
**(Appendix H page 166)**  
**RESOLVED: To receive and note the Notice of public rights and publication of unaudited Annual Governance and Accountability Return the date of announcement being 1<sup>st</sup> June 2026 with the inspection period commencing on 15<sup>th</sup> June and ending on 24<sup>th</sup> July 2026**
123. **APPOINTMENT TO COUNCIL COMMITTEES AND EXTERNAL BODIES**  
**A) Councillors were appointed to the following Committees.**  
**Buildings and Amenities**  
Tom Dawes  
Clive Goddard  
Darren Chapman  
Paul Rye  
Bob Jones  
Jean Jones  
Maria Beach  
**Personnel**  
Darren Champman  
Bob Jones  
Clive Goddard  
Paul Rye  
**Planning**  
Tony Hills  
Kim Rye  
Della Lewis  
Sadie Crump  
Pippa Harston  
Tony May  
There are usually 9 Councillors on the Planning Committee but it was agreed that three seats be held to allocate to new Councillors when the casual vacancies are filled  
**RESOLVED: That the Councillors listed above be appointed to the Committees**  
**B) Councillors were appointed as the Council representatives to External organisations as follows:**

NAME OF ORGANISATION	Councillors appointed	Number of vacancies
Lydd Airport Consultative Committee 1 Member	Bob Jones	
Lydd Club Day Committee 6 Members	Maria Beach Sadie Crump Della Lewis Darren Chapman	2
Dungeness Power Station SSG 2 Members 1 Sub.	Tom Dawes Tony May Jean Jones (sub)	
Lydd Community Hall Committee 2 Members	Maria Beach Pippa Harston	
Internal Drainage Board 1 Member	Kim Rye	
Romney Marsh Forum 2 Members	Clive Goddard Bob Jones	
Banks Sports & Social Club 1 Member 1 Sub.	Darren Chapman Jean Jones (sub)	
Planning User Group 4 Members	Pippa Harston	3
Kent Highways County Lengthsmen 1 Town 1 Coast	Kim Rye Town Tony May Coast	
KALC (Area Committee) 2 Members	Clive Goddard Tony Hills	
Confederation of the Cinque Ports Champion	Cllr Goddard	4-year appt.

**124. DATES OF FORTHCOMING MEETINGS 2026-27, (Appendix I page 167)**

**RESOLVED:** *Councillors received and adopted the list of meeting dates for the forthcoming year presented at the meeting.*

**125. LYDD IN BLOOM NOMINATION FORMS**

The Town Clerk advised that following discussions the judging format for Lydd in Bloom would have a change of arrangements from this year and would follow the format that is used for Lydd in Lights which is a more efficient use of Officer time. The judging will take place over one day (approximately 3 hours) including the letters inviting winners to the presentation evening. The dates for judging and the presentation evening are included in the Schedule of meeting dates adopted by Councillors. Councillors and members of the public can nominate properties and Councillors are not fixed to a particular set of roads.

Councillors received printed nomination forms covering the parish which had been placed on their tables.

**Received and noted.**

**126. NOTICE OF UNCONTESTED ELECTION (Appendix J page 168)**

Following a petition by ten members of the electorate that a by election be called to fill the two casual vacancies on Lydd Town Council there were no nominations for candidates received. Councillors to note that no nominations were received and therefore a by election would not be taking place on 4<sup>th</sup> June 2026.

