



Minutes

SANDGATE PARISH COUNCIL MEETING

Date 12th June 2012 Time: 7.00pm

Venue: Sandgate Council and Library, Sandgate High Street.

Present: **Chairman** **Cllr R Bliss**
 Cllrs **N Bliss, M Findlay-Stone, M Fitch, L Griggs, N Griffith, R Grundy,**
 T Heselden, J Holben and T Prater
 Clerk **Ms A Oates**

PCSO Gary Carr gave a short update: his typed report had previously been circulated. In discussion with the clerk, the surgeries may be arranged differently. One could possibly be held on a Monday after the Read & Rhyme session and the other possibly at the Chichester Hall on a farmers' market morning. He confirmed that there would be PCSO cover at both the Olympic Torch and Sea Festival events. The Chairman and members thanked the PCSO for his services.

These Minutes will only be deemed to be a correct record of the meeting when approved and signed at the next meeting.

The Chairman opened the meeting at 7pm

There was one member of the public present.

- 1. Apologies for absence**
Apologies were received from Cllr G Fuller.
- 2. Declarations of Interest**
There were no declarations of interest.
- 3. Minutes of last meeting**
The minutes of Annual Parish Council meeting held on 8th May 2012 were proposed as a correct record.
Proposed by: Cllr T Prater
Seconded by: Cllr N Bliss
Agreed unanimously. The Chairman signed the minutes as a true record.
- 4. Chairman's opening remarks**
 - 4.1 Thanks were extended to all involved in the arrangements for the Jubilee Festival.
 - 4.2 The Christmas tree has died; SDC's Grounds Maintenance officer has stated that the ground is unsuitable for trees; the parish council will now have to consider having a tree planted in a tub annually.
 - 4.3 There should now be a proper design plan for the village green; this is to be taken up by the Environment Committee.
 - 4.3 The leases for the land taken on from SDC are being registered with Land Registry.
 - 4.4 Councillors were reminded that the parish clerk should deal with all correspondence, the tendering process for contractors, funding bids etc and all expenditure. If any councillor has names of companies they would like to have added to the list of suppliers, these can be given to the clerk.
- 5. Chairman's correspondence**
 - 5.1 Zoe Varian has requested support for having signposting for the Farmers Market. Cllr Holben will advise her on who the SDC contact is in this matter.

- 5.2 Invitation received from Folkestone Town Council to attend the Canada Day Memorial Service on 2nd July; councillors were asked to give their acceptances to the clerk.
- 5.3 Email received from Jill Woodgate congratulating the council on the Jubilee Festival fireworks and beacon lighting – seen by passengers on the Queen Victoria cruise liner on her way to Southampton.

6. Presentation by Dirk Rondhout, Chairman/Secretary of Sandgate Amateur Football Club.
This was deferred to the next meeting.

- 7. Presentation by Michael Smith of A Walk in the Garden** – a seasonal Kent walks & days out magazine.
Mr Smith would be producing a new bi-monthly publication, which would be distributed to homes and businesses in Sandgate, funded via advertising. He offered the parish council free editorial space. The first issue would be published in September. Members agreed to support the publication. The parish clerk would gather material for the editorial.
Proposed by: Cllr T Prater
Seconded by: Cllr J Holben
Agreed unanimously.

8. Finance update and invoices for approval

- 8.1 The RFO/Parish Clerk produced a schedule of invoices for approval, which was approved by members and signed by The Chairman.

Date invoice received	Payee	Budget allocation	Net Amount	VAT	Total	Cheque number
May	Kent Assoc of Local Councils	Subscription	1,112.17	222.43	£1,334.60	100686
31/05	Cook Fabrications	Beacon	1,734.00	346.80	£2,080.80	100687
06/06	Michael Chalk	Cleaning	72.00	-	£72.00	100688
06/06	Ushers The Florist	Chairman's expenses	25.00	-	£25.00	100689
06/06	Longacre Nursery	Hanging baskets & Memorial troughs	1,775.00	355.00	£2,130.00	100690
June	Worthingtons Solicitors	Military Road Rec	625.00	75.00	£700.00	100691
11/06	Super Cups Vending	Vending machine	216.14	-	£216.14	100692
Awaiting invoice	Sandgate Sea Festival	Events	240.00	-	£240.00	100693
11/06	Robinson Studio	Environment	431.63	86.33	£517.96	100694
11/06	Zoe Varian	Events (Jubilee decs)	84.00	-	£84.00	100695
	Discover Folkestone (DFHRM)	Grants	1,500	-	£1,500	100696
	Tim Prater (re-imburement)	Events	88.00	-	£88.00	100697

- 8.2 The RFO/Parish Clerk produced a schedule of petty cash expenditure incurred since the start of the new financial year; it was signed by The Chairman.

9. Proposal to update Financial Regulations and Standing Orders

The Council's Standing Orders and Financial Regulations need to be updated; it was passed to the Finance Committee to draft the changes and then present to full council.

10. Proposal to change the newly appointed Land Asset Management Committee to Sub-committee status, which would report to the Finance Committee

Proposed by: Cllr R Bliss
Seconded by: Cllr J Holben

Agreed by a vote of: 6 for, 1 against and 3 abstentions

11. Petanque event: proposal for expenditure

11.1 The invoice for the construction of the petanque pitch required approval. The total amount came to £2,800 which was £500 over budget. This was because the original quote was for one bowling lane, whereas three were required. The invoice was approved.

Proposed by: Cllr J Holben

Seconded by: Cllr M Findlay-Stone

Agreed unanimously.

11.2 It was proposed that the council purchases two sets of petanque balls, up to a maximum budget of £100. These could be hired out in the future as it is hoped that the new petanque pitch will be used regularly after the inaugural match on 7th July.

Proposed by: Cllr M Findlay-Stone

Seconded by: Cllr N Bliss

Agreed unanimously.

11.3 As the parish council is one of the organisers of the event, together with the Sandgate Twinning Group and Sandgate Society, the council's insurance company should be informed and a risk assessment carried out.

11.4 Cllr Holben and the parish clerk will help with promoting the event.

12. Finance Committee report

There has been no meeting since the last main council meeting; a meeting would be arranged.

13. Environment Committee report

13.1 The last meeting was held only just before the parish meeting so all members were deemed to be up to date; the minutes would follow in due course; the minutes of the May meeting had been previously circulated.

13.2 The next Village Design Statement meeting would be on the 28th June at 6.30pm in the library.

14. Planning Committee report

In Cllr Fuller's absence, Cllr Prater reported that there had been three meetings since the last report; minutes of these have been previously circulated.

15. Information

15.1 The parish clerk reported that she hoped the next newsletter would be completed by the end of June/early July and that she would get a printing quote for distributing a copy to all homes in the parish; it could possibly be delivered together with the broadband leaflet due shortly. She requested councillors to supply her with copy for the newsletter.

15.2 A clock had been kindly donated to the parish council; it was similar to those sold at the Sandgate Society; this one was personalised to the council. The clerk would obtain the name of the giver and write to him extending the council's grateful appreciation and thanks.

15.3 The clerk attended KALC's Clerks' Conference recently; the agenda included: The Audit Commission, Insurance, Asset Management, Twinning, Parish Caretaker Scheme, Money & Budgets.

15.4 The clerk announced that she will be taking annual leave from 16th – 27th July.

15.5 The clerk is looking into the possibility of having voluntary help with the library service.

16. Date of the next meeting – this was confirmed to be Tuesday 10th July 2012 at 7pm.

The meeting closed at 8.45pm

Chairman of the Council.....

Date 10th July 2012