

Minutes of an Ordinary Meeting of Sandwich Town Council held Monday 29th April 2019, in the Council Chamber, Guildhall, Sandwich at 7:00pm.

Present: Councillors: The Mayor, Cllr Ms Liote (in the chair)

**HJ Bragg
PI Carter
RA Daw
Mrs JL Dunay
Ms C Felton
JE Franklin
D Friend
JEM Gisbey
PG Graeme
MJ Holloway
MW Moorhouse
Ms L O'Donoghue
JO Sneller
JJ Watts**

Officer: Miss L Fidler

28.04.19 MAYOR'S OPENING COMMENTS

The Mayor welcomed everyone to the last meeting of the current Council and gave thanks to all the councillors and staff for their hard work and support throughout the past year. Special thanks was given to those councillors who are not standing for re-election; Cllrs Daw, Mrs Dunay, Gisbey, Moorhouse and Watts, who have given many years invaluable voluntary service to the town.

Cllr Bragg gave tribute to the Mayor, who herself is not standing for re-election; the Mayor was thanked for her hard work and good spirits during a year of some difficulties.

29.04.19 APOLOGIES

No apologies were received from Cllr Wood.

30.04.19 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

There were no declarations of interest.

31.04.19 MINUTES

The Minutes of the Ordinary Town Council meeting held on 25th March 2019 were received.

RESOLUTION: The Minutes were approved as accurate and signed.

32.04.19 MONKS WALL NATURE RESERVE

The Minutes of the Monks Wall Nature Reserve Management Committee Meeting, held on 10th April 2019 were received and the Recommendations contained therein were considered.

RESOLUTIONS:

- (i) The Minutes were approved as accurate and signed.**
- (ii) The Warden to investigate combination padlocks for the Reserve.**
- (iii) Further sluices will be investigated once the main sluice has been installed and its effectiveness can be studied.**

- (iv) Mr M Chandler to arrange for fencing to be repaired as soon as possible and sluice to be installed at the end of summer if water levels allow.
- (v) The Grazing Licence to continue as per previous years and will be offered to Chandler & Dunn at £1,370 for 2019 season (April to November). Mr M Chandler to facilitate.
- (vi) The Wardens report to be noted and the main Reserve signage to be organised and erected as soon as possible.
- (vii) That reports in relation to finance, the EA compensation and the statement as at 31st March 2019 be noted.
- (viii) Life buoys to be purchased at a cost of £920 plus VAT.
- (ix) An HR working group to consider the Warden's fees and revert to Committee.
- (x) Responsible Finance Officer to adjust income from Wayleave agreement to £300 in the accounts.
- (xi) The Committee supports the proposed meeting between representatives from DDC, Gazen Salts Nature Reserve, Sandwich Town Council and Finns to discuss the proposal in detail with a progress and update report from Town Clerk to be available for the next Monks Wall Nature Reserve meeting.
- (xii) The Committee will meet every other month going forward.

33.04.19

TOURISM COMMITTEE

The Minutes of the Tourism Committee Meeting, held on 17th April 2019 were received and the Recommendations contained therein were considered.

RESOLUTIONS:

- (i) The Minutes were approved as accurate and signed.
- (ii) That information received regarding the Sandwich Medieval Trust & Visitor Centre be noted.
- (iii) That a report on the restructure of the Council's tourism offer was noted.
- (iv) To continue to support the "Economic Impact of Tourism – Cambridge Report" at a cost of £200 plus VAT in 2019.
- (v) To print 40,000 Town Guides through SPC Design & Print at a cost of £5750 plus VAT.
- (vi) To use Take One Media for distribution of Town Guides either through DDC or direct.
- (vii) To temporarily break with the partnership with Visit Kent.
- (viii) A written progress report from the DDC Portfolio Holder for Tourism, Cllr Holloway, be noted.

34.04.19

PLANNING COMMITTEE

(i) The Minutes of the Planning Committee meeting held on 18th April 2019 were received.

RESOLUTION: The Minutes were approved as accurate and signed.

(ii) A letter of complaint from a resident of Poulders Road, regarding the management of a planning application, was received and considered. Cllrs agreed with the sentiment of the complainant and his concerns about the use of a committee to process planning matters; however, this committee had been formed in order to allow for extra time to be spent scrutinising planning applications, and there is now a "call in" option that will allow any planning application to be considered firstly by the planning committee and then by full council before a decision is made.

RESOLUTION: After the election the “new” council will be asked to review how planning applications are considered. This resolution will be relayed to the complainant.

35.04.19 PAYMENT SCHEDULE

The schedule of payments, totalling £85,034.47 was received for authorisation.

RESOLUTION: All payments were approved, and the Payment Schedule was signed.

36.04.19 PUBLIC RIGHT TO SPEAK

No requests to speak were received.

