

Minutes of an Ordinary Meeting of Sandwich Town Council held remotely on Monday 29th June 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
J Franklin
Ms AC Felton
Ms AE Fox
DR Friend
AK Heaven
MJ Holloway
MJ Lintott
HW Sampson
Ms D Sivrikaya
W Staple
WP Staple**

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

30.06.20 MAYOR'S OPENING COMMENTS

The Mayor welcomed everyone to the meeting and reported that the trial road closures in the centre of the town (to enable appropriate Covid-19 distancing) are under constant review by town, district and county councils, working with the Chamber of Commerce and the Town Team.

31.06.20 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr PI Carter who was attending a meeting of Dover Joint Transport Board, as the town council's representative.

32.06.20 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

Cllrs Bragg, Friend and Graeme declared an other significant interest in matters relating to planning application DOV/20/00566 (Minute 37.06.20(i) matters relating to 10 Dover Road, as Trustees of Sandwich United Charity who have a right of way over this land.

33.06.20 MINUTES

The Minutes of the Ordinary Meeting of Sandwich Town Council held on 1st June 2020 were received and considered.

RESOLUTION: The Minutes were approved as accurate and signed.

34.06.20 FINANCE COMMITTEE

The Minutes of the Finance Committee Meeting held on 15th June 2020 were received and considered.

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

- (i) The financial forecast/cash flow spreadsheet for 2020/2021 and accompanying report was noted.**
- (ii) The Deputy Mayor to follow up correspondence sent to DDC's business rates department for charges in 2017/18 and 2018/19.**
- (iii) The Mayor and Deputy Mayor to have discussions with Dover District Council regarding business rates charges for 2019/20 & 2020/21 and the transfer of the Guildhall lease.**
- (iv) The Mayor, Town Clerk and Responsible Finance Officer to work up models whereby Sandwich Town Council takes on the Guildhall freehold, or Sandwich Toll Bridge Fund continues to lease the Guildhall from Dover District Council. In these two scenarios the Guildhall finances would either sit under Sandwich Town Council or Sandwich Toll Bridge Fund. These models will show the relative merits and cost implications of the two scenarios.**
- (v) Monthly Finance Committee Meetings will be planned for 2020 in order to closely monitor the changing financial situation due to Covid-19.**

35.06.20 ADVISORY & ASSETS MANAGEMENT COMMITTEE

The Minutes of the Advisory & Assets Management Committee Meeting held on 15th June 2020 were received and considered.

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

- (i) The role of the HR Councillor should continue, with a small team of councillors providing backup resilience. Cllr Fox will update the HR Councillor's Job Description to reflect this proposal. The supporting councillors for 2020/2021 will be Cllrs Broun, Graeme and Friend, with Cllr Franklin and Holloway for any appeals.**
- (ii) A broader review of the Council's activities needs to be undertaken, which in turn will inform the staffing requirements. This matter will be revisited in the second half of the financial year, when the impact of Covid-19 is clearer on the Council's finances. The public consultation should also wait until this time.**
- (iii) The Market Square public consultation document be approved, subject to the following amendments: a) add in narrative about Guildhall refurbishment (if PWLB confirm that legal fees, re-wiring and plumbing are acceptable additions), b) add in / amend a question to include health & safety concerns, and c) add in that this is a collaborative effort with DDC, KCC and private businesses.**
- (iv) The bus shelter (currently on the Market Square) should be sited at the Butts, facing the cricket club / play area.**
- (v) The silt from the Rope Walk at Cow Leas Meadow should be used to level out the front half of the field (nearest New**

Street) and 8 trees should be planted adjacent to the railway line. A working group comprising of Cllrs P Carter, Friend, Graeme (the Mayor) and Heaven will consider a future plan for this site and return to the committee within three months.

- (vi) A working group consisting of the Mayor and Cllrs Broun, Friend, Heaven & Lintott should be formed to consider possible property investments; viable business plans that consider feasibility and profitability will be brought back to the Advisory & Assets Management Committee for consideration

36.06.20 PUBLIC REQUESTS TO SPEAK

No requests to speak had been received in advance.

37.06.20 PLANNING MATTERS

- (i) 20/00566 | Erection of 4no. semi-detached and 4no. terraced dwellings, new vehicular access, parking, associated works including the erection of cycle and bin stores and 3m high fencing | Delfbridge Manor 10 Dover Road Sandwich CT13 0BN
RESOLUTION: Raise no objections
- (ii) 20/00347 | Replacement of existing manmade slate to station roof with natural slate. | Sandwich Railway Station Delfside Sandwich CT13 9JR
RESOLUTION: Raise no objection.
- (iii) 20/00560 | Proposed rebuilding of collapsed section of garden wall | The Old Drum 22 Church Street St Mary Sandwich CT13 9HL
RESOLUTION: Raise no objection.
- (iv) Councillors received a list of planning decisions made by Dover District Council between 25th May and 24th June 2020.
RESOLUTION: This information was noted.

38.06.20 POTTER STREET CLOSURE

Councillors received details of the consultation responses, collated by Kent County Council, and consider whether Potter Street should remain closed to traffic permanently or be re-opened. It was noted that once the town council has made a recommendation the matter will then be considered by Dover Joint Transport Board before a final decision is made.

