



Minutes: Ordinary Meeting of Leysdown Parish Council
Tuesday 25th February 2025 at Leysdown Village Hall at 7pm

Present: Cllr. Moore, Cllr. Noe, Cllr. Partis, Cllr. Bowman, Cllr. Switters, Cllr. Munns, Mrs E O'Neill – Parish Clerk, Mrs S Poole - RFO/Proper Officer

Members of the Public: 19 parishioners and PC Kinrade (left at 7.40pm); 1 parishioner left at 7.40pm.

LOSPC24/25/177 Apologies:
No apologies received.

LOSPC24/25/178 To appoint a Chair and Vice Chair of the Parish Council until May 2025, to appoint the following committees Planning and Highways, Footpaths, Properties and Greens, Staffing and Finance:

The Parish Council undertook a secret ballot and voted to appoint Cllr. Moore as Chair and Cllr. Noe as Vice-Chair.

The Planning and Highways Committee will be made up of Cllr. Moore, Cllr. Noe, Cllr. Switters and Cllr. Partis.

The Footpaths, Properties and Greens Committee will be made up of Cllr. Moore, Cllr. Partis and Cllr. Switters.

The Staffing and Finance Committee will be made up of Cllr. Moore, Cllr. Noe and Cllr. Munns.

LOSPC24/25/179 Public Session (30 minutes)

A member of public noted that the Community Payback organisation would be happy to take on the graveyard maintenance for no charge. Cllr. Partis has their details, and the Clerk will contact them to discuss.

Gareth Randall, Chair of Bobbing Parish Council, attended the meeting to express his support for the new Leysdown Parish

Council. Mr Randall spoke about how Bobbing Parish Council went from inquorate to a real team of Councillors and Working Groups.

A member of public would like to be involved in planting new plants within the Parish. Cllr. Switters will be in touch when everything is ready to go.

A member of public raised the issue of parking along Wing Road during the summer months, considering the recent news of a television show being filmed in the area. This will be discussed by the Planning and Highways Committee in due course.

A member of public raised the issue of mud on the road at Brambledown and outside the boot fair area. The County Councillor has mentioned this in his report, but it will also be discussed at the Planning and Highways Committee.

LOSPC24/25/180 To receive any report from Borough Councillor:

Report received from Cllr. Noe. The budget at Swale Borough Council has been approved. The Shingle Bank/Shellness Consultation has ended, and the results were shared. [This provides an update to agenda item 24/159].

LOSPC24/25/181 To receive any report from County Councillor:

Reports from Cllr Booth and Cllr Whiting were received and noted. Copies of the reports will be available on the Leysdown Parish Council website.

LOSPC24/25/182 To receive any report from Community Warden Jack Gilbey and PC Neil Kinrade

PC Kinrade attended the meeting and provided an update on recent activity within the Parish. It was agreed that a Police Surgery with PC Kinrade will be set up in the Parish; there is a Police Surgery going ahead at 10am on 10th March in Warden Village Hall. In the meantime, PC Kinrade asked parishioners to report any issues they see.

The CCTV coverage of the Parish was discussed. It was agreed that the Councillors attend the CCTV Control Room in Sittingbourne.

LOSPC24/25/183 For Members to make or receive declarations of Disclosable Pecuniary or Non-Pecuniary Interests

Cllr. Munns declared her disclosable pecuniary interest in running a holiday park business within the Parish and will abstain from any planning application relating to other holiday parks.

Cllr. Noe and Cllr. Moore have declared non-pecuniary interests due to possibly sitting on the Planning Committee at Swale Borough Council as Borough Councillors. They will not be able to participate in voting on planning applications.

LOSPC24/25/184 Approval and Adoption of Minutes

The minutes from 28th January 2025 and 7th February 2025 were circulated to Councillors; each were approved by Cllr. Switters and seconded by Cllr. Partis. All agreed. **Resolved: Accepted.**

LOSPC24/25/185 Matters arising from the previous minutes June, July and August 2024 not covered by other agenda items:

Graveyard Maintenance Review

24/131 Cllr. Moore to discuss with Warden Parish Council as to whether they would be able to fund any of the maintenance.

