

Members of L ympne Parish Council are summoned to the Annual Parish Meeting of the L ympne Parish Council to be held on Wednesday 3rd August 2016 in the Village Hall Committee Room at 7.00pm.

A G E N D A

- 1. APOLOGIES.** Members are reminded of the need to tender apologies with the reason for absence direct to the Clerk if they are unable to attend.
- 2. DECLARATIONS OF INTEREST**
 - a.** To declare any personal interests in items on the agenda and their nature.
 - b.** To declare any prejudicial interests in items on the agenda – any councillors with prejudicial interests must leave the room for the relevant items.
- 3. MINUTES OF THE PREVIOUS MEETING** held on 6th July 2016 to be agreed and signed as a true record.
- 4. Update on actions from previous meeting**

Action Number	Action to be completed	Allocated to	Completed/ Comments
1	Contact to be made with KCC and Cllr Susan Carey regarding the clearance and maintenance of footpath along Aldington Road	Chair	Update to be supplied at meeting
2	Contact to be made with Gail Keeble to confirm her offer to identify and contact grass cutting contractors when verges require maintenance	Clerk	E mail sent- see reply below in correspondence to note.
3	Recirculation of the e-mail from Denise Topham regarding the proposed village hall extension	Clerk	Completed as requested- Agenda item added-
4	Above to be viewed by all Cllr's and comments to be brought to next meeting	All Cllrs	Councillors to comment at Parish Council Meeting
5	Letter to be written and sent to Secretary of State for Transport, Mr Monk, local MP, Stanford and Sellindge Councils to reinforce LPC's objections to this development and to include concerns regarding Diesel pollution and the environmental impact.	Chair	Update to be supplied at meeting
6	Contact and invitation to be sent to PCSO Dan Mill's L ympne's new PCSO	Clerk	E mail sent-
7	New Newsletter advertising Rate Card to be sent to all advertisers-	Clerk	Clerk will send out as and when advertisers renew or enquire about advertising

8	Electronic Banking- Clerk to activate electronic banking for LPC	Clerk	Application complete- awaiting access codes
9	Approval for Virus Checking software approved- Purchase to be completed by Clerk and reimbursement next month	Clerk	Item purchased- Receipt supplied for reimbursement to the clerk-
10	Authorisation of Transfer of £4000.00 from National Savings and Investments to cover budgetary requirement until next Precept Payment in September	Clerk	Transfer letter instructions sent to NSI on 7/7/2016
11	Clerk to obtain details of becoming a “Quality Council” and to include costs for training of clerk	Clerk	Action carried over
12	New HSBC Mandate to be completed to include Cllr Howes and the Clerk	Clerk	Completed- however new mandate required to Include Cllr Boor.
13	Further research into suitable types of play equipment and potential funding streams to be presented to VH committee either personally or through Cllr Burrows who attends the VH committee meetings	Cllr Howes	Action on going
14	E mail to be sent to District Cllr Peacock to chase up missing play equipment in Manor Farm Close Play Park	Clerk	E mail sent
15	Contact to be made with Jim Boot (NDP advisor) for him to make an assessment and give us a position statement on where LPC are with the NDP. Also to find out what he charges to carry out his work.	Chair	Update to be supplied at meeting
16	Letter to be sent to David Plumstead to update him on the LPC plans for the NDP	Chair	Update to be supplied at meeting
17	E-mail to be circulated to members regarding formation of a subcommittee which would solely deal with risk management as the development of the Garden Village progresses	Chair	Update to be supplied at meeting
18	Letter to be written to KCC Highways and Industrial Estate to request either more signage or clearer signage to prevent incidents of Lorries entering the village and causing damage or traffic hazards	Chair	Update to be supplied at meeting

19	Quote to be obtained for the repair and refurbishment of lettering of the War Memorial next to the Church- Investigation into available funding streams to support this expenditure	Clerk	Action carried over
20	Contact to be made with Malcolm Dunn for him to be asked if he knows of anyone willing to deliver the Newsletter along West Hythe Road	Cllr Burrows	Completed

5. QUESTIONS FROM MEMBERS OF THE PUBLIC

6. CORRESPONDENCE AND COMMUNICATIONS

a. Correspondence for Action

E-mail dated 20th July from SDC regarding acceptance of the Shepway District Councils Parish Charter- Documents circulated to Councillors prior to meeting-

b. Correspondence for noting (already in circulation)

i. E mail from Gail Keeble received 19/07/2016

OK Jeff I am happy to continue with this and will just e-mail to let you know that I have called them.

