

Draft Minutes of Lyminge Parish Council Meeting.
Held on Monday 14th April 2025 in Lyminge Village Hall.

04.01 Present: Cllrs Arnold, Fagg, Hall, Harrison, Baldwin, Pottage, Heywood, Burren and Wake-Smith.

In attendance: Chani Sanger (Clerk), Cllrs Elaine Martin (FHDC), Jenny Hollingsbee (FHDC) and 18 members of the public.

Welcome and apologies: Cllrs Trayner, King and Mills

Declarations of interest: None

04.02 Minutes:

[Motion - To approve the minutes of 10 March.](#)

Proposed: Cllr Fagg | Seconded: Cllr Hall | Motion passed

04.03 Public open session:

04.03.1 A resident attended to raise questions regarding speed watch and was advised that updates would be coming as part of the proposed Highway Improvement Plan.

04.04 Committee updates:

04.04.1 Finance - No update

04.04.2 Community Engagement and Events -

- VE celebrations planned in conjunction with Lyminge Primary School
- Wreaths to be ordered
- Timings to be confirmed: church service 5:30, bell ringing 6:30, beacon lighting 9:00.
- Music arrangements to be finalised
- 'Parish on Parade' summer event: food vendors and bouncy castle booked.

04.04.3 Committee membership

Cllr Pottage to join: Finance, Planning and Neighbourhood Plan

Cllr Baldwin to join: Finance Planning and Neighbourhood Plan. Cllr Baldwin also expressed an interest in joining the Personnel Committee.

[Motion: To approve Cllrs Pottage and Baldwin joining the Finance, Planning and Neighbourhood Plan Committees. Along with adding Cllr Baldwin to the Personnel Committee waiting list.](#)

Proposed: Cllr Harrison | Seconded: Cllr Burren | Motion passed

04.04.4 Quote for staging, lighting and PA

[Motion: To approve the cost of staging, lighting and PA at a cost of around £1600 excluding VAT.](#)

Proposed: Cllr Fagg | Seconded: Cllr Wake-Smith | Motion passed

04.05 Neighbourhood Plan Consultant:

04.05.1 It was noted that as per the Financial Regulations, only one quote was required due to the consultant being considered a specialist service. It was noted that when the previous consultant was selected this was also from one quote.

The consultant's quote was prepared in line with the council's requests and gave options for consideration.

Motion: To approve the quote given by the consultant with costs up to £40,000 plus grants. The ambition is to get the plan and consultation up and running and then make decisions regarding allocation of sites and other areas necessary for completing the plan.

Proposed: Cllr Pottage | Seconded: Cllr Hall | Motion passed

04.06 AGAR 2024/2025:

04.06.1 Internal Controls It was noted that as part of the internal controls, in future there could be a checklist that forms a 'to do list' to ensure the council is fulfilling its obligations. For example risk assessment etc.

Motion: To approve the statement of internal controls.

Proposed: Cllr Baldwin | Seconded: Cllr Fagg | Motion passed

Motion: To approve the setting up of an advisory committee to serve as the management and fundraising committee for the village hall.

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

04.06.2 Annual Internal Report

It was noted that the internal audit had taken place on 1st April 2025.

The following boxes were ticked as such:

A, B, C, D, E, G, H, I, J, L & N - Yes

F, K - Not covered/applicable

M - No

It was noted that O (relating to trust funds) had been ticked 'not applicable' - Clerk advised that this would be checked due to the handover from Lyminge Village Hall being delayed.

Motion: To approve that the Annual Internal Audit 24/25 was received and acknowledged.

Proposed: Cllr Fagg | Seconded: Cllr Hall | Motion passed

04.06.3 Annual Governance Statement

The following boxes were ticked as such

1, 2, 3, 5, 6, 7 & 8 - Yes

4 - No

9 - N/A

Motion: To approve the Annual Governance Statement 24/25 as above.

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

Once approved, the document was signed by the Chairman and Clerk.

04.06.3 Accounting Statements

It was noted that the Accounting Statements had been signed by the Responsible Financial Officer prior to the meeting date and presentation for approval.

Motion: To approve the Accounting Statements as presented.

Proposed: Cllr Fagg | Seconded: Cllr Pottage | Motion passed

Once approved, the document was signed by the Chairman.

04.07 Lyminge Village Hall:

It was noted that plans had been drawn up to give the council a baseline. It would be prudent to obtain additional options in line with the council's aims and ambitions for the building.

Motion: To approve expenditure of up to £2500 excluding VAT on obtaining further plans and outlining different ambitions. To remove £2500 from general reserves and place it into a newly created LVH earmarked reserve.

Proposed: Cllr Pottage | Seconded: Cllr Hall | Motion passed

04.08 Call for Sites:

It was noted that, as previously, no comments had been forthcoming from residents of the parish.

04.09 Allotments:

Motion: To approve the Allotment Policy and Allotment Tenancy documents subject to minor amendments being made.

Proposed: Cllr Harrison | Seconded: Cllr Hall | Motion passed

04.10 Information and correspondence:

- It was noted that the council would be looking in to amending their Highway Improvement Plan

Date of next meeting: TBC

Meeting closed at 20:11

Signed: _____ Chair (Date __/__/25)

Appendix:

Jenny Hollingsbee (FHDC)

Governance

On 29 January 2025 I put a motion to full Council to remain as a Leader/Cabinet style of Governance rather than move to a Committee system in view of the Local Government Re-organisation programme.

