

Minutes of an Ordinary Meeting of Sandwich Town Council, held remotely on Monday 24th August 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 PG Graeme (in the chair)

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

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

21.08.20 MAYOR'S OPENING COMMENTS

The Mayor reported that the public conveniences are now open 7 days per week. And that St. Bartholomews' Day was commemorated today at chapel of St. Bart's Almshouses; this was a scaled back event due to Covid-19, but the event was marked as per tradition.

22.08.20 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Holloway (holiday) and it was noted that Cllr Sampson would be joining the meeting late (work issues).

23.08.20 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

Cllrs Bragg, Friend and Graeme disclosed an other significant interest in matters relating to Sandwich United Charities (minute 35.08.20), as Trustees of this charity.

24.08.20 MINUTES

The Minutes of the Quarterly Meeting of Sandwich Town Council held on 27th July 2020 were received and considered.

RESOLUTION: The Minutes were approved as accurate and signed with a minor amendment; Cllr Staple's attendance was recorded twice.

25.08.20 PLANNING COMMITTEE

The Minutes of the Planning Committee Meeting, held on the 17th August 2020 were received and considered.

RESOLUTION: The minutes were approved as accurate and signed.

26.08.20 FINANCE COMMITTEE

The Minutes of the Finance Committee Meeting, held on the 17th August 2020 were received and considered.

RESOLUTION: The minutes were approved as accurate and signed, and the following Recommendation was approved by resolution:

- (i) The financial forecast/cash flow spreadsheet and accompanying report be noted.**
- (ii) That a rent reduction (amounting to £125) be approved for Sandwich Town CIC in relation to the Thursday Market funds due.**
- (iii) That the Reserves Policy be approved pending an amendment that states that no monies from the “Monks Wall Nature Reserve ringfenced fund” can be used to balance Sandwich Town Council’s general account.**
- (iv) That information relating to the payment schedule layout be noted.**

27.08.20 ASSETS & ADVISORY COMMITTEE MEETING

The Minutes of an Extra-Ordinary Advisory & Assets Management Committee Meeting, held on the 17th August 2020 were received and considered.

RESOLUTION: The minutes were approved as accurate and signed, and the following Recommendation was approved by resolution:

- (i) The action points from a meeting held on 24th July 2020 to discuss matters of shared interest between the town and district council were noted.**
- (ii) Information about the district council’s Open Parks Project will be sought in relation to the Donkey Paddock, before a tree planting scheme is considered.**
- (iii) To maintain the current Guildhall lease and Sandwich Agreement; the Guildhall will then be returned to the management of Sandwich Toll Bridge Fund. This project should be re-considered annually though, in advance of budget setting, in case something has changed that would make the project financially viable in the future.**
- (iv) To request the full financial breakdown of the Sandwich Town CIC accounts in relation to the Thursday Market and consider these before any further decisions are made. [Further information at Minute 37.08.20(iv)]**
- (v) A report from Mrs A Hollobon-Baxter detailing various short term and long-term business suggestions for the Guildhall’s Market Square was noted.**
- (vi) A report from Mrs A Hollobon-Baxter containing a possible future business plan on Sandwich Quay was noted as a work in progress.**
- (vii) There should be no further endeavours to arrange for Sandwich Toll Bridge Fund to own/manage the Fishergate; it is an assets of Sandwich Town Council and any future plans**

should be funded through a Public Works Loans Board loan or the precept.

- (viii) **An electrical inspection of Fishergate should be undertaken as soon as practicable as a matter of health and safety.**

28.08.20 PUBLIC REQUESTS TO SPEAK

No requests to speak had been received in advance.

29.08.20 REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH

Cllr Holloway had provided a written report in advance of this meeting, a copy of which is attached to the official minutes.

RESOLUTION: This information was noted.

30.08.20 REPORT FROM CLLR S CHANDLER, KCC REPRESENTATIVE FOR SANDWICH

Cllr Mrs Chandler provided a written update, a copy of which is attached to the official minutes.