For your information and the PC's I have successfully campaigned to get a 'no lorries' sign erected at the entrance to Harman Ave. A chap from KCC visited yesterday and agreed that one is needed now that so much damage has been done to 3 properties and possibly a 4th [but no witnesses to that one] so he is going to arrange for it to be done in the near future. It could take 6 months but he is hopeful that it will be much sooner.

I am confident this will not incur any cost to the PC but apologies if this is the case!!! He told me the sign costs approx., £300. I may be able to shake at tin at the neighbours should you get the bill.....

Regards Gail.

ii. Letter dated 23 Jul 16 from David Plumstead of Shepway Environment Community Network regarding Otterpool Newtown and Shepway District Council. To view this document will type the following link into your browser:

<file:///C:/Users/Ann/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/2MOO10WF/Airfield%20campaign%20letter%20v.2.pdf>

7. CLERK'S REPORT

Circulated to members prior to meeting

8. REPORTS FROM REPRESENTATIVES OF OUTSIDE BODIES

- a. District Councillor's Report**
- b. County Councillor's Report**
- c. Community Warden's Report**
- d. PCSO's Report**

9. PLANNING

Y16/0774/SH – HIGH BERWICK, STONE STREET. Erection of single storey rear extension, together with hip-to-gable extensions, increase in height of roof to provide additional living accommodation at second floor and installation of three front dormer windows.

10. FINANCE

- a. Breakdown of expenditure/income since last meeting
- b. Signing of Cheques
- c. Budget Forecast update
- d. Update on Internet Banking- Refer to Clerks Update Report

11. NEW PLAY EQUIPMENT FOR THE VILLAGE

12. VILLAGE HALL EXTENSION

13. SHEPWAY DISTRICT COUNCIL PARISH CHARTER-

14. Lympne Community Plan CIC

15. NEIGHBOURHOOD DEVELOPMENT PLANS

16. GARDEN VILLAGE/TOWN- update

17. PROPOSED LORRY PARK-update

18. PROPOSED POWER STATION-update

19. LITTER ALDINGTON ROAD and OTTERPOOL LANE- update

20. DAMAGE TO WAR MEMORIAL-

Clerk making enquiries and obtaining quotes- To remain as an agenda item.

21. E-MAIL SECURITY- Cllr ROB AUGER

22. TREE WARDEN AND VILLAGE TREE WALKS

23. PUBLICITY/EDITORIAL CONTENT – Items for inclusion in the Newsletter and Website

24. ANY OTHER BUSINESS

25. DATE OF NEXT MEETING. Wednesday 7th September 2016 unless otherwise advised. The meeting will be held in the Village Hall Committee Room at 7.00pm.

Jeff Lawrence

PARISH CLERK

27th July 2016

DOCUMENTS RELATING TO PARISH COUNCIL MEETING ON 3rd August 2016

ITEM 16

To view a copy of Saltwood Parish Council's letter of the 13 July 2016 to the Rt. Hon. Greg Clark MP, Secretary of State for Communities and Local Government relating to Otterpool Town, please click on the following link: <file:///C:/Users/Ann/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/2MOO10WF/Otterpool%20Park-%20proposed%20development13.07.2016.pdf>

ITEM 19:

Dear Claire

Thank you for your comprehensive response to my email, which I am copying to other members of Lympne Parish Council. Thanks also for taking this matter seriously.

I appreciate your acknowledgement of the importance of data security in our increasingly online world but I would like to comment on the assumption that the email addresses in question are "in the public domain". Whilst this may be true in principle, I imagine that no individual members of local Parish Councils have provided consent for their email addresses to be circulated beyond Shepway District Council. This would require an "opt in" process, rather than a blanket assumption that permission has been given.

Unlike the shepway.gov.uk mail system of SDC, local parish councillors have historically used their private email addresses to communicate with each other, as well as with district and county council officers and the public at large. Unfortunately, there are some "bad guys" out there who have already hacked into some of these private mailboxes, where they help themselves to the contact lists they find there. This includes all the contact details in the "To" field, as well as any that are in the body of the message. At least one member of Lympne PC has been the victim of such an attack, which has led to greatly increased "spam" for other councillors.