On 2 April 2025, the Secretary of State, Jim McMahon wrote the following "I confirm that I therefore consider that your council's proposed course of action - to resolve to reverse the council's decision of June 2023 to move to a committee system form of governance arrangements, and to retain a leader and cabinet model - is likely to improve the economic, social and environmental well-being of some or all of the people who live or work in the area of the local authority. For these reasons I consent to your council resolving to retain the leader and cabinet model.

The full Council will now need to ratify this decision.

Everist Court – On 2 April 2025 at the Full Council Meeting I put a further question to the Leader of the Council asking him to meet with the Community Group to discuss their proposal. For his response please see Agenda for Council on Wednesday, 2nd April, 2025, 7.00 pm | Folkestone & Hythe District Council

Citizens Advice Bureau

Although the Folkestone Office has closed, at a recent presentation by Citizens Advice we were informed that a presence will be retained in the Folkestone & Hythe district with the ability to increase the services offered. Advisers are available to be contacted by calling 01304 353861, visiting [doverdealadvice.co.uk](https://www.doverdealadvice.co.uk) or by attending the Rainbow Centre, Folkestone (CT20 2AF) on Thursdays between 10am and 3pm.

My Community Voice – There is information about six different scams, including voice cloning. For further information please sign up to My Community Voice Kent
<https://www.mycommunityvoicekent.co.uk>

Finally our County Cllr Susan Carey is standing down as a Member of Kent County Council as at 1 May 2025. She has been our Kent County Councillor for 20 years and I would like to put on record my personal thanks and also that of many residents of the Elham Valley Division. Her kindness, expertise and willingness to help and support residents over the years has been exceptional. Personally, I have worked with Susan for 26 years as previously she was also my District Colleague for North Downs West. I will certainly miss such a wonderful friend and colleague and wish her and her husband John, all best wishes for their retirement.

Cllr Jenny Hollingsbee

North Downs West Ward Councillor

Contact jenny.hollingsbee@folkestone-hythe.gov.uk Mobile 07887918458

Elaine Martin (FHDC)

Local Government Reorganisation

As requested by the Government in its Local Government Reorganisation letter an interim submission was made by KCC and all the Districts in the county. The submission sets out proposals to divide into either three or four Unitary Councils. Feedback on the submission is expected shortly. The feedback will help prepare the final submission which will be delivered to the Government on the 28th November this year.

Otterpool Park

The Otterpool Park Collaboration Agreement with Homes England has been signed. On signing the agreement Homes England has paid F&HDC a £1.56M contribution to the historic planning costs. Homes England will also share any relevant costs incurred during the agreement period. The start of the Collaboration Agreement was backdated to the 1st February and will run until August. The purpose of the Collaboration Agreement is to allow negotiation time for Homes England to become F&HDC's strategic partner and prepare a case for Public Sector funding.

Citizens Advice

Following the closure of the Citizens Advice office in Folkestone the independent and confidential advice offered to residents was temporarily made available by the Citizens Advice Dover, Deal and District office. This agreement has now been formalized and Advisers are available to be contacted by calling 01304 353861, visiting doverdealadvice.co.uk or by attending the Rainbow Centre, Folkestone (CT20 2AF) on Thursdays between 10am and 3pm.

Rural Prosperity Fund Grants

F&HDC have been successful in getting a further £171,402 from the Rural Prosperity Fund. This will be run the same manner as the previous Rural Prosperity Fund grant scheme. The application form will be available soon on the Folkestone Works website.

Folkestone A Brighter Future

Work on Folkestone: A Brighter Future commenced on the 7th April and is due to last until September 2026. The works have gone through extensive consultation and will lead the regeneration of the town centre in Folkestone.

Decarbonisation Grant for FOLCA2

F&HDC have also secured £1.44M grant funding for a heat pump heating system in FOLCA2. This is great news for the project overall, but it will also greatly help towards the Council's ambition to become net zero.

Customer Access Strategy feedback

As part of compiling the Customer Access Strategy, F&HDC are seeking feedback from residents of their experience, both good and bad, of accessing council services currently being provided. The survey can be completed online by visiting the F&HDC website or by going to the Civic Centre in Folkestone and filling in a paper form. The survey is open until 5pm on Wednesday 30 April 2025.

Anti-social behaviour survey

The Council are running a six week consultation to get feedback from residents on how anti-social behaviour is being tackled in the District. This will be used to inform the proposed renewal of the Public Spaces Protection Order taking place later this year. The survey can be found on the Council website under Community and the Community Safety.

Folkestone Sport Centre

The Administrator has confirmed receipt of the deposit paid by the Sports Trust and the sale of the Folkestone Sports Centre should be completed in the next few days.

Return of the Summer bus service

Crosskeys will be providing the bus service between Folkestone West station and the Harbour Arm again this summer. They will charge a nominal fee of £1 each way. This service was extremely successful last year encouraging tourism to the District.

Kent County Council Elections

Finally, a reminder to bring your photo id along with you to the polling station to enable you to vote in the Kent County Council elections to be held on the 1st May.

Contact: Elaine.Martin@folkestone-hythe.gov.uk