24/108 The Clerk will contact the Community Payback organisation to ascertain their involvement.

24/139 Cllr. Noe noted that Cllr. Peter MacDonald maintains the war graves, but he has some concerns over the disturbances caused by animals, and he would like to put down steel mesh to protect the graves. It was agreed that this will be discussed further by the Footpaths, Properties & Greens Committee.

24/115/131/158 Bandstand

The Clerk circulated three quotes which were sought for a health and safety site survey to be undertaken. The quotes were as follows:

Quote 1: H&K Safety Systems; £560

Quote 2: RSS; £400

Quote 3: ROI Safety; £500

Cllr. Switters proposed ROI Safety be commissioned to undertake the survey. Cllr Noe seconded. **All agreed.** The Clerk will contact ROI Safety to arrange a date for the survey to be undertaken. **Resolved: Accepted.**

24/116 Beacon for memorial events.

It was discussed and agreed that a Working Party will be set up to discuss ideas for VE Day 80 on 8th May. Members of the public were asked to email the Clerk if they would like to be involved in the meeting. Cllr. Moore will chair the Working Party, and the Clerk will

set up a meeting. Cllr. Moore suggested that a minibus could be provided to transport parishioners to the Eastchurch celebration in May, if required.

24/116; 24/123

Planters within the Parish and Bandstand Flower Beds

Cllr. Switters will reach out to Bayview Garden Centre to see if they would like to donate any plants. Members of the public will be invited to help with the planting.

24/116

Boundary signs maintenance

Cllr. Switters recently cleaned the boundary signs, and they are looking much improved. However, they will likely need to be sanded and repainted this year.

24/121

BT awaiting bank statement from NatWest as missing.

This has been resolved. The missing amount was £63.84 and it was paid on 8th July 2024.

24/140

Christmas Dinner and Christmas Lights Columns

A working party will be set up with members of the public to be involved in decisions relating to Christmas lights. Cllr. Moore has requested a catalogue from Gala Lights.

24/120/131/141

Members of public were asked to email the Clerk if they would like to be involved. A number of suggestions of venue for the dinner was mentioned; Cllr. Moore will contact the Bayview to discuss potential options.

24/137

CCTV on lamppost ELDH022

Mrs Poole, RFO, to put Cllr. Switters and Cllr. Brennan in touch with the manager of the CCTV Control Room. It will be arranged for Parish Councillors to go to the Control Room.

24/138

Cleanscape

The Council discussed the previous contractor responsible for the maintenance of the graveyard.

24/139

St Clemence School Sports Trophies

Cllr. Munns will introduce herself to the school and ascertain any assistance the school may need from the Parish Council.

24/142

Bus shelter maintenance

Cllr. Switters has checked the bus shelters in the Parish. It needs to be established which bus shelters that the Parish Council owns,

and which are owned by KCC. The Footpaths, Properties and Greens Committee will discuss this further at their next meeting.

24/143

Wet pour – The Spinney

Cllr. Noe discussed how there is currently no Section 106 funding available for this work. It was suggested historically that the exercise equipment be moved to another location. The wet pour was deemed to be inappropriate to take forward now. All agreed.

24/144

Highways Improvement Plan

It was agreed that Cllr. Moore and Cllr. Noe will be part of the HIP group. The Clerk is to arrange a meeting with KCC. The HIP will be made up of Parish, Borough and County Councillors.

24/145

Defibrillator Bayview

This was deferred to a future meeting.

24/157

Devolution Update

This was deferred to a future meeting.

24/159

Consultation on Shingle Bank, Shellness Road and Bartons Point

Cllr. Noe reported that the Shingle Bank/Shellness Consultation has ended, and the results were shared. Swale Borough Council voted for overnight parking charges to be brought in at Shellness Road. A wider exercise is being undertaken to ascertain the infrastructure that needs to be installed to make this possible.

24/163

Finance update; still trying to get access from NatWest

Mrs Poole is trying to add Parish Councillors onto the online banking.

24/164

Website and emails

The RFO advised that all Parish Councillors now have .gov.uk email addresses and that the website has also moved to .gov.uk.