In the long term, it is desirable to separate private and public accounts - perhaps by an extension of .gov.uk to include local councils. However, this is unlikely to happen in the near future, which is why we have set up lympnepc@outlook.com as our main address for parish emails. This also facilitates the handover of responsibilities when individuals move on - such as the retirement of our Parish Clerk after 12 years and the appointment of a new person. Outlook accounts are free to set up, and tie in well with Microsoft Office, but there are other routes to the creation of a "Parish Network" that would not compromise the personal mailboxes of individuals. Shepway should take a lead here, by ensuring that good practice is followed by the District Council and by circulating information about data protection to all local councils.

Thanks again for your consideration of my comments

Rob Auger

Vice-Chair, Lympne Parish Council

On 06/07/2016 11:37, Claire.Dethier@shepway.gov.uk wrote:

Dear Mr Auger

Thank you for your email and please accept my apologies for the delay in coming back to you. Since receiving your email, I have been looking into the matter to see what happened and why and establishing a plan for the future to prevent such occurrences from happening again.

Having spoken to the Officer involved, whilst being aware of the need to protect data, she was unaware that this situation could be potentially considered to involve a data breach as all of the email addresses are in the public domain ie Parish Council and Planning agent email addresses. As a direct result and to remind Officers of data protection rules, management of the Planning team immediately emailed all other Officers within the team advising them of what had happened and explaining that due to data protection batch emails should not be sent from the 'to' box.

I have since also discussed the matter with the Council's training officer who is putting together a training package on the matter which will be rolled out to the wider Council.

Thank you for bringing the issue to our attention and please accept my assurances that we are moving forward quickly with measures to try and ensure such errors do not occur again.

Should you have any queries, please do not hesitate to contact me.

Kind regards

Claire Dethier
Development Management Team Leader
T: 01303 853467
Shepway District Council, Civic Centre,
Castle Hill Avenue Folkestone Kent CT20 2QY

E: claire.dethier@shepway.gov.uk
www.shepway.gov.uk
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Please consider the environment before printing this email.

From: Rob Auger [<mailto:robert.auger@btinternet.com>]
Sent: 28 June 2016 14:54
To: Lympne Parish_Council; Monk, David Cllr
Subject: Re: : Review of draft update to Local Validation Requirements. SDC Planning Department.

Dear all,

The email below from Shepway District Council includes the email addresses of many individuals who have not necessarily given their consent to publication. Onward distribution of the message means that many dozens of recipients have now received the personal email addresses of local councillors. It is very highly probable that at least one of the people on the distribution list has had their system compromised and ALL of the email addresses on the list are now at risk and will find their way into the hands of spammers and scammers.

I understand that some members of Shepway staff may not fully understand the implications of using the To: and CC: fields and this may have been an oversight by a junior individual.

However, it is not the first time this has happened and it constitutes an elementary security breach that should not be repeated. SDC must have a rigidly enforced policy in place to prevent the wholesale disclosure of private email addresses to unauthorised recipients, which probably infringes the Data Protection Act. Whatever the reason, can the Leader of the Council and the Head of IT at SDC PLEASE ensure that this NEVER happens again.

(On a minor point, please note that we are not all Sirs!)

Robert Auger
Lympne Parish Council

ITEM 19

From: "Derek Cowell" <dgcowell7@btinternet.com>
To: "Jeff Lawrence" <lympnepc@outlook.com>
Subject: Fwd: Full Waste Bins

Parish Clerk,

Good morning Jeff,

I would appreciate it if the overflowing waste bin problem could be discussed again at the next August meeting.

There is still an unacceptable problem with our bins, being seen to be full and overflowing, with poo bags and garbage strong around outside the bins.

You can see below the last time I raised this, but consider what I am seeing now, the problem has not gone away, and needs to be readdressed.

Perhaps larger bins are now required, particularly the one on the small village green at the entrance of The Street.

Kind regards,
Derek Cowell.

ITEM 20

Good Morning Colleagues.

I followed up the Council's wish to recruit a Tree Warden, lo and behold, I have located two experienced candidates, Georgina Donaldson and possibly Iona Watts. We could discuss the appointment(s) under an agenda item at next month's LPC Meeting when I anticipate that the two ladies will make be present.. We will need to finance their training if appropriate and I would suggest that we cover their joint travel costs (mileage) to attend one of the July or August Tree Walks by way of an ex-Gratia payment until a formal appointment is made.

I would ask Jeff to table "Appointment of tree warden(s)" on the August Agenda.

Regards.

