

Minutes of an Ordinary Meeting of Sandwich Town Council held on 30th January 2023 in Guildhall, Sandwich.

Present: Councillors: J Franklin (Mayor)

**D Carter
P Carter
D Friend
N Gray
K Heaven
M Moorhouse
D Sivrikaya
H Sampson
C Ungerson
C Wiles
V Tomlins**

Officer: A Nigol, Acting Town Clerk (Minutes)

01.01.23 MAYOR'S OPENING COMMENTS

The Mayor started Sandwich Town Council ordinary meeting by offering Councillors an update on events he had attended this month which included the Blessing of the Seas At Margate, a visit to Faversham, a Cinque Port. The Mayor also attended a joint committee of The Confederation of the Cinque Ports at Hythe. The Cinque Port Confederation decided to appoint a Town Champion who will hold the post for four years. This is to promote a joint effort for the Confederation of all eighteen ports to link together in marketing tourism, harbour facilities- repairs and skills creation. The appointment of the Town Champion will take in place in May after the election. The Mayor also asked for the Museum Committee to offer more help to The Museum Co-ordinator.

02.01.23 APPROVAL FOR APOLOGIES FOR ABSENCE

Apologies were also received from Cllr Marie, who had a work commitment. Cllr Fox personal reason. Cllr Pennington, personal reason.

03.01.23 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

None.

04.01.23 MINUTES

- (i) To approve the Minutes of the Ordinary Meeting of Sandwich Town Council held on Monday 19th December 2022.
Cllr Sivrikaya requested whether the Housing Needs Survey posters and leaflets had been delivered. Clerk to action.
RESOLUTION: Minutes were approved as an accurate record of the Meeting.
- (ii) To approve the Minutes of the Extraordinary Meeting of STC held on Wednesday 30th November 2022.
Cllr Sivrikaya queried the item of public speaking as in her opinion not all speaking notes were recorded. Also some of the Cllr Sivrikaya' s comments on Local Plan regulation were not recorded.
RESOLUTION: Minutes were approved as an accurate record of the meeting.

- (iii) To approve the Minutes of the Planning Committee Meeting held on Wednesday 7th December 2022.
RESOLUTION: Minutes were approved as an accurate record of the meeting.
- (iv) To approve the Minutes of the Planning Committee Meeting held on Wednesday 11th January 2023.
RESOLUTION: Minutes were approved as an accurate record of the meeting.
- (v) To approve the Minutes of the Heritage and Townscape Committee Meeting held on 12th January 2023.
RESOLUTION: Minutes were approved as an accurate record of the meeting.
Cllrs Sivrikaya abstained from voting.

05.01.23 PAYMENT SCHEDULES

(i) Council received the mid-month payments for January, totalling £24,332.50 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 Sivrikaya abstained from voting.

(ii) Councillors received the schedule of payments for January totalling £2,703.14

RESOLUTION: Schedule of payments for January were received and approved.
Cllr Heaven, Cllr Sivrikaya abstained from voting.

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

RESOLUTION: Authorised signatories agreed and approved.

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

RESOLUTION: Payment schedule was agreed and approved.

06.01.23 PUBLIC REQUESTS TO SPEAK

Mrs Summerhays spoke about her concerns that some of the Councillors haven't attended recent Committee and Council meetings.

Mrs Glynn spoke about two issues she is most concerned about:

- i) The location of the new bus stand positioned on the corner of Cattle Market, which places vehicles and pedestrians at increased risk in contravention of the Road Traffic Act 1988, Section 22, and causes gridlock in the town when vehicles are unloading opposite.
- ii) Provision of a temporary bus shelter, which could be no more than opening the double doors to the lobby outside the Court Room during the day, which is when our more vulnerable residents are most likely to travel, or perhaps providing a 'mobile market cabin' as a shelter, that could be moved around the forecourt until the works are completed, after which it might be re-purposed as a pop-up Tourist Information kiosk or sold-off.

Mrs George spoke about the Sandwich in Bloom and gave an update on their recent activities and future plans and presented Sandwich in Bloom accounts for the year 2022.

Mrs George requested a donation of 3,000 pounds which would help Sandwich in Bloom with the use of their own current funds to invest in further floral initiatives for the town. Mrs George requested this request to be added to the next appropriate meeting agenda.

07.01.23 REPORT OF DISTRICT COUNCIL ON MATTERS DIRECTLY RELATED TO SANDWICH

Our Dover District Councillor, Cllr Friend offered an update on matters relating to Sandwich and Dover District including Sandwich Waterways, Wayfarers site, Guildhall Forecourt, Fellowship Walk supplication, Car Parks in Sandwich, DDC housing needs survey runs until 7th March, Green Waste project, Community Roots Bus, among other topics.

08.01.23 REPORT FROM CLLR S CHANDLER, KCC REPRESENTATIVE FOR SANDWICH

Councillor Chandler gave an update regarding the news that the £45m bid to the government's Levelling Up Fund to improve traffic flow to the EU through the Port of Dover, which has been successful. She also gave an update on challenges the Highways are facing in regards the potholes. Cllr Chandler also mentioned that there is a household support fund available from KCC. There are also ongoing consultations on KCC's about the Home to School Transport Policy and Proposed changes to Adult Social Care charges.

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

Councillor Sampson was hoping to give an update on Sandwich Community lights which he hasn't received from the current chairman and hopefully he can give an update next month. Cllr Sampson also mentioned that volunteers are needed to put up the bunting around the town for spring and summer Months. Cllr Franklin requested from Cllr Sampson as a representative of United Charities for some diary dates for Carol services.

