



**Minutes: Ordinary Meeting of Leysdown Parish Council  
Tuesday 17<sup>th</sup> June 2025 at Leysdown Village Hall at 7pm**

**Present:** Cllr. Switters, Cllr. Sandle, Cllr. Bidgood, Mrs O'Neill – Parish Clerk

**Members of the Public:** 22 parishioners

**LOSPCM25/26-1      Apologies:**

Cllr. Brennan, Cllr. Noe, Cllr. Moore, Cllr. Partis, Mrs S Poole (RFO) and Ms A Stuart (Assistant Clerk) sent apologies.

**LOSPCM25/26-2      Public Session (30 minutes)**

A member of the public explained that he owns the Sheppey Beach Villas in Leysdown, and that he is exploring closing access to Manor Way, due to the number of people who exploit the free parking situation, and the amount of fly tipping occurring. It was discovered that Manor Way is not owned by anyone; it is unadopted. Public rights of way were discussed. Cllr. Sandle noted that when she was previously on the Parish Council, a KCC representative explained that the road could not be closed as so many of the residents at the time were against its closure. The member of public is to canvas the current residents to ascertain whether they are in agreement or not to the closure of Manor Way. The member of public will then discuss with KCC Highways to determine the next steps.

**LOSPCM25/26-3      To receive any report from Borough Councillor:**

No reports received from Borough Councillors.

**LOSPCM25/26-4      To receive any report from County Councillor:**

Cllr Maxwell Harrison and Cllr Isabella Kemp were unable to attend the meeting due to an urgent engagement. They provided an emailed update, which was read out at the meeting. **See Appendix 1.**

A member of the public did not have details of the meeting mentioned in the email. The Clerk agreed to find out the date/time of the meeting and will forward any details on.

**LOSPCM25/26-5**      **To receive any report from Community Warden Jack Gilbey and PC Neil Kinrade**

PC Kinrade was unable to attend the meeting but did provide a full written update, including several positive outcomes. This report can be found in **Appendix 2**.

The CCTV provision in Leysdown was discussed. Cllr. Sandle noted that there should be four CCTV cameras in Leysdown. However, it is not clear where the fourth CCTV camera is located. The Clerk is to discuss the provision with the CCTV Control Room to gain clarity on the situation.

**LOSPCM25/26-6**      **For Members to make or receive declarations of Disclosable Pecuniary or Non-Pecuniary Interests**

Nothing to note.

**LOSPCM25/26-7**      **Approval and Adoption of Minutes**

The minutes from 29<sup>th</sup> April 2025 were previously circulated to Councillors, prior to the meeting.

On reviewing the minutes of the last meeting, Cllr. Sandle noted that at that meeting, a parishioner had asked for the exact cost of the Heras fencing to be confirmed. This will be added into the minutes before publication.

**Cllr. Bidgood proposed the approval and adoption of the minutes. Cllr. Switters seconded. All agreed. Resolved. Accepted.**

**LOSPCM25/26-8**      **Matters arising from the previous minutes and not covered by other agenda items:**

**24/25 - 221**              **Fly tipping / help button**

Sheerness Town Council had recently installed a 'help button' and asked if it was something that could be looked at for Leysdown. Cllr. Moore is to provide an update at the next Full Council Meeting.

**24/25 – 222**              **School update**

This was discussed under LOSPCM25/26-4.

**24/25 – 201**              **Unfunded East of Island**

This was deferred to the next meeting as Cllr. Moore was not in attendance.

24/25 – 228

**Draft newsletter**

The Clerk is working on the draft newsletter and a draft will be provided to Councillors by July 2025.

Quotations for distribution are to be gathered ahead of the next Full Council Meeting.

LOSPCM25/26-9

**a. Footpaths, Properties and Greens Committee on 24<sup>th</sup> June 2025**

- i. Defib reports will be discussed in full on 24<sup>th</sup> June 2025**  
Noted. Deferred to Footpaths, Properties & Greens Committee.
- ii. Bandstand report/lease will be discussed in full on 24<sup>th</sup> June 2025**  
Noted. Deferred to Footpaths, Properties & Greens Committee.
- iii. Planters/Flower Beds**  
Various plants have been planted throughout the parish.
- iv. Litter Picking Dates**
- v. Noted. Deferred to Footpaths, Properties & Greens Committee.**
- vi. Bus shelter report will be discussed in full on 24<sup>th</sup> June 2025**
- vii. Noted. Deferred to Footpaths, Properties & Greens Committee.**
- viii. Noticeboards report will be discussed in full on 24<sup>th</sup> June 2025**
- ix. Noted. Deferred to Footpaths, Properties & Greens Committee.**
- x. Facilities (portable toilets) provision at the graveyard**  
The current state of the graveyard was discussed in detail with some of the members of public present. Cllr. Switters noted that the graveyard is being maintained by the Community Payback team, but that they require a portable toilet to be installed should it become a longer-term project. It was noted that it has been difficult to make contact with the Church Warden to ascertain whether the Church gives permission for a toilet to be installed.