Ray

----- Forwarded Message -----

Subject:Re: Fwd: Re: Free Tree and Pond walks July-August

Date:Sun, 17 Jul 2016 18:02:17 +0100

From:Georgina Donaldson <jorj.donaldson@yahoo.co.uk>

To:ray.morgan@vfast.co.uk

CC:Charles Donaldson <cfdonaldson51@gmail.com>, Iona Watts <mick.ionawatts@gmail.com>

Hello Ray,

Charles passed this over to me, and yes, I *am* interested in doing a bit more tree-warden-ing (tho I would have to go on one of their courses to update my skills in that department since I haven't been a T.Warden for 10 or 15 years now!). I think (and hope) Iona might also be interested.

If the LPC is interested in reviving their tree stewardship, would the LPC get in touch with David Carey, or should I? Does it demand an election?? Might there be some members of the PC who are not so keen??? I wouldn't want to step on anyone's toes!

Yours,

George (aka Charles's missus!)

From: Charles Donaldson

Sent: Saturday, July 16, 2016 7:51 PM

To: Georgina Donaldson

Subject: Fwd: Re: Free Tree and Pond walks July-August

Colleagues,

Whilst we might not have many ponds in our Parish, we do have lots of trees, most of which are subject to TPOs. I almost remember that we may have once had a "Tree Warden" but might be mistaken. Should we investigate this subject and see if there is anyone interested in this honorary job? It might make it a lot easier when we have planning applications for crown reduction of TPO covered trees?

I think that a "tree walk" in the village might be quite interesting!

John B.

From: David Carey <javascript:_e(%7B%7D,'cvml','davidcarey.maltings@gmail.com');>

Date: 13 July 2016 at 17:27:59 BST

To: David Carey <javascript:_e(%7B%7D,'cvml','davidcarey.maltings@googlemail.com');>

Subject: Free Tree and Pond walks July-August

Dear Parish Clerk,

Would you like to know more about the trees in your village or town?

If your Tree Warden, your Councillors, or another organisation in your parish would like a tree walk in your village or local area to identify your trees, assess their importance to your community and assess their ecological value, we would like to help in planning and arranging the walk, supply a representative from our Tree Wardens team to join your local Tree Warden if you have appointed one, and lead your walk. Please contact us if you would like a Tree Walk in your community.

We are also organising a series of free Tree Walks in Tunbridge Wells, Maidstone and Canterbury in July and August, listed below, which may be of interest to Councillors, Tree Wardens or others. Please contact us for further details if you would like to nominate anyone to attend.

In addition we are running a dragonfly ID and Conservation training morning in Westbere in August for Councillors, Pond Wardens or others interested. Please contact us for further details if you would like to nominate someone to attend.

TUNBRIDGE WELLS. Saturday, 30th July. Tree walk in the park, Dunorlan Park, Tunbridge Wells, 10:00 - 13:00. A fun walk looking at the great trees in this heritage park in Tunbridge Wells. In association with the Friends of Dunorlan Park.

MAIDSTONE. Saturday, 13th August. Tree walk in the park, Mote Park, Maidstone, 10:00 - 13:00. A fun walk looking at the great trees in this heritage park in Maidstone. In association with The Mote Park Fellowship.

WESTBERE. Saturday 20th August. Dragonfly walk and talk in Westbere, 10.00 – 13.00. Recognising, understanding and conserving dragonflies for Pond Wardens and others.

CANTERBURY. Saturday, 27th August. Tree walk in Westgate Parks, Canterbury, 10:00 - 13:00.

Best wishes,

David,

David Carey,
Volunteer Tree Warden and Pond Warden for Hadlow Parish,

ITEM 22

From: Ray Morgan <ray.morgan@vfast.co.uk>

Date: 25 July 2016 at 10:18:42 BST

To: David Carey <davidcarey.maltings@gmail.com>

Cc: Sally Edwards <saledwards@me.com>, Rob Auger - MAIN <rob@beech-house.net>, John Burrows <johnburrows21@yahoo.co.uk>, Ann Goodwin <lympnepc@outlook.com>

Subject: Tree Wardens. /Tree Walks

Good morning David.

Thank you for providing Lympne Parish Council the information regarding the planned Tree Walks in Kent. For some years the village has been without the benefit of a Tree Warden and the PC are looking to appoint a suitable person to this role. We have received interest from two ladies who are keen to take on the task but they lack experience in this respect and need some form of training. There is a PC meeting next Wednesday at which an appointment(s) should be made and apart from the Tree Walks which the volunteers hope to attend, are there any Kent training programmes for the role or suitable literature that would enable our newly appointed Warden(s) to bring themselves up to speed with arboreal species, tree care etc?

Your support would be much appreciated.

Kind regards

Ray Morgan