**Received and noted.**

127. **CIVIC ENGAGEMENTS (Appendix K page 169)**  
**RESOLVED: To receive and note the civic engagements at which the Town Council has been represented.**
128. **PRESS AND PUBLIC EXCLUDED**  
**RESOLVED: that public and press be excluded from the following confidential and sensitive agenda item being exempt as defined in Schedule 12 of the Local Government Act 1972.**  
**Proposed by Cllr Paul Rye and seconded by Cllr Mrs Harston**  
**For: 7**  
**Abstention: 1 Cllr Tony May**
129. **DISQUALIFICATION OF COUNCILLOR DUE TO LACK OF ATTENDANCE**  
The Town Mayor advised 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.  
Mrs Ann Duncan has not attended a meeting of Lydd Town Council or Planning Committee since 6<sup>th</sup> October 2025 which means that she has now missed six consecutive months of Council meetings without writing to request the Council considered her absence.  
The Mayor said that we did not received apologies for the November 2025 or January and March 2026 meetings which means that Ann Duncan has now disqualified herself from being a member of Lydd Town Council.  
**RESOLVED: That Mrs Ann Duncan is disqualified from Lydd Town Council due to not attending meetings for six consecutive months.**  
**Cllr Chapman said that he will request the return of her Council issued iPad**
130. **COMPLAINTS**
- a) The Chairman of the Personnel Committee, Cllr Darren Chapman, reported on a complaint made by a resident to the HSE regarding the gas leak following Lydd Club Day in June 2025.  
**This item was deferred from the March Council meeting as Cllr Chapman was not present at the March Council meeting due to work commitments.**  
Cllr Chapman offered his apologies for not being able to update Councillors on this matter at the March Council meeting due to being called into work and went on to say that there are now further matters that have arisen to update on since then.  
Cllr Chapman said that he reported in press and public excluded at the September 2025 meeting about the challenges our external auditors received from a resident about the gas leak incident in June last year during the removal of the Marquee after Lydd Club Day. The updated risk assessment and other documents were sent to the Auditors, and the matter was closed and they advised the resident accordingly.  
Cllr Chapman said that he was now updating that on 14 January 2026 the HSE contacted the Town Council by telephone and email to say that they recently received a concern regarding the Rype, which the resident informed them is under the ownership of the local Council. The concern raised was in relation to Lydd Club Day June 2025 regarding the marquee metal spike which hit a main gas pipe gas main causing a gas leak posing a risk to members of the public.  
The HSE visited the Rype and we were asked if we had investigated and what measures we had put in place and if we had provided locations of underground utilities to event organisers and if we had revised our risk assessment.  
Councillors who were here at the time know that all of the above was carried out and is available on our website.  
The Town Council was also contacted on Wednesday last week by a reporter from Kent Online saying  
*"We will be running a story about the gas incident which happened at Lydd Club Day last year. Council documents reveal the matter has been reported to HSE.*  
**Minutes by Lydd Town Council on March 2, 2026, say the event company, Dallas, which supplied and erected the marquee for Lydd Club Day, had removed the stakes holding the**

marquee. It transpired that two stakes had punctured a gas main buried under the Rype six metres from the road. For the duration of the event, the stakes were in the pipework, which created a seal, preventing leakage.

The minutes state: "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."

Can you please provide these pictures to us?

Can I please have a comment from the town council about this? Is the town council to blame for this, as one of the residents has suggested? What precautions are going to be taken at future events? What lessons have been learned? How are you assisting HSE with this matter? It'd be great if I could get a comment before close of play today"

Clearly the reporter had been given incorrect information by the resident which he had not fact checked as this was the report in the Minutes from 8th September 2025 as the item was deferred on 2nd March 2026 as I was not present at the meeting.

Cllr Chapman said that the reporter was referred to the Minutes which are in the public domain and did not make further comment on this matter.

Councillors commented as follows:

- This is not current news it is a year old – why would the newspaper be interested now
- The resident is potentially impacting the whole of the community
- These complaints could impact all of the events on the Rype

b) The Chairman of Personnel Committee, Cllr Chapman updated Councillors on a complaint regarding review of vexatious behaviour and the advice of the Data Protection Officer.

Cllr Chapman said that we have received further correspondence from a resident which we have shared with our Data Protection Officer and they have advised us that as we are regularly reviewing their vexatious classification more frequently than on an annual basis that we should only now do so once there has been 12 months without this type of correspondence and vexatious behaviour by him and that we should not consider any further correspondence from him.

It was noted that the resident has contacted other Councils regarding our Internal Auditor.

### 131. STAFFING MATTERS

#### **Confidential report 2026 -C0010**

The Chairman of Personnel, Cllr Darren Chapman, updated Councillors as follows:

a) The Town Sergeant, Andy Wells, has resigned and will step down from the honorary role with effect from 31<sup>st</sup> May 2026.

Andy has been an asset to the Town Council and will be missed but he has advanced job opportunities which means he cannot continue as Town Sergeant and also that training for this has prevented him from attending today's Mayor Making which is why we have the pleasure of Jim Hughes with us to ensure that the meeting could go ahead.

There is some good news and that is that Ben who was here today shadowing Jim will be taking on the role of Town Sergeant when he retires from his current position of Head Teacher at Norton Knatchbull school. Ben will also be the Town Hall Keeper to open up for events and ensure that the correct flag is flying and the right way up!

Ben will receive an honorarium for the role the amount of which was agreed at the Personnel Committee meeting.

b) Lydd Town Council employed a finance officer who started work with us on February 2<sup>nd</sup>, 2026, she had experience in payroll and pensions but not in other aspects of the work carried out for the finances of the Town Council.

The employment was on a six-month probationary period, and it was discussed at the Personnel Committee meeting on 11<sup>th</sup> May that a review meeting of progress be conducted by me and the Town Clerk and that the role would be kept under review for a further three months.

Cllr Chapman said that we had requested a reference from a previous employer.

Cllr Chapman advised that the finance officer has now tendered their resignation, and we will be re-advertising and including that Council experience is desirable for the applicant.

***Received and noted***

***The meeting closed at 13.15***

***Chairman*** \_\_\_\_\_

***Date*** \_\_\_\_\_