24/166

Receipts needed for Remembrance Day wreaths

Cllr. Partis is to provide the receipts to Mrs Poole for reimbursement.

24/167

British Spring Litter Picking dates

The date will be promoted around and within the Parish, as well as on social media. Cllr. Switters is organising a Leysdown Litter Pick to coincide with the Great British Spring Clean event. Cllr. Switters

and the Clerks will write to shops in the area to ask if they can keep the front of their shops clear from weeds and litter.

LOSPC24/25/186 Community Engagement – Working Groups

a) VE Day 80 8th May 2025: A working group will be set up to take plans for this forward, within the next two weeks.

b) VE Day Celebration. A working group will be set up to take plans for this forward, within the next two weeks.

c) Possibly designing a Newsletter for Parishioners. This has been deferred to a future meeting.

LOSPC24/25/187 General matters raised by Parish Councillor’s Reports for discussion.

Cllr. Noe reported that QR codes will be added to bins enabling parishioners to report if any need emptying.

Cllr. Brennan reported that many caravan parks are allowing people to stay longer than the licenced months.

LOSPC24/25/188 Financial Statement and Authorisation of Payments

Payments as per the schedule provided:

Leysdown Parish Council											
25 February 2025 (2024-2025)											
PAYMENTS (AWAITING AUTHORISATION) LIST											
Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
10	HMRC NI/Tax	30/04/2024		Natwest	10	Miss R Garrard	HMRC	E	97.60		97.60
19	Payroll Company	17/05/2024		Natwest	19	Accountants	Blain Pritchard	S	78.25	15.65	93.90
11	HMRC NI/Tax	31/05/2024		Natwest	11	Miss R Garrard	HMRC	E	122.00		122.00
63	Bank Charges	31/05/2024		Natwest	63	Charges	Natwest	X	12.18		12.18
21	HMRC NI/Tax	30/06/2024		Natwest	21	Miss R Garrard	HMRC	X	174.60		174.60
31	Office Stationery	15/08/2024		Natwest	31	Stamps	Post Office	X	10.80		10.80
59	Village Grass Cutting	28/08/2024		Natwest	59	Grass Maintenance Churchyard	Cleanscape Property Servic	X	490.00		490.00
36	Payroll Company	07/10/2024		Natwest	36	Accountants	Blain Pritchard	S	60.00	12.00	72.00
42	Bank Charges	29/11/2024		Natwest	42	Charges	Natwest	X	6.15		6.15
41	Telephone/Broadband	23/12/2024		Natwest	41	Telephone	BT	S	59.01	11.80	70.81
62	Bank Charges	03/01/2025		Natwest	62	Charges	Natwest	X	6.82		6.82
43	Bank Charges	03/01/2025		Natwest	43	Charges	Natwest	X	6.82		6.82
60	Telephone/Broadband	23/01/2025		Natwest	60	Telephone	BT	S	57.51	11.50	69.01
44	Web Hosting/Emails	30/01/2025		Natwest	44	Website	Cloud Next	S	49.99	9.99	59.98
61	Bank Charges	31/01/2025		Natwest	61	Charges	Natwest	X	6.15		6.15
57	Web Hosting/Emails	01/02/2025		Natwest	57	Web Hosting & Emails	Caravan Internet	X	25.99		25.99
58	Website .gov	06/02/2025		Natwest	58	Website	Aubergine	S	100.00	20.00	120.00
56	Office Stationery	14/02/2025		Natwest	56	Stationery	Amazon	S	14.01	2.80	16.81
55	Office Stationery	19/02/2025		Natwest	55	Stationery	Amazon	S	117.96	23.64	141.60