RESOLUTION: This information was noted.

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

No report was received.

32.08.20 FINANCE

- (i) Members received the Sandwich Town Council Statement of Accounts as at 31st July 2020 (income & expenditure, budget, petty cash and forecasting / cashflow report).

RESOLUTION: This information was noted.

- (ii) Members considered a report from Miss L Fidler, proposing a vire budget to enable the public conveniences to open Monday – Wednesday (in addition to the current Thursday – Sunday).

RESOLUTION: That £1670 be vire budgeted from the “contribution to Guildhall caretaker’s budget” to the “public convenience staffing budget”; to be used to increase the number of open days in 2020/2021.

33.08.20 PAYMENT SCHEDULES

- (i) Councillors received the mid-month payments that have been authorised by the Town Clerk and Project Manager, totalling £1,204.26.

RESOLUTION: This information was noted.

- (ii) Councillors received and considered the schedule of payments totalling £28,804.38.

RESOLUTION: All payments were approved.

34.08.20 SANDWICH PORT & HAVEN COMMISSIONERS

Councillors received a verbal update from Cllr Heaven about a proposal to seek Heritage Harbour status for Sandwich, support from DDC will be sought in the first instance and then it’s expected that a working party with the relevant stakeholders will be necessary. Cllr Heaven has further information if anyone is interested.

RESOLUTION: This information was noted.

Cllr Wood joined the meeting

35.08.20 ARCHWAY LINKING ST. BARTS ALMSHOUSES & WAYFARERS

Councillors received a report from Miss L Fidler regarding the walkway between St. Barts Almshouses and Wayfarers, and considered a motion from Cllr Sivrikaya that Sandwich Town Council asks Sandwich United Charities to remove the fence that has now blocked the public right of way from St. Barts Road through to Dover Road'. Former Mayor Cllr Franklin took the Chair for this item of business. This motion failed at the vote. Cllrs Bragg and Graeme abstained from voting.

36.08.20 CONSULTATIONS

- (i) Members considered an email from Lois Jarrett, Head of Planning Regeneration and Development at DDC, inviting comment on various consultations underway regarding the planning process, and resolve if any response is required.
- (ii) Members consider three consultations from the National Association of Local Councils, that Kent Association of Local Councils have suggested that all member councils put on their agenda, and resolve if any response is required.

It was agreed that if any councillors have any comments that these should be submitted to the Clerk, for forwarding to DDC / NALC.

37.08.20 CONFIDENTIAL MATTERS

- (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 the press and public be excluded for the following items of business.

- (ii) **CAUSEWAY TIP**

Members were asked to authorise the Clerk to use the Council's seal, as Trustee of Sandwich Toll Bridge Fund, to execute:

- a) The Overage Deed for "Land to the south of A257 Sandwich Road, Ash, Canterbury, Kent CT3 2DA" (the Causeway Tip).
- b) HM Land Registry Transfer of whole of registered title(s) for "Land to the South of A257 Sandwich Road, Ash, Canterbury, Kent CT3 2DA"

It was recommended that this item be considered confidentially due to the private information of the buyer contained therein.

RESOLUTION: That the Town Clerk execute both documents with the Council Seal.

- (iii) **MARKET SQUARE PROJECT**

Members considered a report from Miss L Fidler, asking Councillors to consider a series of amendments to the PWLB consultation document.

RESOLUTION: The consultation was approved, subject to the following amendments: the introduction should be condensed, question 8 should be brought forward to be question 1, and questions 2 and 3 should be amalgamated.

Cllr Sampson joined the meeting.

(iv) ADVISORY & ASSETS MANAGEMENT COMMITTEE

Members considered an email from Cllr Lintott, with a motion for how a confidential matter within Minute 27.08.20 should be worded, a further amendment regarding expenses was added to the motion.

RESOLUTION: That this motion be approved.

38.08.20 DATE OF NEXT MEETING

28th September 2020 at 6pm.

Signed.....

Date.....