Cllr. Switters explained that under the Parochial Church Council (Powers) Measure of 1956, the Parish Council legally do not need to financially contribute to the upkeep of the graveyard as it is an open graveyard and so should be the Church's responsibility, but that it is something that Leysdown Parish Council took responsibility of many years ago.

The issue of the portable toilets and the issue of school staff smoking at the lynch gate is to be discussed further at the Footpaths, Properties & Greens Committee on 24<sup>th</sup> June 2025.

#### **b. Planning and Transportation Committee**

The applications noted on the agenda have been deferred for discussion at the Planning and Transportation Committee on 19<sup>th</sup> June 2025.

Cllr. Sandle noted that the agenda for this Full Council meeting was misleading, as the planning notices had been added to the agenda, but it was not noted that they were deferred. Cllr. Sandle raised that the Chair should be involved in the creation of the agendas. Cllr. Switters noted this suggestion.

#### **c. Staffing Committee**

The Staffing Committee will be working on the next Policies and Procedures, along with Financial Regulations.

#### **d. Finance Committee**

##### **i. Request for Support in Creating Safe and Inclusive Spaces for the LGBTQIA+ Community**

Cllr. Sandle proposed that the Clerk contact Swale Pride to ascertain what events or initiatives may be going ahead in Leysdown and the surrounding areas, before any funding is agreed. Cllr. Switters seconded. All agreed. **Resolved. Accepted.**

##### **ii. RNLI**

The RNLI presented at the Assembly Meeting in May 2025. At that meeting, Cllr. Moore suggested a donation of £200. Cllr. Switters proposed that the donation is made. Cllr. Sandle seconded. All agreed. **Resolved. Accepted.**

### **iii. Leysdown Carnival**

Cllr. Switters proposed that the Parish Council pay 50% of the insurance costs of the Leysdown Carnival. Cllr. Bidgood seconded. All agreed. **Resolved. Accepted.**

### **iv. Citizens Advice Swale**

Cllr. Sandle proposed that the Clerk contact Citizens Advice Swale to ascertain what events may be going ahead in Leysdown and the surrounding areas in the near future. Cllr. Switters seconded. All agreed. **Resolved. Accepted.**

## **LOSPCM25/26-10 Community Engagement Report – Working Groups**

### **a. Report on how VE Day 8<sup>th</sup> May event went**

Cllr. Switters reported that the event went very well and also noted the brilliant work of Leysdown Village Hall in putting the event together.

### **b. Report from Litter Picking Wombles**

The following dates for Litter Picking were agreed:

- Saturday 28<sup>th</sup> June 2025 at 10am; meet outside the graveyard
- Saturday 20<sup>th</sup> July 2025 at 10am; meet at the Garden Café at the Coastal Park

### **c. Set date for HIP Working Group**

The HIP Working Group will be going ahead on 7<sup>th</sup> July 2025 at 10am. The Clerk will also invite representatives from KCC and Swale Borough Council.

A parishioner noted that a Highways Improvement Plan had been completed when she was in post as a Clerk.

### **d. Christmas Lights Working Group – set date for RFO to meet Cllr. Moore, Cllr. Bidgood and Gala Lights**

Cllr. Sandle noted that Gala Lights should not be mentioned as a preferred supplier at this stage and reiterated that other providers also need to be contacted.

The Clerk raised that any proposal for Christmas Lights needs to come to Full Council on 29<sup>th</sup> July 2025, as the permit from Swale Borough Council also needs to be applied for, and there is no Full Council meeting in August 2025.

Cllr. Bidgood is attending a meeting at Eastchurch Parish Council on 24<sup>th</sup> June 2025 to discuss how Eastchurch manage their Christmas lights. Once that meeting has been completed, Cllr.

Bidgood is to meet with Cllr. Moore and the RFO and Assistant Clerk.

Cllr. Sandle noted that the Christmas lunch is usually discussed at the same time as the Christmas lights are arranged. Cllr. Sandle noted there was bad feeling over Leysdown not having a lunch in 2024 (this was due to the Parish Council being inquorate at the time). Cllr. Sandle explained that quotations are sought from various establishments to hold the lunch. Cllr. Switters asked whether the Christmas lunch was ever open to all ages, rather than just senior citizens; it was explained that it was once open to all ages in 2023. However, the event was not well received when it went ahead. The Christmas Lights working group is to also discuss the Christmas lunch arrangements.

