

Minutes of Lyminge Parish Council Full Council Meeting.
Held on Monday 8th April 2024 in Rhodes Minnis Methodist Church.

04.01 Present: Cllrs Arnold, Heywood, Rising, Trayner, King, Joyce, McWhinnie and Sage*
(*arrived during item 4).

In attendance: Chani Sanger (Clerk), Cllrs Elaine Martin (FHDC) and Susan Carey (KCC) and six members of the public.

Welcome and apologies: Cllrs Fuller and Huntley sent apologies as did FHDC cllr Jenny Hollingsbee.

Declarations of interest: None

Motion: To allow Cllr Frank Hobbs (Posting Parish Council and Shepway Area Committee) to assist with council business.

Proposed: Cllr Rising | Seconded: Cllr Heywood | Motion passed

04.02 To finalise and sign the following minutes:

04.02.1 Motion - To take the minutes of the Full Council meeting on 12th February as accurate.

Proposed: Cllr McWhinnie | Seconded: Cllr Arnold | Motion passed

04.02.1 Motion - To take the minutes of the Extraordinary General meeting on 25th March as accurate.

Proposed: Cllr Heywood | Seconded: Cllr Rising | Motion passed

04.03 Public open session: None

04.04 Grounds Maintenance Schedule:

04.04.1 The draft Grounds Maintenance Schedule for 2024-2025 was presented and considered. Suggestions were made to change the wording, so approval of the schedule was deferred to a subsequent meeting. It was agreed that a quote for adding this to the contract would be provided and that the handyman would also produce a quote. It was noted that the quotes can be actioned by the Finance and Administration committee subject to the quote amount.

04.05 Meeting dates:

Motion - To approve the following:

1. Full Council meetings to take place on the second Monday of the month.
2. Finance and Administration meetings to take place on the first Monday of the month*.
3. Full Council meetings to take place in both Lyminge and Rhodes Minnis.
4. Planning meetings to take place in Etchinghill.
5. Community Engagement and Events meetings to take place in Rhodes Minnis, Etchinghill and Lyminge.
6. Finance and Administration meetings to take place in Rhodes Minnis, Etchinghill and Lyminge.

*Subject to Bank Holidays etc.

Proposed: Cllr Rising | Seconded: Cllr McWhinnie | Motion passed

04.06 Traffic Regulation Order:

04.06.1 Cllrs expressed concerns that the proposed 30mph zone should be inclusive of Broad Street House as the current plan is too dangerous. The design is too compact especially given that a busy footpath runs across the site.

It was noted that cllrs had a contact that could assist with writing concerns as that is their area of expertise. Clerk to liaise.

04.07 Training session:

04.07.1 To approve costs for full council training delivered by KALC as long as the cost remains within budget.

[Motion - To approve the cost of approximately £400.](#)

Proposed: Cllr Joyce | Seconded: Cllr Rising | Motion passed

04.08 Employment (moved from item 5 on the agenda):

Please note: Cllr Frank Hobbs joined the table.

04.08.1 It was noted that the Clerk position needed to be dealt with as transparently and fairly as possible. It was also noted that cllrs would need to consider what they would want the clerk to be responsible for.

The following was agreed.

[Motion - To allow Cllr Frank Hobbs to ask the Clerk of the Shepway Area Committee to act as a Locum Clerk for the purposes of recruitment.](#)

Proposed: Cllr Rising | Seconded: Cllr Joyce | Motion passed

[Motion -](#)

- [1. Base hours to be 25 hours per week](#)
- [2. Salary as per national scale](#)
- [3. To include standard wording used on KALC](#)
- [4. To email cllrs and Frank a draft of the job description by 12th April.](#)
- [5. Once the job description is approved by five cllrs via email, to advertise the vacancy with a deadline of 29th April.](#)
- [6. Interview panel¹ meeting to take place in the week commencing May 13th.](#)
- [7. Start date for the vacancy is flexible.](#)
- [8. The interview panel to be made up of cllrs Rising, McWhinnie and Fuller \(subject to her agreement\).](#)

Proposed: Cllr McWhinnie | Seconded: Cllr Rising | Motion passed

04.09 Correspondence:

1. Asian Hornet update - regarding trap placed in Rhodes Minnis
2. Traffic calming options - A resident has offered to assist with purchasing traffic calming options.
3. Meeting with PC Brace - Regarding speeding in the parish, graffiti and keeping the parish updated.

Date of next meeting: 13th May, Lyminge Methodist Church

¹ Please note that the actual wording during the meeting was 'selection committee' however upon reflection it was decided that this wording had the potential to create confusion and was agreed to be altered to 'interview panel'.

Meeting closed at 20:57

Signed:

_____ Chair (Date __/__/24)