

**Minutes of an Ordinary Meeting of Sandwich Town Council held remotely on Thursday 30<sup>th</sup> April 2020, at 6:00pm.**

The statutory requirements for meetings under the Local Government Act 1972 cannot be met during the current Coronavirus pandemic. As a result, s78 of the Local Authorities and Police Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ('the 2020 Regulations') have come into force which enables the Town Council to hold meetings remotely.

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

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

**Officer: Mrs A Hollobon-Baxter  
Miss L Fidler**

**01.04.20 MAYOR'S OPENING COMMENTS**

The Mayor welcomed everyone to the first virtual meeting of Sandwich Town Council; the first meeting of the Council by such a method in 800 years.

**02.04.20 APOLOGIES FOR ABSENCE**

No apologies were received, all members were present.

**03.04.20 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS**

Cllrs Wood & Felton declared an "other significant interest" in planning application 20/00319 (Minute 08.04.20(ii)), as occasional members of Sandwich Tennis Club.

**04.04.20 MINUTES**

**(i)** The Minutes of the Ordinary Meeting of Sandwich Town Council held on 24<sup>th</sup> February 2020 were received and considered. Cllr Ms Fox raised two corrections that need to be made in relation to her vote at Minutes 27.02.20 and 28.02.20.

**RESOLUTION: Subject to the amendments raised by Cllr Ms Fox the Minutes were approved as accurate and signed.**

**(ii)** The Minutes of the Extra-Ordinary Meeting of Sandwich Town Council held on 23<sup>rd</sup> March 2020 were received and considered.

**RESOLUTION: The Minutes were approved as accurate and signed.**

**05.04.20      ADVISORY COMMITTEE**

The Minutes of the Advisory Committee Meeting held on 3<sup>rd</sup> March 2020 were received and considered. It was noted that the Committee had been delegated the decision-making power to identify the top five priorities within the Highways Improvement Plan and report these directly to KCC, which has now been done.

**RESOLUTION: The minutes were approved as accurate and signed,**

**06.04.20      ASSETS MANAGEMENT COMMITTEE**

The Minutes of the Assets Management Committee Meeting, held on 16<sup>th</sup> March 2020 were received and the Recommendations contained therein were considered.

**RESOLUTION: The minutes were approved as accurate and signed, and the following Recommendations were approved by resolution:**

**For the Fishergate:**

- (i)      The current use class of the Fishergate will be confirmed.**
- (ii)     A second architects quote will be sought (asking the builder who has visited the site for a recommendation).**
- (iii)    The Clerk and Cllr Staple will contact Mr Spencer to confirm that a lease arrangement between the Council and Sandwich Toll Bridge Fund is sought.**

**For the proposed coach park at Chippies Way:**

- (iv)    Sandwich Town Council should not progress this matter due to the costs involved. Dover District Council should be asked to revisit the option of coach parking at Discovery Park.**

**For the Drill Hall:**

- (v)     Cllrs Broun, Ms Fox and Staple will meet with officers to draft the terms of reference for a group (to work under and report to the Assets Management Committee) that will work with the tenants of the Drill Hall.**

**For the Sandown Road Allotments:**

- (vi)    The report from Miss L Fidler was noted.**

**For the Guildhall Transfer:**

- (vii)   To find out whether the legal fees associated with the transfer of the Guildhall (from DDC to STC) can be added to the Public Works Loan Board loan application for the Forecourt Project. It will also be established if the cost of rewiring the Guildhall and replacing the broken boiler can also be included; the application would then be a full Guildhall & Forecourt regeneration application.**

**07.04.20      FINANCE COMMITTEE**

The Minutes of the Finance Committee Meeting, held on 23<sup>rd</sup> March 2020 were received and the Recommendations contained therein were considered. Cllr Holloway noted that a reference to the Chairman of DDC, should read "Leader" of DDC

**RESOLUTION: Subject to the amendment proposed by Cllr Holloway the minutes were approved as accurate and signed, and the following Recommendations were approved by resolution:**

**For Guildhall Business Rates:**

- (i) It should be argued that Sandwich Toll Bridge Fund is still an occupant of the Guildhall and the charitable discount should still apply.