Leysdown Parish Council										25 February 2025 (2024-2025)
PAYMENTS (AWAITING AUTHORISATION) LIST										
Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
49 Office Stationery	20/02/2025		Natwest	49	Stationery	Amazon	S	6.66	1.34	8.00
50 Office Stationery	20/02/2025		Natwest	50	Stationery	Amazon	S	29.97	6.00	35.97
51 Office Stationery	20/02/2025		Natwest	51	Stationery	Amazon	S	34.99	7.00	41.99
52 Office Stationery	20/02/2025		Natwest	52	Stationery	Amazon	S	24.16	4.83	28.99
54 Office Stationery	20/02/2025		Natwest	54	Stationery	Amazon	S	19.99	4.00	23.99
48 Office Stationery	22/02/2025		Natwest	48	Stationery	Amazon	S	5.62	1.13	6.75
53 Office Stationery	25/02/2025		Natwest	53	Stationery	Amazon	S	22.10	4.45	26.55
47 Website Domain Cloud Next Lt	28/02/2025		Natwest	47	Website	Cloud Next	S	49.99	9.99	59.98
Total								1,689.32	146.12	1,835.44

Cllr Noe proposed that the payments were made, and these were seconded by Cllr. Switters. All agreed. **Resolved: Accepted.**
 The 2023/24 AGAR has had to be re-done and it will be re-submitted. Errors were discovered within it; Mrs Poole has been working with external auditors to correct it.

LOSPC24/25/189 Planning Applications

Numerous planning applications had expired for comments, due to the Parish Council being previously inquorate during 2024. The Parish Council noted the following as seen and reviewed:

- Planning Application Ref. No: 24/502125/FULL, Barn At Elliotts Farm Harty Ferry Road Leysdown Kent ME12 4BG, Received: Tue 21 May 2024
- Planning Application Ref. No: 24/502995/FULL, Palace Amusements 14 Leysdown Road Leysdown Sheerness Kent ME12 4RE, Received: Fri 19 Jul 2024
- Planning Application Ref. No: 24/504920/LBC, Ferry House Inn Harty Ferry Road Leysdown Kent ME12 4BQ, Received: Mon 25 Nov 2024
- Planning Application Ref. No: 24/504919/FULL, Ferry House Inn Harty Ferry Road Leysdown Kent ME12 4BQ Received: Mon 25 Nov 2024
- Planning Application Ref. No: 24/504973/FULL, Priory Hill Holiday Park Wing Road Leysdown Kent ME12 4QR, Received: Wed 27 Nov 2024

Section 73 - Application for Variation of condition 2 (To extend season from 8 months to 10 months with the opening dates changed from 1st March - 31st October to 1st March - 31st December) pursuant to application NK/8/50/158 for Camp Site. Planning Application Ref. No: 24/504973/FULL, Priory Hill Holiday Park Wing Road Leysdown Kent ME12 4QR, Received: Wed 27 Nov 2024

The planning application was discussed in detail and the potential impact of it was noted. Cllr. Switters voted to object the planning application. Cllr. Partis seconded. Cllr. Moore, Cllr. Noe, Cllr. Munns and Cllr. Brennan abstained. **Resolved: motion carried to object to the planning application.**

LOSPC24/25/190 **Consultations**

Nothing to note.

LOSPC24/25/191 **Correspondence**

The Clerk circulated the information received from KALC, which was their newsletter and information about training.

LOSPC25/25/192 **General matters raised by Councillors for discussion**

Nothing to note.

LOSPC24/25/193 **Recommendations to Full Council**

Items noted within the minutes to be deferred to the next Full Council meeting in March 2025.

LOSPC24/25/195 **Advertise Co-option**

To be deferred to the next Council Meeting in March 2025.

Date of Next Meeting:

25th March 2025 at 7.00pm, Leysdown Village Hall

The meeting was suspended whilst the public left, between 8.48pm and 8.58pm.

LOSPC24/25/196 **Closed Session:**

Appointment of Assistant Clerk

It was suggested that an Assistant Clerk be employed to assist the Clerk for 5-10 hours per week. Cllr. Moore proposed; Cllr. Switters seconded. All agreed **Resolved: Accepted.**

Payroll Suppliers

A discussion was held regarding the payroll supplier. Cllr. Switters proposed to go with Top Source. Cllr. Munns seconded. Cllr. Moore abstained. All others agreed. **Resolved: Accepted.**

The meeting closed at 9.20pm

Signed: Paper copy signed by Cllr Moore on 25th March 2025