

Minutes of an Ordinary Meeting of Sandwich Town Council held Monday 20th May 2019, in the Council Chamber, Guildhall, Sandwich at 7:00pm.

Present: Councillors: The Mayor, Cllr Franklin (in the chair)

**HJ Bragg
AC Broun
PI Carter
Mrs D Carter
Ms AC Felton
Ms AE Fox
DR Friend
PG Graeme
AK Heaven
MJ Holloway
MJ Lintott
HW Sampson
WP Staple
Ms DLR Sivrikaya
DM Wood**

Officer: Miss L Fidler

05.05.19 MAYOR'S OPENING COMMENTS

Cllr Franklin thanked Councillors and members of the public for the tremendous support that he received when elected as Mayor at the Annual Meeting of the Council; Cllr Franklin looks forward to working with his colleagues.

06.05.19 APOLOGIES FOR ABSENCE

No apologies were necessary, all councillors were present.

07.05.19 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

There were no declarations of interest.

08.05.19 MINUTES

The Minutes of the Ordinary Town Council meeting held on 29th April 2019 were received and considered.

RESOLUTION: The Minutes were approved as accurate and signed.

09.05.19 PAYMENT SCHEDULE

Councillors considered a Vire Budget request, the payment schedule and who is available to sign cheques & authorise online payments on Tuesday 21st May.

RESOLUTIONS:

- (i) £500 be vire budgeted from the "Miscellaneous" budget into "Mayor's Expenses" budget, the full sum of £955 for civic badges (Payment #71) will then be paid from the "Mayor's Expenses" budget.**
- (ii) The Payment Schedule totalling £36,945.50 was approved and signed.**
- (iii) Cllrs Friend & Graham will authorise the cheques/online payments on 21st May.**

10.05.19 PUBLIC RIGHT TO SPEAK

- (i) There were no requests to speak.**

- (ii) Councillors considered a motion that “the Town Clerk will try to obtain details of what local residents want to ask in advance of speaking before the Council, these questions will be shared with the Councillors along with relevant information so that where possible questions can be answered at the Council meeting”. This motion was deferred from March’s Council meeting. It was noted that legally no new decisions can be made on items raised on the night that aren’t already on the agenda.

RESOLUTION: Requests to speak should be received by 9am on the day when the agenda is issued (the previous Wednesday for a Monday meeting). This will allow the matter to be included on the agenda for consideration and possible resolution. Members of the public retain the right not to provide information in advance on the matter that they want to discuss, however, they will be made aware that an answer may not be possible at the meeting in these instances.

11.05.19 FINANCE

- (i) Councillors received the Sandwich Town Council Statement of Accounts as at 30th April 2019 (income & expenditure, budget, petty cash and expenditure forecasting report)

RESOLUTION: The Responsible Finance Officer will liaise with Cllr Holloway on how to improve the expenditure forecasting report. An explanation as to the overspend on the “Guildhall Insurance & Contents” budget will be provided. And the Statement of Accounts were noted.

- (ii) Councillors were asked to agree additional signatories for the bank account, in addition to the current signatories (Cllrs Friend and Graeme).

RESOLUTION: The Mayor (Cllr Franklin), the Deputy Mayor (Cllr Holloway) and Cllr Mrs Carter will be added as account signatories.

- (iii) As per the Financial Regulations, Councillors were asked to consider and reconfirm that staff salary payments should continue to be made by BACs.

RESOLUTION: Salary payments should continue to be made by BACs payment for the next two years (until the next review is due).

- (iv) As per the Financial Regulations, Councillors were asked to consider and reconfirm that payment by variable direct debits is acceptable in relation to payments for electricity, gas, water, internet/broadband and phone charges.

RESOLUTION: Payment of utility bills by variable direct debit should continue for the next two years (until the next review is due).

- (v) Councillors were asked to consider the findings of the review of the Internal Audit Control System.

RESOLUTION: This information was noted.

- (vi) Councillors were asked to consider and approve the Annual Governance Statement by resolution (Section 1/Page 4 of the Annual Return for the year ended 31st March 2019). Cllr Holloway asked that the Financial Risk Assessment be updated as soon as possible.

RESOLUTION: The Annual Governance Statement was approved.

- (vii) Councillors were asked to consider and approve the Accounting Statements for 2018/19 (Section 2/Page 5 of the Annual Return for the year ended 31st March 2019).

RESOLUTION: The Accounting Statements for 2018/19 were approved. It was also agreed that a review of how assets are valued will be conducted within six months.

