

Minutes of an Ordinary Meeting of Sandwich Town Council held on 28th November 2022 in the Delf Room, Guildhall, Sandwich.

Present: Councillors: J Franklin (Mayor)

**D Carter
D Friend
P Graeme
N Gray
K Heaven
D Marie
M Moorhouse
D Sivrikaya
M Pennington
H Sampson
C Ungerson
C Wiles**

Officer: Responsible Finance Officer (Minutes)

40.11.22 MAYOR'S OPENING COMMENTS

The Mayor thanked all those who attended Mayor Deputies Supper, in particular those who acted as speakers. He confirmed that the funeral of the Lord Warden was held on Monday 21st November at Walmer Castle. The Mayor then read out an apology written by the Deputy Mayor for his inappropriate analogy which caused concern at the last Council meeting.

41.11.22 APPROVAL FOR APOLOGIES FOR ABSENCE

Apologies were received from Cllr P Carter, Deputy Mayor and Cllr D Carter due to work commitments. Apologies were also received from Cllr A Fox, who had a family commitment.

42.11.22 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

None.

43.11.22 MINUTES

- (i) To approve the Minutes of the Ordinary Meeting of Sandwich Town Council held on 31st October 2022.
RESOLUTION: Minutes were approved as an accurate record of the Meeting.
Cllr Sivrikaya abstained from voting.
- (ii) To approve the Minutes of the Planning Committee Meeting held on 9th November 2022.
RESOLUTION: Minutes were approved as an accurate record of the meeting.
- (iii) To approve the Minutes of the Heritage and Townscape Committee Meeting held on 16th November 2022.
RESOLUTION: Minutes were approved as an accurate record of the meeting.
- (iv) To approve the Minutes of the Finance and General Purposes Committee Meeting on 21st November 2022.
RESOLUTION: Minutes were approved as an accurate record of the meeting.

44.11.22 PAYMENT SCHEDULES

(i) Councillors received the mid-month payments for November, totalling £25,528.40. It was noted that those payments which are not supported by a minute reference number had been authorised by the Chief Executive as they fell within officer delegated powers of expenditure.

RESOLUTION: Mid-month payments were received and approved.

Cllr Heaven and Cllr Sivrikaya abstained from voting.

(ii) Councillors received the schedule of payments for November totalling £8,346.06.

RESOLUTION: Schedule of payments for November were received and approved.

Cllr Heaven, Cllr Sivrikaya and Cllr Gray abstained from voting.

(iii) Councillors confirmed Cllrs Franklin and Sampson as authorised signatories to authorise the end of November payment schedule using NatWest Bankline.

RESOLUTION: Authorised signatories agreed and approved.

(iv) Councillors confirmed Cllr Franklin and Sampson as authorised signatories to authorise mid-December payment schedule on Bankline.

RESOLUTION: Payment schedule was agreed and approved.

45.11.22 PUBLIC REQUESTS TO SPEAK

Mrs C Glynn spoke regarding Standing Order 5J's and matters relating to Sandwich Toll Bridge Fund committees, statement of purpose, standing orders and draft budgets.

Mr T Hopper spoke regarding Sandwich Sports Centre and matters relating to the local plan.

Mr I Black spoke about the new Public Right to Speak Policy.

Harry Sampson voiced a request from the Sandwich Fifties Festival Association that the Deputy Mayor apologises to them about his comment in last month's meeting.

46.11.22 REPORT OF DISTRICT COUNCIL ON MATTERS DIRECTLY RELATED TO SANDWICH

Our Dover District Councillor, Cllr Friend reminded the Councillors that the deadline for feedback for the Local Plan is 9th December.

47.11.22 REPORT FROM CLLR S CHANDLER, KCC REPRESENTATIVE FOR SANDWICH

Councillor Chandler gave an update regarding KCC's budget challenges including budgets relating to Adult Social Services. Also mentioned was Kent's Plan Bee (pollinator action plan).

48.11.22 UPDATES FROM COUNCILLORS ON MEETINGS THAT THEY HAVE ATTENDED AS NOMINATED REPRESENTATIVES OF THE COUNCIL

Cllr Sampson reminded the Council about the 'Switching on of the Christmas Lights' at 7pm on 3rd December. Activities are planned throughout the day. Cllr Sampson invited the Mayor to attend the switch-on. He also thanked Dover District Council for a community grant received.

URGENT MATTERS

49.11.22 FINANCES

Councillors received the Sandwich Town Council Statement of Accounts as at 31st October 2022 (income & expenditure, budget & petty cash).