RESOLUTION: To recommend to KCC that Potter Street be closed permanently to traffic.

Cllr Sivrikaya asked for her vote against this motion to be recorded.

39.06.20 DELF STREAM SILT / COW LEAS MEADOW

Councillors received a report from Mrs Hollobon-Baxter providing an update on work to the Delf Stream and a request from the Environment Agency to deposit silt onto Cow Leas Meadow.

RESOLUTION: That the Environment Agency be permitted to deposit silt from the Delf Stream on either the Donkey Paddock or the rear of Cow Leas Meadow.

40.06.20 TIMETABLE OF MEETINGS

Councillors received and approved a draft schedule of Committee Meeting dates for the Planning Committee, IT/Social Media Committee,

Tourism Committee and Monks Wall Nature Reserve Management Committee.

RESOLUTION: This timetable was approved and noted.

41.06.20 PAYMENT SCHEDULES

- (i) Councillors received a schedule of mid-month payments that have been authorised by the Town Clerk and HR/Project Manager since 1st June 2020, totalling £841.91

RESOLUTION: This information was noted.

- (ii) Councillors received the schedule of payments totalling £28,515.53
RESOLUTION: All payments were authorised.

42.06.20 FINANCE

Councillors received the Sandwich Town Council Statement of Accounts as at 31st May 2020.

RESOLUTION: This information was noted.

43.06.20 REPRESENTATION ON OUTSIDE BODIES

If was reported that DDC has confirmed that the current nominated Trustees of Sandwich Port & Haven Commissioners, who were confirmed by DDC's Cabinet in August 2019 were approved in office for three years so, and unless the Members have decided to resign, they will continue to be commissioners until August 2022 when their appointments expire. This matter should not have been on the agenda for the meeting of 1st June 2020; new appointees are not yet required; Cllrs Heaven and Sivrikaya remain in post representing the Council.

RESOLUTION: This information was noted.

44.06.20 HR COUNCILLOR

The appointment of a HR Councillor for the ensuing civic year was considered.

RESOLUTION: Cllr Ms Fox will remain HR Councillor for the ensuing year. Cllr Fox should now work with the back-up group (as approved at 35.06.20(i)) and HR Manager to firm up the HR Councillor job description.

45.06.20 WHITE CLIFFS COMMUNITY RAIL PARTNERSHIP

Members consider a motion from Cllr P Carter that the Council write a letter in support of the White Cliffs Community Rail Partnership and nominate Cllr P Carter to lead on correspondence with this group. In the absence of Cllr P Carter, the Mayor took this motion forward, with the caveat that a substitute representative also be identified, for any times when Cllr P Carter is unable to represent the Council.

RESOLUTION: A letter of support in principle for the White Cliffs Community Rail Partnership will be issued, and Cllr P Carter (lead) and Cllr J Franklin (substitute) should represent the Council on matters relating to this initiative.

46.06.20 SCHEME OF DELEGATION

Members received a report from Miss L Fidler, regarding additional powers that could be delegated to officers.

RESOLUTION: The following additional scheme of delegation was approved:

Financial powers:

- Town Clerk / Project Manager to approve and execute all new utility and office contracts (e.g. gas, electricity, photocopier, internet) within the approved budget.
- Town Clerk / Project Manager to approve and execute all new maintenance contracts (e.g. the Guildhall lift, CCTV) within the approved budget.
- Town Clerk / Project Manager to re-authorise and execute renewals of contracts/licences (e.g. grazing license at Monks Wall Nature Reserve, Thursday Market Manager's contract).
- The Town Sergeant / Head Caretaker to be delegated a spending power of up to £700 for use in relation to the Guildhall Maintenance budget and Public Conveniences Budget (a higher spending limit to remain in place for the Town Clerk and HR/Project Manager.) Use of this power to be overseen by the Town Clerk / Project Manager.

Other Items:

- The HR/Project Manager be given delegated power to full-fill staffing requirements within the agreed budget – i.e. delegated authority to recruit to seasonal vacancies, deal with items of annual leave / sickness absence / maternity leave / paternity leave etc, complaints and disciplinaries (in consultation with the Mayor / HR Councillor). Dismissals must be undertaken in discussion with the Mayor / HR Councillor.
- A 'Project Start-up' budget should be set up (starting in the next financial year) so that the Project Manager has a dedicated budget with which to start projects (spending up to £500 per project) that have been approved by the Council /Trustee, without having to go to Council / Sandwich Toll Bridge Fund in order to ask for funding to be found (which can delay projects starting).

47.06.20 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.

48.06.20 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.

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

No report was received.

50.06.20 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) Councillors considered a proposal for a temporary Community Safety Hub at the Guildhall. This matter was considered confidentially due to tenancy agreements contained therein.

RESOLUTIONS:

- a) That the Citizens Advice Bureau be given two months' notice to vacate their office space at the Guildhall.
- b) That Sandwich Town Council spends up to £250 on moving the contents of the CAB offices to a new location.
- c) Kent Police will be given six months free use of the space with a review to be held at 4 months.

51.06.20

DATE OF NEXT MEETING

27th July 2020 at 6pm remotely (**Quarterly Meeting**)

Signed.....

Date.....