

Minutes of an Ordinary Meeting of Sandwich Town Council held on 31st October 2022 in the Delf Room, Guildhall, Sandwich.

Present: Councillors: J Franklin (Chairman)

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

Officer: C Leith (Minutes)

40.10.22 MAYOR'S OPENING COMMENTS

The Mayor thanked all for attending this extraordinary meeting and offered Councillors an update on events he had attended this month.

41.10.22 APPROVAL FOR APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Chandler, KCC Representative for Sandwich, and the CEO, due to illness.
No apologies were received from Cllr Sivrikaya.

42.10.22 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

Cllr Marie declared an interest in item 15, with respect to an application made by Sandwich Community Lights Committee. Cllr Sampson declared an interest in item 9 on the STBF Agenda (meeting following) with respect to the grant application made by the Folk and Ale Festival.

43.10.22 MINUTES

(i) To approve the Minutes of the Ordinary Meeting of Sandwich Town Council held on 26th September 2022

Cllr Gray noted that Sandwich Harbour Heritage Group is now known as Sandwich Heritage Harbour CIO.

It was noted that Cllr Friend and Mr Daw are in the middle of a four-year term on the Sandwich United Charities body, along with Cllr Sampson and Mrs Russell, who were council-appointed.

Council was informed that Cllr Sivrikaya remains happy to sit on the Sandwich Port and Haven Commissioners body.

RESOLUTION:

Minutes were approved as an accurate record of the meeting, pending the following amendments:

07.09.22 - Ms Glynn's comments should be clarified further.

11.09.22 (ii) – Alter the wording of the resolution.

Street Furniture Consent (i) – The resolution should be expanded to

Provide further clarification.

18.09.22 – Sandwich Folk and Ale Festival – should read ‘from’

- (ii) To approve the Minutes of the Heritage and Townscape Committee Meeting held on 12th October 2022.
Cllr Ungerson – expressed her disappointment that, having submitted amendments to the draft minutes she had received for approval, expected the revised minutes to match her own version more precisely.

Matters arising from the Minutes

Cllr Ungerson informed Council that she has now consulted with experts regarding the Waterways in Sandwich and wishes to recommend that a Working Party be established to progress this issue, who could further the long-standing effort to get the Delf flowing and explore the possibility of outside funding.

Cllr Heaven was proposed to Chair this new Working Party.

RESOLUTIONS:

Minutes were approved as an accurate record of the meeting.

Cllrs Graeme, Friend and Marie abstained from voting.

- (iii) To approve the Minutes of the Planning Committee Meeting held on 5th October 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 24th October 2022.

RESOLUTION: Minutes were approved as an accurate record of the meeting.

44.10.22 PAYMENT SCHEDULES

(i) Cllrs received the mid-month payments for October, totalling £25,525.38 Those payments which are not supported by a minute reference number have been authorised by the Chief Executive as they fall within Officer delegated powers of expenditure.

RESOLUTION: Mid-month payments were received and approved.

(ii) Cllrs received the schedule of payments for October totalling £16,014.55.

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

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

RESOLUTION: Authorised signatories agreed and approved.

(iv) Councillors confirmed nominated authorised signatories to authorise mid-November payment schedule on Bankline.

RESOLUTION: Payment schedule was agreed and approved.

45.10.22 PUBLIC REQUESTS TO SPEAK

There were no requests from members of the public to speak at this Ordinary Meeting of STC regarding matters contained within this agenda.

46.10.22 REPORT OF DISTRICT COUNCIL ON MATTERS DIRECTLY RELATED TO SANDWICH

Our Dover District Councillor, Cllr Friend offered an update on matters relating to Sandwich, including tourism, planning enforcement progress, litter picking, DDC Tenants Group, the mosquito problem, opening of the Jubilee Centre, Warmth Bank provision, youth provision and Archers Low planning application, among other topics.

47.10.22 REPORT FROM CLLR S CHANDLER, KCC REPRESENTATIVE FOR SANDWICH
Cllr Chandler offered her apologies for this meeting as she was unable to attend.

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

Cllr Sampson offered Council a detailed update regarding the hard work invested by the Sandwich Lights Committee in preparation for the 'Switching on of the Christmas Lights' on 3rd December, with lots of exciting things planned for the event, including a themed parade involving lanterns created by Sandwich primary schools in a scheduled workshop. As things are a little different this year due to the scheduled Guildhall forecourt work, there would be a festival of trees instead of a tree on the forecourt. Cllr Sampson thanked STBF, Guildhall staff, volunteers and Marshalls for their assistance in making this event possible.

