

## Abbreviated and Unconfirmed Minutes of a Meeting of Lyminge Parish Council held on 24 May 2010 in Lyminge Village Hall.

**Present:** Cllrs Mrs M Chubb; R Chubb (Chairman); P Hawken; Mrs N Hunnisett; C Manvell; and, D Smith.

**In attendance:** G Harrison (Community Warden) and the Clerk.

- 1 **Apologies for Absence** were accepted from Cllrs G Baldock; Mrs R Bergin; T Collins; and, D Monk. Apologies were also accepted from County and District Councillor Miss S Carey.
- 2 **Elections:** Chairman – Cllr R Chubb. Vice Chairman – Cllr Manvell. Finance Committee - Cllrs Mrs M Chubb, R Chubb, Manvell and Monk. General Purposes Committee - Cllrs Baldock, Mrs Bergin, Mrs M Chubb, R Chubb, Collins, Hawken, Mrs Hunnisett, Manvell and Smith. Planning Committee - Cllrs Baldock, Mrs Bergin, Mrs M Chubb, R Chubb, Collins, Hawken, Mrs Hunnisett, Manvell and Smith.
- 3 **Appointment of Representatives on Outside Bodies:** Age Concern Lyminge Board of Trustees - Cllr Mrs Chubb. Etchinghill Residents Association Committee - Cllr Manvell. Etchinghill Village Hall Management Committee - Cllr Manvell. KALC Annual Meeting - Cllrs R Chubb and Manvell. KALC Shepway Committee - Cllrs R Chubb and Manvell. Little Stour and Nailbourne River Management Group - Cllr Smith. Lyminge Association Committee - Cllr Mrs Chubb. Lyminge Parochial Church Council - Cllr Smith. Lyminge Primary School Governors – Cllr Hawken. Lyminge VH Management Committee - Cllr Mrs Hunnisett. Lyminge Youth Action – Cllr Mrs Hunnisett. Shepway Planning User Group - Cllrs R Chubb and Hawken. Rhodes Minnis VH Management Committee - Cllr Baldock
- 4 **Minutes of the Meeting held on 26 April 2010** – The minutes had been circulated prior to the meeting. The minutes were **agreed** and signed as correct by the Chairman.
- 5 **Matters arising from the Minutes of the meeting held on 26 April 2010** – none.
- 6 **Reports from Ward Councillors** – In the absence of Ward Councillors there were no reports.
- 7 **Report from Community Warden** – G Harrison reported on a small number of minor incidents in Lyminge and one at Etchinghill including door to door selling and incidents where the police became involved. It was **agreed** to write to support the return of a dedicated and experienced PC for the Parish.
- 8 **Planning Committee:**
  - 8.1 **Planning Consultations received** – a list of consultations received since the last meeting had been circulated with the agenda together with the views expressed by the Parish Council. In addition the Council supported application 10/0394 and raised no objections to applications 10/0354 and 10/0404. The list was **accepted**.
  - 8.2 **Planning Decisions** – a list of decisions made by Shepway DC and KCC since the last meeting had been circulated with the agenda. The list was **accepted**.
  - 8.3 **Application 09/0708** – The Chairman, Cllr R Chubb, reported comments from a neighbour that the development was not as permitted. After discussion it was **agreed** that the Parish Council should draw this to the attention of Shepway DC and seek compliance with the original consent.
  - 8.4 **Application 10/0310** – The Chairman, Cllr R Chubb, reported that two Councillors did support the application but the majority objected. The application is likely to be determined by Shepway's Development Control Committee.
- 9 **General Purposes Committee** – the minutes of the meeting of 10 May 2010 were presented by Cllr Smith. There was a brief discussion on the following items:
  - 9.1 **Telephone Kiosks** (minute 4.3) – BT still retains ownership of the Woodland Road kiosk. Cllr Smith will contact BT about the missing equipment at the Lyminge Post Office kiosk.
  - 9.2 **Summer Location of 5-a-side Goals** (minute 5.6) – these have been re-located on Jubilee Field.
  - 9.3 **Safety Surface Quotations** (minute 6.3) – The Clerk will report to the June meeting of the General Purposes Committee.
  - 9.4 **Highway Issues** (minute 9.1) – Cllr Manvell gave a short update. It was **agreed** that Cllr Manvell draft a letter regarding the lack of progress on the relocation of the 30mph roundel signs at the southern end of Etchinghill.
  - 9.5 **Rhodes Minnis Bus Shelter** (minute 11.2) – A completion ceremony was suggested.
  - 9.6 **Little Stour and Nailbourne River Management Group** (minute 11.8) – Cllr Smith reported briefly on a meeting held on 19 May.

It was **agreed** to receive the minutes of the General Purposes Committee of 10 May 2010.
  - 9.7 **Rhodes Minnis Bus Shelter** – After discussion it was **agreed** that any decision following an accident during the construction of the bus shelter be referred to the next General Purposes Committee.
- 10 **Finance Committee** – the minutes of the meeting of 5 May 2010 were presented by Cllr R Chubb. There was discussion on the following items:
  - 10.1 **Internal Audit 2010** (minute 6) – The written report from the internal auditor had been circulated with the agenda. The two items of report were noted. It was **agreed** that these be implemented by the Finance Committee.