**For Finance Software System:**

- (ii) The current budget of £2813.27 for payroll services in 2020/2021 should be used to purchase and set up AdvantEdge Finance software and in-house payroll software. The Town Clerk/Project Manager to be delegated the power to use this budget (£2813.27) to complete these two projects.

**Guildhall Maintenance Contribution:**

- (iii) The Mayor should contact the Leader of DDC, Cllr Trevor Bartlett, to discuss transfer of the Guildhall and the number of difficulties that are becoming apparent, and are a burden on public finances, in advance of this transfer.

**Guildhall accounts financial deficit:**

- (iv) This matter should be deferred until after the Covid-19 crisis has ended.

**08.04.20**

**PLANNING APPLICATIONS**

- (i) 20/00358 | Erection of a detached dwelling (existing building to be demolished) | 90 New Street Sandwich CT13 9BU  
**RESOLUTION: To recommend refusal; the plans are not appropriate for the size of the property and the lack of available parking will contribute to highways safety issues. There are also concerns about the proximity of the proposal to a Schedule Ancient Monument**
- (ii) 20/00319 | Construction of an additional tennis court and erection of a 2.5m high fence | Sandwich Tennis Club Sandown Road Sandwich CT13 9JZ  
**RESOLUTION: To recommend approval with the caveat that vehicular access to the Sandown Road Allotments be provided.**
- (iii) 20/00303 | Variation of Condition 5 (opening times) to increase opening hours of planning permission DOV/15/00474 (application under Section 73) | 47A Strand Street Sandwich Kent CT13 9EU  
**RESOLUTION: To recommend approval.**
- (iv) 20/00278 | Erection of a single storey side extension | Orchard End Johns Green Sandwich CT13 0DE  
**RESOLUTION: To recommend approval.**
- (v) 20/00375 | Erection of a single storey side extension (existing side extension to be demolished) | Sunnycot 31 Moat Sole Sandwich CT13 9AU  
**RESOLUTION: To recommend approval.**
- (vi) 20/00376 | Rear single storey extension to form cloakroom with internal access. (existing out house demolished) | Sunnycot 31 Moat Sole Sandwich CT13 9AU  
**RESOLUTION: To recommend approval.**

**09.04.20**

**ANNUAL MEETING OF THE COUNCIL**

Councillors received a report from Miss L Fidler, Town Clerk, seeking a resolution on whether the Annual Meeting of the Council should be held in May 2020, or deferred to May 2021 in light of "The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority

and Police and Crime Panel Meetings) (England and Wales) Regulations 2020”.

**RESOLUTION: The Annual Meeting of the Town Council should be held in May 2020.**

**10.04.20**

**CONFIDENTIAL ITEM**

(i) It was recommended 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.

**RESOLUTION: That members of the public and press be excluded for the following items of business.**

(ii) **Revised Financial Outturn 2020/2021:** Councillors received a report from Mrs K Palmer, Responsible Finance Officer, on the revised Financial Forecast Outturn for 2020/2021, if the Covid-19 restrictions remain in place for between one and four months. It was recommended that this item be considered confidentially due to the inclusion of information about staffing matters and leases. The Mayor noted that a monthly progress report would be helpful at each council meeting.

**RESOLUTION: That this report be noted, and the matter be referred to the Finance Committee for in-depth consideration.**

**11.04.20**

**DATE OF NEXT MEETING**

(i) 14<sup>th</sup> May 2020 at 6pm; Annual Meeting of the Council (Mayor Making); as resolved at

(ii) 1<sup>st</sup> June 2020 at 6pm; ordinary meeting of the Council.

Signed.....

Date.....