Cllr Ungerson suggested that local homeowners within the town might be engaged to participate in a 'light up the windows' switch on, which could be scheduled to happen at the same time as the 'Switching on of the Christmas Lights.' Cllrs Marie and Sampson agreed that this would be a good idea and suggested that it be discussed further at a later time.

Cllr Carter offered Council an update on East Kent and Care NHS partnership and Kent and Medway Youth and Volunteering Project. He explained that there is expected to be a 35% increase in population of 65+ and plans need to be made for their future care, considering 'hospital flow' as there are insufficient care homes in the district which is creating a problem in hospitals. They are piloting work force schemes for recruit retirees from the workplace. Cllr Carter also informed Council that Kent Police are phasing out the role of PCSO.

Cllr Fox offered an update with respect to Sandwich in Bloom, reporting they assistance as the Treasurer is due to retire. There had been no meeting held recently due to ill-health.

URGENT MATTERS

49.10.22 FINANCES

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

Cllr Carter reported that the Curfew Ringer Supper had been incorrectly entered on the Statement of Accounts and shown as 'refunded from functions' as deducted from the balance when it should, in fact have been added to the balance.

RESOLUTION: Received and approved, pending amendment of the Statement of Accounts by the RFO.

50.10.22 CO-OPTION TO COUNCIL

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

Cllr Carter spoke about the application form, which he considered to be inappropriate, suggesting that the A4 space provided for applicants to complete was rather foreboding and unnecessary.

Cllr Gray asked for clarification of the name of the author of the Council Co-option Policy and asked that a proper procedure be adopted for including the name of the author, when it was written and when it was varied, if necessary.

Cllr Ungerson put forward a motion that the Council Co-option Policy attached be amended within clause 5.4 be amended to read: Should Full Council resolve that there are suitable candidates and to proceed, Councillors will vote for individual candidates by *anonymised and numbered* ballot paper, alphabetically by surname. She stated that Council had agreed to carry out a secret ballot, which conflicted with this clause.

Cllr Sampson asked for clarification on whether this was permissible.

Cllr Marie stated that he did not believe this to be lawful, under the Local Government Act of 1972.

A discussion ensued and Cllr Friend reminded Cllrs that votes of members are recorded in the case of co-option in the interests of transparency.

It was proposed that Cllr Ungerson's motion be deferred, and Officer proceed with the co-option process in light of the timeframe, voting in principle, pending clarification of this process with the CEO.

RESOLUTION: Council agreed to instruct Officers to progress the co-option process, following amendment of the Co-option Application Form.

Cllrs Sampson, Marie, Graeme, Friend and Fox voted against.

51.10.22 DISABILITY ACCESS, DROPPED KERB TO AYSLEY COURT

Cllr Ungerson, Chair of the Disability Access Group, was unclear as to the correlation between the dropped kerbs on Strand Street, stated by KCC and the proposed ramp at Ives Gate, through Aynsley Court.

Cllr Friend suggested that the CEO be invited to attend Disability Access Meetings so that she can have first-hand involvement. Cllr Ungerson said she would be very welcome.

RESOLUTION: To instruct CEO to contact KCC regarding this report and arrange a meeting to clarify this proposal, before progressing.

52.10.22 KCC FORWARD WORKS PROGRAMME

Council received an update from KCC regarding a forward works programme setting out the renewal and maintenance work over the next five years.

Cllr Carter reported that he had attended the Joint Transport Board meeting, where aspects of this were covered.

RESOLUTION: Council received and noted this information.

53.10.22 COW LEES MEADOW

Council received a request from Sandwich Community Christmas Lights Committee to use Cow Lees Meadow for residents, visitors and traders event parking on the 19th November and 3rd December due to the closure of Market Street on both occasions. Cllr Marie explained that the car park would also be closed for the switching on of the Christmas Lights, before leaving the room.

Councillors discussed security and safety and the need for marshals at the entry and exit points.

RESOLUTION: Council agreed to the use of Cow Lees Meadow, with appropriate safety measures put in place.

Cllr Marie re-entered the room.

54.10.22

DATE OF NEXT MEETING

Monday 28th November 2022.

Signed.....

Date.....