- 10.2 **Insurance for 2010/11** (minute 9) – It was **agreed** to accept the Committee’s recommendation to insure with Aviva via Came and Company as brokers on a 3 year long term agreement at a cost of £915.28.
- 10.3 **Self -insurance for 2010/11** – The property cover with Aviva only includes the items to be at most risk in order to reduce the premium. It was **agreed** to self insure the less risky and smaller items in the Council’s asset register – namely seats, litter bins, play equipment, notice boards, salt bins and the bridge.
- 10.4 **Audit Commission Return** – a draft of the return and the accompanying letter had been circulated with the agenda. The letter and sections 1 and 2 of the return were **agreed** and the Chairman and Clerk were authorised to sign the letter and return.

It was **agreed** to receive the minutes of the Finance Committee of 14 April 2010.

- 11 **Annual Parish Meeting** – a brief discussion took place on the effectiveness of the recent Annual Parish Meeting. It was **agreed** to refer a detailed discussion to the next General Purposes Committee.

12 **Reports from Outside Bodies:**

- 12.1 **Age Concern** – Cllr Mrs Chubb reported that the Boards of Hythe and Lyminge had met together on 11 May and a Merger Steering Group had been appointed. Lyminge Trustees meet on 22 June.
- 12.2 **Footpaths** – Cllr R Chubb reported that 6 walkers participated on the 16<sup>th</sup> May walk. The next Parish Walk will be on 20 June.
- 12.3 **Lyminge Village Hall** – Cllr Mrs Hunnisett reported that the Officers and Committee were re-elected at the AGM on 11 May. Lyminge Day was well supported. The next events are on 19 June with the Summer Quiz on 24 July. The Management Committee next meets on 14 June.
- 12.4 **Etchinghill Village Hall** – Cllr Manvell reported that 3 additional Management Committee members were elected at the recent AGM but the Committee was without a Chairman.
- 12.5 **Etchinghill Residents Association** – Cllr Manvell reported that following the removal of tree roots the pavement had been reinstated on Canterbury Road. The “drop down” kerbs are awaited. There will be a “Big Picnic Lunch” on 18 July.
- 12.6 **Lyminge Youth Action** – The new play equipment will be installed this coming week. Quotations are being received for exercise equipment for the elderly.
- 12.7 **Tree Warden** – Cllr R Chubb had nothing to report.
- 12.8 **Lyminge Association** – Cllr Mrs Chubb reported on a routine Executive Committee meeting on 17 May where plans for the September anniversary were progressed. The next meeting is on 15 June.
- 12.9 **Lyminge Primary School** – Cllr Hawken reported on the grant of planning consent for the Church Road fence. The Prayer Week, in conjunction with the Church, had been very successful.
- 12.10 **Lyminge Parochial Church Council** – Cllr Smith reported on a successful Prayer Week involving the Primary School and on the forthcoming Teddy Bear Jump on 6 June.

- 13 **Correspondence and Documentation Received** – a list of correspondence received since the March Council meeting had been circulated with the agenda. It was **agreed** that correspondence on the accident at Lyminge Bowls Club and the questionnaire on toilet improvements be referred to the General Purposes Committee.

14 **Other Matters Raised by Councillors:**

- 14.1 **Temporary Speed Indicator** – Cllr Mrs Chubb raised the possible purchase of a temporary speed indicator in conjunction with other Parish Councils. It was **agreed** to refer the item to the GP Committee.

- 15 **Accounts for Payment** – a list had been circulated prior to the meeting. The following payments were **approved**:

Cheque 1474 for £70.00 (no VAT) for internal audit services for 2009/10 and telephone support in 2010/11.  
 Cheque 1475 for £12.80 (no VAT) for travel mileage to Protect Kent conference on 20 April 2010  
 Cheque 1476 for £27.90 (no VAT) for travel mileage to Lord Lieutenant’s Civic Service  
 Cheque 1477 for £60.33 (no VAT) for Clerk’s training on playground equipment inspection  
 Cheque 1478 for £424.96 for Clerk’s net May salary  
 Cheque 1479 for £123.23 to HMRC for May NIC and PAYE  
 Cheque 1480 for £52.88 (£45.00 + 7.88 VAT) for Clerk’s internet connection  
 Cheque 1481 for £10.88 (£10.03 + £0.83 VAT) for Annual Parish Meeting refreshments  
 Cheque 1482 for £54.30 (£52.32 + £1.98 VAT) for picture frames for GCA and Etchinghill Cricket Ground Seat, etc.  
 Cheque 1483 for £166.21 (£142.04 + £24.17. VAT) for Rhodes Minnis Bus Shelter  
 Cheque 1484 for £915.28 (no VAT) for annual insurance cover

- 16 **Date and Venue of next Council Meeting** – Confirmed as 7.30pm on Monday 28 June 2010 in Lyminge Methodist Parlour.

The meeting closed at 10.05pm.