

Clerk's report - March

Council employees

At a recent meeting, the council approved the employment of two new members of staff. Those employees have started work and are already proving incredibly useful. They can be contacted via clerk@lymingeparishcouncil.org.uk.

General overview of LPC employees:

Chani - Proper Officer / RFO to LPC. Mainly deals with the legal responsibilities of the council and provides legal and practical advice to ensure good governance. Carries out the council's decisions and provides essential information to LPC.

Barbara - Assistant to Chani and LPC. Mainly deals with administrative tasks and assisting Chani in the day-to-day running of LPC.

Deborah - Social media / administration. Mainly deals with social media campaigns and general administration.

Fred - Handyman. Deals with specific tasks in the parish including asset maintenance, H&S checks, risk assessments, asset assessment etc.

What have LPC employees been up to in February?

Chani - Tasks carried out in February include:

- Site visits: For planning applications, events etc
- Dealing with urgent situations: Southern Water
- Attending meetings: Full Council, Committees and outside bodies
- Bank reconciliation and financial management
- Training
- Working on the Neighbourhood Plan
- Attending council surgeries
- Responding to emails, preparing agendas and minutes
- Researching topics for discussion
- Employee management

Deborah - Has been working alongside the Community Engagement and Events Committee on organising the Summer Festival 'Parish on Parade'. This has included social media posts and general event planning.

Fred - The tasks of the handyman are often either small wear and tear jobs that are required more frequently, or works as part of larger projects. Some of the smaller jobs have included:

- Cleaning of village portal signs
- Filling in potholes in LVH car park
- Repairing a gate on Jubilee Field
- Tightening the mirror on Well Road
- Clearing the layby on Canterbury Road

Some of the larger projects Fred has been working on in February include:

- Removing the broken fence from Court Lodge Green
- Improving fencing around skate park on Jubilee Field

In addition to ad hoc tasks, Fred also completes regular works including weekly play park safety inspections and provides quotes and reports on upcoming projects, for example the refurbishment of Rhodes Minnis bus shelter which was recently approved.

Lyminge Farmers' Market

Cllr Arnold and I attended Lyminge Farmers' Market on 23rd February and it was a great success. We spoke to many people who were keen to be involved with progressing the Neighbourhood Plan and even those who did not wish to get involved left with greater knowledge on the importance of the Neighbourhood Plan. We spoke primarily about FHDC's call for sites and its potential impact on the parish, the closure of Age UK in the parish, open green spaces in the parish and supporting tourism and economy.

Neighbourhood Plan

I am currently in the process of obtaining a quote for a consultant to be considered by the Full Council. Once the council has decided whether to take on a consultant or not, we will be able to move to the next step.

Lyminge Village Hall

- We are in the process of moving away from the current booking system however we will carry on using the existing system for the time being.
- We have been unable to access the banking and therefore unable to issue/reconcile invoices. I am hoping that this will be rectified by the time of Full Council however at the time of writing access is still unavailable.
- We are aware of issues with the outside lighting. There are issues with the existing outdoor light and as such we have installed a temporary solution. We are currently looking into replacing/repairing the mains powered lighting in such a way that it does not bother nearby residents.

General information

- Green Grant Programme <https://folkestone.works/green-grant-programme/>
- The replacement seat for the broken swing in Tayne Field play park has been ordered and has an estimated delivery date of 14th March.