37.04.19 POLICE

Councillor Carter provided information about the seasonal motorbike speeding that has restarted on the bypass. PCSO Skirrow had stressed that incidents of reckless driving should be reported to Kent Police. Cllr Holloway reported that DDC’s Community Safety Unit are aware of the problem and actions are being taken. Cllr Holloway is happy to take emails and assist with information gathering on this matter. Cllr Bragg reported that this matter is already on the long list of problems to be discussed at the intended meeting with Kent Police.

38.04.19 FINANCE

(i) Councillors received the Sandwich Town Council Statement of Accounts as at 31st March 2019.

RESOLUTION: That this information be noted.

(ii) Cllr Veronica Liote, the Mayor, confirmed that these account balances match the actual Natwest Bank statements.

RESOLUTION: That this information be noted.

39.04.19 WASTE & REFUSE

Councillors considered a motion from Cllr Holloway that funding should be provided to supply dog fouling bag dispensers.

RESOLUTION: Two dog fouling bag dispensers will be obtained, from the Miscellaneous Budget, for placement at St. Clements Church and St. Peter’s Church.

40.04.19 POLICY & PROCEDURE

Councillors received a draft CCTV Policy for consideration.

RESOLUTION: That the “Sandwich Town Council CCTV Policy” be adopted and reviewed biennially, or as required.

41.04.19 HIGHWAYS & TRANSPORTATION

Councillors considered the information about a proposed temporary closure of the Toll Bridge, in order to allow repair work to be carried out, in an email from Mr Paul Hopkins, Structures Maintenance Team Leader – KCC. [Subsequent information was received in County Councillor Mrs Chandler’s update at 46.04.19]

RESOLUTION: That this information be noted.

42.04.19 GUILDHALL PROJECT

Councillors received a written monthly progress report from Miss M Beardmore, Museum & Heritage Manager, on the progress of the “Guildhall Project”.

RESOLUTION: That this information be noted.

43.04.19

PROJECT WORK

Councillors received a written progress report from Ms A Hollobon-Baxter on matters relating to: the Visitor Information Centre, IT, litter, Sandwich Town Guides, The Drill Hall and the Town Team.

RESOLUTIONS:

- (i) The Project Manager should follow up in relation to 'A'boards as requested by the Town Team.**
- (ii) The Project Manager should follow up in relation to additional parking at the railway station.**
- (iii) The report and accompanying information was noted.**

44.04.19

UPDATES FROM TOWN COUNCILLORS REGARDING OUTSIDE BODIES ON WHICH THEY REPRESENT THE TOWN OF SANDWICH

Cllr Gisbey had recently attended the following:

- (i) White Cliffs Country Tourism Association Meeting, which was very useful.**
- (ii) The Dover & Deal Sea Cadets Bi-Annual Royal Naval Inspection that was particularly impressive.**
- (iii) A 'litter pick' with the local scout group at which the young people worked extremely hard.**

45.04.19

REPORT OF DISTRICT COUNCILLORS ON MATTERS DIRECTLY RELATED TO SANDWICH

Cllr Carter reported that he's arranged for DDC to replace the bin opposite the fuel garage and have the Delf Stream cleared of litter; this will now be checked on a monthly basis. The broken 'Fellowship Walk' sign has also be reported along with graffiti.

Cllr Holloway reported that there are advancements in respect of enforcement at 57 New Street and 25 & 27 Strand Street; these are part of a wider DDC action plan that is now in place.

46.04.19

REPORT FROM COUNTY COUNCILLOR

Cllr Sue Chandler reported that:

- (i) There is a schedule of maintenance in place for the Toll Bridge, but wear and tear has caught up with the bridge and quick repairs are no longer an option. This is not in KCC's budget but funding will be found to fix the bridge in 2019/20. There will be a clearly marked diversion scheme in place. How long the work will take is currently unknown. Cllr Holloway asked if this could present an opportunity to undertake a scoping exercise into how traffic is impacted and how much a permanent footbridge (in addition to the Toll Bridge) could cost.**
- (ii) She has been in contact with Sandwich Library Guild regarding the outcome of KCC's consultation into the library service.**
- (iii) Members grants will be issued again soon; these couldn't be awarded during purdah.**

47.04.19

REPORT FROM MEMBER OF PARLIAMENT

No report from Craig Mackinlay MP was available.

48.04.19

CONFIDENTIAL ITEMS

(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 received and considered a written HR report from Ms A Hollobon-Baxter.

RESOLUTIONS:

(a) Mrs A Beal should be moved onto a permanent contract as a Public Convenience Attendant.

(b) Subject to quotations, funding may be found for new flooring within the Guildhall offices.

(c) Information about Councillor emails was noted.

(d) The report and accompanying information was noted.

49.04.19

DATE OF NEXT MEETING

(i) Thursday 16th May 2019 at 7pm in the Court Room, Guildhall (**Annual Meeting of the Council**).

(ii) Monday 20th May 2019, at 7pm, in the Council Chamber, Guildhall (**Ordinary Meeting**).

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