

Minutes of Lyminge Parish Council Annual Meeting of the Parish Council.
Held on Monday 13th May 2024 in Lyminge Methodist Church.

Present: Cllrs Arnold, Heywood, Rising, King, McWhinnie, Fuller and Huntley (*arrived during item 4).

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

05.01 To receive nominations to allow the election of a Chairman

Motion: To nominate Cllr Emily Arnold to the office of Chairman.

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

05.02 To receive nominations to allow the election of a Vice-Chairman

Motion: To nominate Cllr Tim Rising to the office of Vice-Chairman.

Proposed: Cllr Fuller | Seconded: Cllr Huntley | Motion passed

Welcome and apologies: Cllrs Trayner, Joyce and Sage sent apologies as did KCC Councillor Susan Carey.

Declarations of interest: None

05.03 Minutes of 8th April 2024:

05.03.1 Motion - To amend 04.04.1 to '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.

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

05.03.2 Motion - To amend the reference of a 'selection committee' to an 'interview panel' with a footnote explaining the change of reference.

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

05.03.3 Motion - To approve the minutes as accurate subject to the above changes being made.

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

05.04 Co-option:

It was noted that three candidates had come forward to fill the three vacant seats on the council. Alex and Alice attended the meeting whilst Sarah was unable to attend.

Motion - To approve the co-option of the three candidates, Alice, Alex and Sarah.

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

05.05 Public open session: None

05.06 Grounds Maintenance:

It was noted that the Clerk had not sent out the most recent version of the schedule and that shortly before the meeting, Cllr King had circulated an updated copy with minor adjustments.

Motion - To approve the schedule as circulated by Cllr King.

Proposed: Cllr King | Seconded: Cllr Fuller | Motion passed

05.07 Policies:

05.07.1 Motion - To approve the addition of a '3' in the blank brackets at point 4.d.v of the Standing Orders.

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

05.07.2 Motion - To approve the Financial Regulations as circulated.

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

05.07.3 Motion - To approve the Standing Orders as circulated and including 05.07.1.

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

05.07.4 Motion - To approve the Document Retention and Disposal policy as circulated.

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

05.07.5 Motion - To approve the GDPR General Privacy Notice as circulated.

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

05.07.6 Motion - To approve the grants policy as circulated.

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

05.07.7 Motion - To approve the investment policy.

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

05.07.8 Motion - To approve the publication scheme.

Proposed: Cllr Fuller | Seconded: Cllr King | Motion passed

05.07.9 Motion - To approve the committee and working group policy.

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

05.08 Committees:

05.08.1 Motion - To approve the formation of a 'Finance and Administration' committee.

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

05.08.2 Motion - To approve the formation of a 'Planning and Licencing' committee.

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

05.08.3 Motion - To approve the formation of a Community Engagement and Events' committee.

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

05.08.4 Motion - To approve the formation of a Neighbourhood Plan' committee.

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

05.08.5 Motion - To approve the formation of a Climate Action' committee.

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

05.08.6 Motion - To approve the formation of a Personnel and HR' committee.

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

05.08.7 Motion - To remove the 'grants up to £300' from the 'Finance and Administration' committee terms of reference.

Proposed: Cllr King | Seconded: Cllr Huntley | Motion passed

05.08.8 Motion - To approve the terms of reference for the 'Finance and Administration' committee subject to 05.08.7.

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

05.08.9 Motion - To approve the terms of reference for the Planning and Licencing' committee.

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

05.08.10 Motion - To approve the terms of reference for the 'Community Engagement and Events' committee.

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

05.08.11 Motion - To approve the terms of reference for the Neighbourhood Plan' committee.

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

05.08.12 Motion - To approve the terms of reference for the 'Personnel' committee subject to adding 'contracts' to section 19. .

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

05.08.13 The terms of reference for the Climate Action committee were deferred to another meeting.

05.08.14 Motion - To approve the dates of the meetings as circulated.

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

05.08.15 Motion - To approve the membership of committees as below:

F+A: Cllrs Trayner, Fuller, Huntley, King and Arnold.

P+L: Cllrs Joyce, Heywood, Arnold and Rising.

CEAE: Cllrs Fuller, McWhinnie, Bojangles, Munns, Huntley and Fagg.

NHP: Cllrs Joyce, Heywood, King and Munns.

Personnel: Cllrs Fuller, McWhinnie and Rising.

Climate Action: Cllrs King, Bojangles, Heywood, Sage and Huntley.

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

05.08.16 To receive nominations for the chairman of the F+A committee.

Motion: To nominate Cllr Fuller to the office of Chairman.

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

05.08.17 To receive nominations for the chairman of the P+L committee.

Motion: To nominate Cllr Joyce to the office of Chairman.

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

05.08.18 To receive nominations for the chairman of the CEAE committee.

Motion: To nominate Cllr Bojangles to the office of Chairman.

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

05.08.19 To receive nominations for the chairman of the NHP committee.

Motion: To nominate Cllr Munns to the office of Chairman.

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

05.08.20 To receive nominations for the chairman of the Climate Action committee.

Motion: To nominate Cllr King to the office of Chairman.

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

05.09 Finance:

05.09.1 Motion: To approve the payment schedule as circulated.

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

05.09.2 Motion: To approve the recommendation from the F+A committee and to instruct Work Nest.

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

05.10 Grants:

05.10.1 Motion: To refuse the grant request from Etchinghill Village Hall and request that they submit another request once a quote has been obtained/provided.

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

05.11 Correspondance:

05.09.2 Motion: To approve the request from Lyminge Primary School subject to the school approving the cost and reimbursement.

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

Date of next meeting: 10th June, TBC

Meeting closed at 22:16

Signed: _____ Chair (Date __/__/24)