

DRAFT Minutes of Lyminge Parish Council Annual Meeting of the Parish Council.  
Held on Tuesday 20th May 2025 in Lyminge Village Hall.

**Present:** Cllrs Arnold, Heywood, Pottage, Baldwin, Mills, Burren, Hall and Harrison.

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

**05.01 To receive nominations to allow the election of a Chairman**

**Motion:** To nominate Cllr Shaun Pottage to the office of Chairman.

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

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

**Motion:** To nominate Cllr Sue Baldwin to the office of Vice-Chairman.

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

**05.03 Welcome and apologies:** Cllr Pottage welcomed councillors and members of the public with a brief introduction and short summary of his background and ambitions. It was noted that apologies were received from Cllrs King, McWhinnie, Wake-Smith and Fagg.

**Declarations of interest:** Cllr Heywood declared an interest in the Everist Court building which could appear in discussions.

**05.04 Public open session:** Two members of the public spoke, one regarding the Neighbourhood Plan and the other regarding issues with football on Jubilee Field.

**05.05 Planning Applications:**

Reference	Proposal	Location
25/0525/FH	Mobile catering van	Station Road Car Park, The Sidings, 7-9 Station Road, Lyminge CT18 8HS
It was noted that at the time of discussion, seven objections from residents were visible on the planning portal. Councillors noted that the full operation hours would be 3pm to 11pm and this would be seven days a week.  Council noted that they object to the application but would consider the van one day per week.		
25/0741/FH	Retrospective application for the retention of porch to rear elevation.	WOODLAND FARM, WOODLAND ROAD, LYMINGE, FOLKESTONE, CT18 8DW
25/0772/FH	Retrospective listed building consent for the retention of porch to rear elevation.	WOODLAND FARM, WOODLAND ROAD, LYMINGE, FOLKESTONE,

		CT18 8DW
<p>It was noted that the original building has been extended already, the proposed is in keeping with the character of the area and that Heritage England raised no concerns.</p> <p>No objection.</p>		
25/0338/FH	Change of use of barn for the holding of events including weddings and community uses together with associated parking and outside space.	Longage Manor Farm, Longage Hill, Lyminge, CT18 8HB
<p>Councillors noted that the site already has holiday lets. Parking provisions are mentioned that would allow for 40 cars, two buses and disabled bays.</p> <p>Council resolved to defer to the planning committee.</p>		

#### 05.06 Policies:

**05.06.1** Council resolved to approve the Financial Regulations subject to the following amendments:

- 1.3 Add in 'councillors' and 'legal proceedings'
- Make amendments relating to where the Clerk is also the RFO, to reflect the role being combined into one.
- 3.2 Add in a footnote to say the second point is not relevant to LPC.

**05.06.2** Council resolved to approve the following policies:

- Standing Orders
- Code of Conduct
- Committee and Working Group (subject to capping councillors at two positions of authority and adding a comment about there being an expectation for committees to report to Full Council.

#### 05.07 Committees:

**05.07.1** Council resolved to approve the following committee membership. Those with an \* are being checked with the councillor.

Finance and Administration	Planning and Licencing	Community Engagement and Events	Neighbourhood Plan	Personnel and HR
Cllr Harrison (Chair) Cllr Pottage Cllr Baldwin Cllr Hall Cllr King*	Cllr Arnold (Chair) Cllr Heywood Cllr Fagg Cllr Pottage Cllr Mills	Cllr Fagg (Chair) Cllr Wake-Smith Cllr Hall Cllr Harrison Cllr McWhinnie*	Cllr Baldwin (Chair) Cllr Pottage Cllr Heywood Cllr Arnold Cllr King*	Cllr Baldwin (Chair) Cllr McWhinnie Cllr Hall Cllr Fagg Cllr Harrison (on waiting list)

**05.07.2** Council resolved to approve the following committee terms of reference:

- Finance and Administration
- Planning and Licencing
- Community Engagement and Events
- Neighbourhood Plan
- Personnel and HR (subject to amending minimum meeting as once a quarter).

**05.07.3** Council resolved to defer the formation, membership and terms of reference for the Climate Action committee until Cllr King is able to attend.

**05.07.4** Council resolved to approve the formation of a nomination committee, subject to the terms of reference which would be brought to a future meeting by Cllr Pottage. The committee would primarily oversee co-option and would include engaging with members of the parish.

#### **05.08 24/25 Audit:**

**05.08.1** It was noted that further investigation had been conducted by the Clerk and discussed by the F&A committee who recommended keeping the AGAR documents as previously completed. This was due to the handover for the Village Hall not having been completed in the 24/25 financial year, in addition to this the previous trustees were not removed from the Charity Commission in the 24/25 financial year.

Council resolved to accept the recommendation from the F&A committee and keep the AGAR documents as previously completed.

**05.08.2** The Clerk set the dates for the notice of public rights as June 3rd to July 14th.

#### **05.09 Upcoming projects/miscellaneous:**

##### **05.09.1 Highway Improvement Plan (Cllr Burren left the meeting)**

Cllrs noted that it is important to highlight the restrictions placed on the Parish Council so it is clear what we can and cannot do. The Speedwatch co-ordinator for Lyminge Parish was invited to speak and gave an interesting account of their experience over the last year and the ambitions they would like to see come to fruition. It was noted that there was an offer from an Etchinghill resident to fund the implementation of speed signs in Etchinghill which sees the worst speeding offences in the parish. The Parish Council would need to ensure certain guarantees could be met.

Council resolved to take the request to a future Full Council meeting following receipt of legal wording and requirements.

Council expressed their thanks to the volunteer, recognising their hard work and the importance it plays in the safety of the parish.

##### **05.09.2 Tree Works**

Council resolved to look into the matter further by liaising with the resident and local experts on the matter.

#### **05.10 Lyminge Village Hall:**

**05.10.1** It was noted that the tender for works should be progressed as a matter of urgency. Clerk to work with Cllr Pottage.

**05.10.2** It was noted that the management group for the Village Hall would be the council officers who would deal with bookings, invoicing etc and a group of volunteers who would deal with opening/closing the hall, fundraising etc.

**05.11 Correspondance:**

**05.11** The Clerk noted that a request had been received from Lyminge PFA to use Tayne Field as part of a wider event. It was noted that the Clerk had received all relevant documentation and was happy to approve.

**Date of next meeting:** 10th June

Meeting closed at 21:14

Signed: \_\_\_\_\_ Chair (Date \_\_/\_\_/25)