URGENT MATTERS

10.01.23 FINANCES

i) Council received the Sandwich Town Council Statement of Accounts as at 30th November 2022 (income & expenditure, budget & petty cash).

RESOLUTION: Received and approved.

Cllrs Sivrikaya and Cllr Heaven abstained from voting.

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

RESOLUTION: Received and approved.

Cllrs Sivrikaya and Cllr Heaven abstained from voting.

11.01.23 FINANCIAL REGULATIONS

Council received financial regulations and amendments to Appendix 1 from the Responsible Finance Officer stating powers of financial delegation and suggesting that in the absence of the CEO some of the powers of financial delegation for expenditure up to £1,000 should be given to the PA for the CEO. In the absence of the Facilities Manager, delegated powers of expenditure up to £1,000 should be given to the Caretaker on Duty. At the moment its only the CEO and Facilities Manager who can carry out and be responsible for the finance. It is necessary to have these delegated powers in emergency repair situations for up to certain limit. Cllr Ungerson highlighted that the some of the language in the report needs to be changed the way the Council operates at the moment as there is a reference to HR Councillor, but there should be reference to a Personnel Sub-Group and Chairman should be used more conventional word Chair and Deputy Chair.

RESOLUTION: Cllr Sivrikaya suggested to propose this item with Cllr Ungerson. The Council also agreed that all new contracts should go through the already agreed financial procedures. All members voted in favour.

12.01.23 MADDOX BEQUEST

Council received and considered a report from Responsible Finance Officer regarding information relating the Maddox Estate. The Stockbroker had suggested to convert these paper shares into electronic format at no extra cost.

RESOLUTION: Received and approved.

13.01.23 CHANGING PLACES PROJECT

Council received and considered a report with respect to the public conveniences at the Quay.

RESOLUTION: Council agreed that further clarification of financial implications is required before Council can proceed.

14.01.23 SANDWICH WAR MEMORIAL

Council had agreed to Cllr Sampson to seek experienced contractors to restore Sandwich's historic War Memorial on Market Street last year. The budget of £2,000 was agreed last year, however this budget was based on previous work. The two different quotes received have been higher and will need some extra funding. Cllr Sampson explained that he has been seeking grant from the War Memorial Trust which may contribute once the work is completed, bringing down the Council costs. This however has to be pursued afterwards.

RESOLUTION: To extend the budget for the proposed works. All members voted in favour.

15.01.23 MAKING COUNCIL AND COMMITTEE MEETINGS ACCESSIBLE

Council received and considered a report from Cllr Ungerson regarding disabled access to the Council Chamber during the council and committee meetings.

RESOLUTION: Permission should be sought from any hirers in Jury room to allow access to the Council chamber. Other committee meetings should use if possible other available rooms in Guildhall. All members voted in favour.

- 16.01.23 LAND SOUTH OF WHITEFRIARS**
Council Carter reported that the land south of Whitefriars had been denied planning permission. He suggested that he was happy to talk to the land owner to discuss future plans.
RESOLUTION: It was agreed that Cllr Carter could discuss with the land owner the future plans and report back to Council. This item will also be discussed at the Heritage and Townscape meeting. All members voted in favour.
- 17.01.23 MONKS WALL**
Council received and considered a report regarding the Monks Wall.
RESOLUTION: The Mayor suggested to reform The Monks Wall Sub-committee. This shall consist of five councillors with voting rights. There will be up to four co-optees, being people with a particular knowledge or expertise that will be of benefit to the committee's operation. All members voted in favour.
- 18.01.23 SHEDULE OF MEETINGS AND CIVIC EVENTS 2023/24**
Council received proposed schedule of meetings for year 2022/2023. Cllr Carter suggested that the finance and general purpose should be moved to 20th of March. It was discussed that a schedule should follow a mayoral year and not a calendar year. All Councillors voted in favour. Cllr Wiles voted against it.
- 19.01.23 PUBLIC CONVENIENCES WORKING GROUP**
Cllr Sampson proposed he will continue as lead member of public conveniences at the Quay. Cllr Carter wished Cllr Sampson well in his endeavours. Cllr Sampson agreed to update Council on all future developments.
- 20.01.23 TOURISM INFORMATION WORKING GROUP**
Council received the minutes of the Tourism Information Working Group and a verbal update from Cllr Wiles, Chair of the Tourist Information Working Group. The working group has already held three meetings. Acceptance of the minutes was proposed by Cllr Carter and accepted unanimously.
- 21.01.23 SANDWICH WATERWAYS WORKING GROUP**
Council received a report and verbal update from Cllr Heaven. The first meeting of the Waterways Working Group was held on 19th Jan. A video film was produced. But the meeting was attended by Cllr Ungerson as well as Cllrs Heaven, Sivrikaya and two co optees, Carole George and Peter Ashford and six local residents who explained the level of local concern over the state of the waterways, especially mosquitoes, waterweed, stagnant water, dead fish, rats and occasional sewage discharges. Methods of reducing the cover of waterweed were discussed. There are various works being carried out by the Internal Drainage Board and by the A further meeting will be arranged for February. But ,first, a site meeting will be arranged with the EA and the IDB on 16th of February.

22.01.23

RONSE- RENAIX TWINNING ASSOCIATION

The Mayor suggested re-starting the twinning association with Ronse- Renaix as this has lapsed due to the pandemic and hold a public meeting to gage public interest.

RESOLUTION: For the Mayor to establish a relationship with the Mayor of Ronse-Renaix and to arrange a public meeting. All members voted in favour.

DATE OF NEXT MEETING

Monday 27th February at 7pm, within the Guildhall

Signed.....

Date.....