RESOLUTION: Received and approved.

50.11.22 CO-OPTION TO COUNCIL

Council received a report from the Chief Executive regarding co-option to Council.

RESOLUTION: Approval of the form.

51.11.22 BOUNDARY COMMISSION

Council received and considered a report from the Chief Executive in relation to the redrawing of the constituency boundary line.

A discussion took place in response to the new constituency boundary line, which groups Sandwich with Herne Bay and North Thanet.

RESOLUTION: Cllr Sampson to assist officers in a response to the Boundary Commission for England.

NON-URGENT MATTERS

52.11.22 STANDING ORDERS

Council received and considered updated and revised Standing Orders from the working group. Cllr Wiles explained that the new Standing Orders were based on the latest NALC version, with wording clarified, and explained what changes had been made to the last version: the Mayor will sit as Deputy on each Committee, Committees will have standard number of Co-optees, The Personal Sub Group to be properly constituted and Monks Wall Nature Reserve Committee to be reinstated.

Points were raised as follows:

Cllr Sivrikaya asked if SO 3E should be rewritten and asked whether members of the public should be allowed to answer questions during a council or committee meeting. This should be aligned with the public participation policy.

Cllr Sampson queried SO 3A regarding consumption of alcohol in the premises.

Cllr Ungerson spoke about SO 3L and the access to the Council Chamber which does not comply with regulations.

Cllr Marie asked for clarification on SO 3s as the wording is ambiguous.

Cllr Friend added that it may be necessary to make meetings more flexible and able to be moved to a different room in the Guildhall.

The cost of stairlifts was discussed, and Cllr Friend stated that this had been investigated before, and had proved extremely costly and would prove very difficult to implement in a listed building. The use of screens in the Jury Room were also discussed.

Cllr Pennington added that it's extremely important to have a room accessible for everyone.

The period for notice of public speaking was discussed. Cllr Wiles suggested the period during a meeting that the public speak could be at the discretion of the Mayor, and not the standard 3 minutes.

RESOLUTION: Council resolved to accept the Standing Orders, subject to making changes and corrections discussed.

53.11.22 TERMS OF REFERENCE

Council received and considered revised Terms of Reference from the Working Group. Cllr Friend made the observation that the Planning Terms does not state 'Sandwich Ward District Councillor' and this should be corrected.

RESOLUTION: Council resolved to accept the Terms of Reference, subject to making the change above.

54.11.22 PUBLIC PARTICIPATION

Council received and considered an updated Public Participation Policy. A discussion ensued regarding the terms of notice for a member of the public speaking at a meeting, criteria for regulating the subject content and the number of minutes that a member of public can speak for. It was decided that there are contradictions between the Standing Orders and Public Participation Policy that need clarifying.

RESOLUTION: To defer this item to the Council meeting in December.

55.11.22 MADDOX BEQUEST

Council received and considered the content of a proposed draft letter relating to Miss Maddox's bequest.

RESOLUTION: To send the letter to the solicitor.

56.11.22 SANDWICH WATERWAYS

Council received a verbal update from Cllr Heaven, Chair of the Sandwich Waterways Working Group. He advised Councillors that Councillor Members suggested for the group are Cllrs Graeme, P Carter and Sivrikaya and suggested Co-optees are Peter Ashford (Sandwich Environmental Conservation Group) and Carole George (Sandwich in Bloom / Town Team). A formal list of names will be submitted in a report to Council in December, and then the first meeting will be held as soon as possible. It is hoped that a report will be completed and brought to a Council meeting in February or March 2023.

57.11.22 TOURIST INFORMATION WORKING GROUP

Council received and considered a report from Cllr Wiles, Chair of the Tourist Information Working Group. The Council were asked to choose which Council members should remain in the group, and to approve the Co-optees. Cllr Ungerson volunteered to step down from the Working Group.

RESOLUTIONS:

(i) The five Council members of the Working Group are Cllrs Fox, Graeme, Marie, Moorhouse and Wiles.

(ii) The four Co-optees, which are Tony Broun, Steve Laslett, Jayne Gill and Richard Ralph, are approved.

58.11.22 DISABILITY ACCESS STRATEGY WORKING GROUP

Council received and considered a request from Cllr Ungerson regarding the longevity of the Disability Access Strategy Working Group.

RESOLUTION: That the Disability Access Strategy Working Group should continue its work until further notice.

59.11.22 DATE OF NEXT MEETING

Wednesday 30th November at 7pm, within the Guildhall

Signed.....

Date.....