12.05.19

PLANNING APPLICATIONS

Councillors were asked to make recommendations in respect of the following planning applications. Planning applications are usually considered by the Planning Committee, however, as membership and a timetable for Committee meetings is yet to be approved this matter has returned to full council for resolution:

- (i) 19/00391 | Internal works: Cellar: Form limecrete subfloor with limestone flags finish. Ground Floor: Insert glazed lobby entrance screen, alterations to fireplace in dining room, restore cellar stairs and reinstate cellar access, open up rear fireplace to insert range to facilitate new kitchen. First floor: remove, insert new stud partitions to form 2 no. shower rooms. Insert fitted cupboards to master bedroom. Second floor: new lime plaster finishes to bed 3 , form ceiling light well to landing. External works include: Insert heritage style rooflight to rear roof and make good. Front (east) elevation - repair parapet coping stones and replace where necessary, restore eroded brickwork and repoint, restore timber sash windows and decorate. Side (south) elevation: replace side entrance door, replace ground floor multi paned screen with bi-folding doors, replace first floor window with 2 no. french doors with iron security balcony railings, repoint brickwork where necessary, renew boiler flue in existing position. Rear (west) elevation: replace 3 no. windows, insert new svp to rear roof | 10 High Street Sandwich CT13 9EB
RESOLUTION: To raise no objections.
- (ii) 19/00417 | Erection of 2no. dormer roof extensions to front roofslope (existing dormer to be demolished) | 5 Bowling Street Sandwich CT13 9HA
RESOLUTION: To raise no objections.
- (iii) 19/00427 | Erection of single storey extension. | Chantry Cottage 20 St Peters Street Sandwich Kent CT13 9BW
RESOLUTION: To defer consideration until further information can be obtained.
- (iv) 19/00426 | Demolition part single storey pitched roof rear extension, Erection of single storey extension to boundary wall and Replacement with a new single storey flat roof Extension with Roof Lantern | Chantry Cottage 20 St Peters Street Sandwich Kent CT13 9BW
RESOLUTION: To defer consideration until further information can be obtained.
- (v) 19/00486 | Replacement windows, including replacing existing sliding sashes with new timber sashes within retained sash boxes, inserting slimline double glazed units. | The Nook 17 New Street Sandwich CT13 9AB
RESOLUTION: To recommend approval.
- (vi) 19/00434 | Erection of a single storey building comprising office, storage and manager's accommodation (existing agricultural building to be demolished) | Delf Nursery Deal Road Sandwich CT13 0BU
RESOLUTION: To recommend approval.
- (vii) 19/00373 | Erection of cladding to north facing elevation | The Barn Strand Street Sandwich CT13 9HX
RESOLUTION: To defer consideration until further information about materials can be ascertained.

13.05.19

POLICY & PROCEEDURE

- (i) Councillors were asked to consider and approve the Standing Orders.
RESOLUTION: To defer consideration as not all councillors had received this document by email.
- (ii) Councillors were asked to consider and approve the Financial Regulations.

RESOLUTION: To defer consideration as not all councillors had received this document by email.

- (iii) Councillors received and considered the GDPR Data Retention Policy.

RESOLUTION: The GDPR Data Retention Policy was approved.

- (iv) Councillors received and considered the GDPR Privacy Policy & Cookie Policy.

RESOLUTION: The GDPR Privacy Policy & Cookie Policy was approved.

14.05.19 PRE-MEETINGS OF THE COUNCIL

Councillors received and consider a report from Miss L Fidler, Town Clerk, regarding which/when various meetings should be arranged.

RESOLUTION: This report was noted. A pre-meeting with Quilter Cheviot Asset Management will be arranged first. A meeting with Deal Area Foodbank will also arranged.

15.05.19 COMMITTEES

Councillors received and considered a report from Miss L Fidler, Town Clerk, regarding membership of Committees.

RESOLUTIONS:

- (i) **The Halls Committee, Tidal Defence/Delf Committee and Public Amenities Committee will be disbanded until such time that they may be required again in the future.**
- (ii) **Councillors will complete a skills audit to help inform Committee membership and other forthcoming projects.**
- (iii) **No new Committees are currently required.**

16.05.19 TIMETABLE OF MEETINGS AND CIVIC EVENTS

Councillors received and considered a proposed timetable for the forthcoming year.

RESOLUTION: The schedule was approved subject to three amendments: no meeting will be held in August 2019, a date for the Annual Town Meeting will be included, and May 2020s meeting will be moved to avoid the Bank Holiday.

17.05.19 REPRESENTATION ON OUTSIDE BODIES 2017/18

Councillors received a copy of *The Role of Sandwich Town Council Representatives on Outside Bodies*, adopted by the Council on 24th November 2014, and representation on the following organisations was considered.

- (i) Appointment of six Nominated Members of the Council to the White Mill Folk Museum Trust for the coming year.

RESOLUTION: Cllrs Mrs Carter, Carter and Franklin. Three nominations are still to be filled.

- (ii) Appointment of five Trustees to the Management Committee of Gazen Salts Nature Reserve for the coming year.

RESOLUTION: Cllrs Franklin, Friend, Heaven and Ms Syvrikaya. There is still one nomination to be agreed.

- (iii) Appointment of two Members to serve on the Sandwich Festival Association Committee for the coming year.

RESOLUTION: Cllrs Ms Fox and Lintott.

- (iv) Appointment of one Member to serve as the Council's representative to the Dover, Deal & District Citizens Advice Bureau for the coming year.