**LOSPCM25/26-11 Update from Outside Bodies**

**a. Village Hall Committee**

Leysdown Village Hall confirmed that no Parish Councillor is required to sit on the Village Hall Committee.

**b. Update from KALC report on 20<sup>th</sup> May 2025**

This was circulated to all Councillors.

**c. Update from Joint Transportation Board**

The JTB are meeting on 30<sup>th</sup> June 2025 at 5.30pm, online. Cllr. Sandle is attending and will report back to Full Council Meeting on 29<sup>th</sup> July 2025.

**d. Update from Greenway Light Railway**

No report received.

**e. Sheppey Area Committee**

The next meeting is going ahead on 22<sup>nd</sup> July 2025 at Leysdown Village Hall. All parishioners are welcome to attend.

**f. Sheppey Island Forum**

The next meeting date is 15<sup>th</sup> July at 6.30pm at Bluetown Criterion.

**LOSPCM25/26-12 General matters raised by Parish Councillor's Reports for Discussion**

**a. Set Annual Parish Council Meeting Date**

This will be deferred to the Full Council Meeting on 29<sup>th</sup> July 2025.

**b. Set Annual Parish Meeting Date**

This will be deferred to the Full Council Meeting on 29<sup>th</sup> July 2025.

**LOSPCM25/26-13 Financial Statement and Authorisation of Payments**

**a. Letter and recommendation from Mazars**

Cllr. Switters read the letter provided by Mazars in relation to the AGAR 2023/24. Various points were raised by Mazars. **See Appendix 3 and Appendix 4.**

Cllr. Sandle asked if the internal audit process has been completed for 2024/25 and when it would be signed off. Cllr. Switters noted that it would be signed off on 24<sup>th</sup> June 2025. Cllr. Switters noted that it would be an Extraordinary Meeting, and that the agenda would be sent out in due course.

Cllr. Sandle noted that she did not feel it was fair to the public to have to attend numerous meetings in a short period of time, when the 2024/25 AGAR could have been agreed at Full Council today. Cllr. Switters explained that the report was not ready for the meeting today.

Cllr. Sandle expressed concerns that the AGAR process does not seem to be in sync with the requirements. The Clerk noted that public rights of inspection are only provided after the reports are agreed at the Extraordinary Meeting on 24<sup>th</sup> June 2025. Cllr. Sandle noted that the bureaucracy seems to be overwhelming.

**b. Payments made under delegated powers of an RFO**

The payments will be deferred to Tuesday 24<sup>th</sup> June 2025.

As of 22<sup>nd</sup> May 2025, there was a total of £66,584.60 in the bank account.

An online bank account with Unity has been applied for.

**LOSPCM25/26-14 Consultations**

**a. Proposed Traffic Regulation Order**

This has already been reviewed by the Parish Council at a previous meeting.

**LOSPCM25/26-15 Correspondence**

**b. KALC Newsletter June**

This has been sent to all Councillors.

**c. SLCC Survey – Kent Clerks**

This has been sent to all Councillors.

**d. Swale Local Plan Review Consultation**

This has been circulated to all Councillors.

**e. Support Needed: Temporary Learning Space for Displaced Year 6 Pupils**

This has been received. Unfortunately, any temporary learning spaces that hold over five children need to be registered with Ofsted.

**f. Kent and Medway NHS Talking Therapies**

This was noted.

**LOSPCM25/26-16 General matters raised by Councillors for discussion.**

Cllr. Sandle asked for the potential closure of the layby on Leysdown Road to be added to the next Full Council Meeting agenda on 29<sup>th</sup> July 2025.

**LOSPCM25/26-17 Recommendations to next Full Council**

Nothing further to note.

**LOSPCM25/26-18 Dates of Next Meeting**

24<sup>th</sup> June at 7pm: Full Council to sign off AGAR Report and feedback from internal auditor

24<sup>th</sup> June at 7.30pm: Footpaths, Properties & Greens Committee.

29<sup>th</sup> July at 7pm: Full Council

**LOSPCM25/26-19 Closure of Meeting**

Meeting closed at 20.38pm.

**Appendix 1:** Email from Cllr. Kemp and Cllr. Harrison.

**Appendix 1:** Report from PC Kinrade.

**Appendix 2:** Annual Governance and Accountability Return 2023/24 Form 3

**Appendix 3:** Letter from Forvis Mazars, dated 11<sup>th</sup> September 2024

**Signed: Paper copy signed by Cllr Switters on 29<sup>th</sup> July 2025.**