

Lyminge Parish Council

Minutes of Lyminge Parish Council Finance and Administration Committee Meeting.
Held on Monday 5th February 2024 in the Tayne Centre, Lyminge.

02.01 Present: Cllrs Arnold, Moss and Alyson.

In attendance: Chani Sanger (Clerk) and Geoff Eaton (RFO)

Apologies: Cllr Trayner

Declarations of interest: Item 10 - Cllr Arnold - DPI (Item not discussed) | Item 2.4.d - Cllr Arnold - VI

02.02 Management accounts:

02.02.1 April - February actuals vs budget given for information. RFO explained that LPC is under budget however there are still costs to consider.

02.02.2 Bank reconciliation as of 31.01.24

[Motion - To approve the bank reconciliation and figure of £71661.20 as accurate.](#)

Proposed: Cllr Moss | Seconded: Cllr Alyson | Motion passed.

02.02.3 Cost for consideration

Quotes were circulated for several signs, the cost was agreed previously and brought back to council as the figure of the new quote is higher, and a replacement lamp for the projector. Clerk advised that the actual cost of the lamp may change, there were several options online but £168 was one of the higher amounts given.

[Motion - To approve the purchase of the items based on the prices given.](#)

Proposed: Cllr Arnold | Seconded: Cllr Moss | Motion passed.

02.02.4 Payment schedule

The RFO noted that due to extra room hires there was an additional £40 to add to item c (Lyminge Methodist Church - £20) bringing the total amount to £60.

[Motion - To approve the payment schedule.](#)

Proposed: Cllr Moss | Seconded: Cllr Alyson | Motion passed.

02.03 Website hosting

02.03.1 The current website package does not include an SSL certificate which may be contributing to some of the issues accessing the website. An SSL certificate is £175+VAT.

[Motion - To approve the purchase of an SSL certificate.](#)

Proposed: Cllr Moss | Seconded: Cllr Arnold | Motion passed.

02.04 Funding applications

02.04.1 Received: None

02.04.2 Parish Council Winter Support Grant

There is availability to apply for up to £1500 for the Parish Council Winter Support Grant, this grant can be used to help residents with the cost of living crisis. LPC would like to work alongside Lyminge Primary School, Age UK and other local organisations and groups to create and fund pop up food banks to offer shelf stable foods to those struggling.

[Motion - To approve applying for £1500 from the Parish Council Winter Support Grant.](#)

Proposed: Cllr Alyson | Seconded: Cllr Arnold | Motion passed.

02.05 Recruitment strategy

02.05.1 There have not been enough suitable applicants and it is important to make sure adequate time is given to find more. The role is currently being advertised on LinkedIn, Facebook, in the newsletter and on KALC's Facebook and website. It would be beneficial to extend the deadline.

[Motion - To approve extending the closing date to 26th February.](#)

Proposed: Cllr Moss | Seconded: Cllr Arnold | Motion passed.

02.06 Annual Parish Meeting and Annual Meeting of the Parish Council

02.06.1 The current timings of meetings would make Monday 13th May a date for full council. Cllrs agreed that it made sense to follow the normal pattern. The events would run concurrently with a short break between the two.

[Motion - To approve May 13th as the date for the above meetings with 6pm and 7:15pm as the start times and for the venue to be confirmed.](#)

Proposed: Cllr Arnold | Seconded: Cllr Alyson | Motion passed.

02.07 Committees

02.07.1 Planning Committee:

The terms of reference were circulated prior to the meeting and, if approved by full council, will be added to the LPC website.

[Motion - To approve the terms of reference to be recommended to full council.](#)

Proposed: Cllr Arnold | Seconded: Cllr Moss | Motion passed.

02.07.2 Community Engagement and Events Committee:

The terms of reference were circulated prior to the meeting. Councillors discussed the budget for the committee and suggested that £5000 would be appropriate. If approved by full council the terms of reference will be added to the LPC website.

[Motion - To approve the terms of reference to be recommended to full council.](#)

Proposed: Cllr Arnold | Seconded: Cllr Alyson | Motion passed.

02.07.3 Neighbourhood Plan working group:

Alison Eardley sent over terms of reference used generally to outline the necessary steps in producing a neighbourhood plan, the overall aim of the working group would be to produce the Neighbourhood Plan however there would be several limitations as a working group cannot have delegated powers. The terms of reference will be to produce the Neighbourhood Plan but the council will need to ensure this is achieved with the working group not overstepping its legal abilities.

[Motion - To approve the terms of reference and add them to the website.](#)

Proposed: Cllr Arnold | Seconded: Cllr Alyson | Motion passed.

02.07.4 Play Park working group:

The council has recently acquired two play parks from FHDC, one in Etchinghill and one in Lyminge. Both will need action taken, however the play park in Etchinghill needs urgent attention as it is currently closed to the public. While the terms of reference of the play park working group will allow for action to be taken for both play areas (and the play area in Rhodes Minnis), the Etchinghill play park will need to take priority.

[Motion - To approve the terms of reference and add them to the website.](#)

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Proposed: Cllr Alyson | Seconded: Cllr Moss | Motion passed.

02.07.5 Historic Environment working group:

The councillors discussed which matters should be dealt with by the HEWG and decided the following: Signage at St Eadburg's Well, restoration of the name St Eadburg's Well and working alongside the relevant groups to produce content for LPC website in respect of the Royal Kentish Camino project

[Motion - To approve the terms of reference and add them to the website.](#)

Proposed: Cllr Alyson | Seconded: Cllr Alyson | Motion passed.

02.08 Policies

02.08.1 Committee and Working Group policy:

The draft policy was circulated prior to the meeting and the Clerk noted that the content mainly outlined the legal difference between committees and working groups.

[Motion - To approve the policy and add it to the website.](#)

Proposed: Cllr Moss | Seconded: Cllr Alyson | Motion passed.

02.08.2 Councillor Expenses policy:

Given the legalities surrounding expenses and the tax implications for councillors, the Clerk thought it was best to take further advice on this policy. Councillors suggested that it would be better to consider outstanding expense requests while a new policy is implemented so that councillors are not left out of pocket. The Clerk agreed to bring councillor expense requests for consideration, to the next F+A meeting.

02.09 Correspondance

02.09.1 Lyminge Primary School:

Lyminge Primary School requested the use of Jubilee Field for their school football fixtures. Permission has previously been granted. The matches would be on some weekdays in February and March 2024.

[Motion - To agree to Lyminge Primary School using Jubilee Field.](#)

Proposed: Cllr Arnold | Seconded: Cllr Alyson | Motion passed.

02.10 Date of next meeting: 4th March, The Tayne Centre, Lyminge

Meeting closed at 20:08

Signed:

_____ Chair (Date __/__/24)