RESOLUTION: Cllr Wood.

- (v) Appointment of two non-voting Members to the Dover Joint Transportation Board for the coming year. Cllr Holloway noted that he is now a voting members of this group.
RESOLUTION: Cllr Carter (as main representative) and Cllr Ms Fox (as substitute).
- (vi) Appointment of a Public Rights of Way representative for the coming year.
RESOLUTION: Cllr Heaven.
- (vii) Appointment of a representative to the Dover District Council Local Development Framework for the coming year.
RESOLUTION: Cllr Carter.
- (viii) Appointment of a representative to the Sandwich Heritage Group for the coming year.
RESOLUTION: Cllr Staple.
- (ix) To Appointment a representative to the Sandwich Community Lights Committee for the coming year.
RESOLUTION: Cllr Sampson.
- (x) Appointment of two Trustees for Sandwich Port & Haven Commissioners
RESOLUTION: Cllrs Heaven and Ms Sivrikaya.
- (xi) Appointment of a representative to serve on the White Cliffs Country Tourism Association and/or the White Cliffs Country Tourism Association Executive Committee for the coming year. It was noted that the previous post holder had suggested that this role would suit an officer.
RESOLUTION: Cllr Ms Fox volunteered to assist if/when an officer is not available.
- (xii) Appointment of two representatives to the Town Team. It was noted that the Mayor and Deputy Mayor of the day have been extended an open invitation by the Town Team to attend meetings on an ad hoc basis. The Project Manager also attends.
RESOLUTION: Cllrs Friend & Lintott.
- (xiii) Appointment of one representative to the Sandwich Dementia Action Alliance.
RESOLUTION: Cllr Ms Sivrikaya.
- (xiv) Appointment of a primary and substitute representative to attend meetings of the Deal & Sandwich Coastal Communities Team. Cllr Holloway noted that he is already a member as a representative of DDC.
RESOLUTION: The Mayor (primary) and Cllr Ms Felton (substitute).
- (xv) Councillors considered a request from Sandwich in Bloom for nominated representatives from the Council.
RESOLUTION: Cllr Ms Fox.
- (xvi) Delf Stream Working Group.
RESOLUTION: Cllrs Bragg & Graeme.
- (xvii) There were no other organisations/groups proposed.

18.05.19

COAT OF ARMS

Councillors considered a request from the Tower Captain of the St. Clements Church Bell Ringers to use the Sandwich Town Coat of Arms in a logo for this group.

RESOLUTION: Permission for the St. Clements Church Bell Ringers to use the Sandwich Town Coat of Arms was given.

19.05.19

PURCHASE OF DECOMMISSIONED PHONE BOXES

Councillors considered a motion from Cllr Lintott that Sandwich Town Council could adopt and manage the red telephone box opposite the Guildhall and possibly others.

RESOLUTION: A working group consisting of The Mayor, Cllr Lintott and Cllr Friend was delegated the power to take this proposal forward, in conjunction with the Project Manager.

20.05.19 “OPEN FOR THE OPEN” PUBLIC MEETING

Councillors considered who will represent Sandwich Town Council at the “Open for the Open” drop-in session to inform local residents and businesses about the 149th Open that will take place in Sandwich. The event will take place on Thursday 30th May from 11am to 8pm and DDC have encouraged the Town Council to have a representative in attendance throughout the day.

RESOLUTION: Cllrs Ms Felton, Ms Fox, Friend, Sampson and Staple will be in attendance through the day and a briefing document for councillors will be requested from DDC.

21.05.19 UPDATES FROM TOWN COUNCILLORS REGARDING OUTSIDE BODIES ON WHICH THEY REPRESENT SANDWICH TOWN COUNCIL

The Mayor reported on the progress at the White Mill Rural Heritage Centre and encouraged all councillors to visit to see what is happening.

22.05.19 REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH

Cllr Mrs Chandler reported that:

- At the Annual Meeting of the District Council Cllr Mike Conolly was elected as Chairman of the Council and Cllr Keith Morris Leader of the Council.
- Cllr Holloway had no updates to provide.

23.05.19 REPORT FROM CLLR S CHANDLER, KCC REPRESENTATIVE FOR SANDWICH AND CHAIRMAN OF DDC

Cllr Mrs Chandler provided the Council with information about:

- A consultation into the future of Wayfarers care home.
- A full conditions survey that’s been approved for the Toll Bridge.
- An “Energy & Low Emissions Strategy” consultation will take place soon.

24.05.19 REPORT FROM MEMBER OF PARLIAMENT ON MATTERS DIRECTLY RELATED TO SANDWICH

An emailed report from Craig Mackinlay MP was read out by the Clerk.

25.05.19 CONFIDENTIAL ITEM

(i) It was RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

(ii) To receive a report detailing the roles, responsibilities and contact info for staff from the HR Manager.

RESOLUTION: This information was noted.

26.05.19 DATE OF NEXT MEETING

Monday 24th June 2019 at 7pm in the Council Chamber Guildhall.