



**SANDGATE PARISH COUNCIL
Minutes of a PARISH COUNCIL MEETING
Held at 7pm on Tuesday 15 January 2019**

**At Sandgate Parish Council/Library Offices
James Morris Court, Sandgate High Street, Sandgate.**

**Present: Chairman Councillor Robert Bliss
Councillors Nina Bliss, Paul Bingham, Marjorie Findlay-Stone, Gary Fuller,
Jan Holben, Tim Prater, Nabin Siwa, Guy Valentine-Neale and
Adrian Watts
Clerk P Savage**

The PCSO gave an oral report and gave an answer to the following question that had been submitted by a resident in writing: *“Recently during the dark winter mornings I have been struck twice by cyclists on the footpath between Sandgate Hill and the High street. None have lights are travelling very fast and are on pavements which is illegal. It’s also illegal to not have lights. Will the local PCSO and Patrols please take action and caution or prosecute such cyclists when seen? This may at least cause them to get lights and be more responsible”*. The answer given by the PCSO was that these incidents had not been witnessed by the police but if they were action would be taken. Adult cyclists should be on the road with lights and helmets.

The PCSO went on to give a general report indicating that this was a quieter season. The usual patrols had been undertaken but there had been no increases in anti social behaviour. She had had a meeting with the RRA concerning various concerns and would raise unreported crimes, such as damage to garage doors, with them.

There was one member of the public present. No further questions were asked.

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

The meeting commenced at 7.10 pm

- 1. Apology for absence:** Councillor Michael Fitch
- 2. Declarations of Interest** – there were none
- 3. Minutes of the last meeting** – the minutes of the Parish Council meeting held on 15 January 2019, having been previously circulated, were approved as a correct record and signed.
Agreed by all who had been present at the meeting.
- 4. Chairman’s opening remarks**
The Chairman thanked the PCSO for her report. He also advised the Council that HM Treasury were still considering their decision about the PWLB loan. The Member of Parliament was also pursuing the matter on behalf on the Parish Council.
- 5. Chairman’s Correspondence**
 1. Report on stage 3 consultation in respect of Otterpool
 2. Invitation for ideas for FHDC scrutiny programme
- 6. Budget and precept for 2019-20**

The RFO reported the discussion that had been held at the Finance Committee which had involved a line by line review of the budget. That Committee had concluded that a small increase in the overall budget would be necessary and recommended a 1.2% increase in the precept for 2019-20.

RESOLVED: That the Parish Council budget be approved as set out in the annex to these minutes and that the precept be increased by 1.2% (after taking account of the council tax base increase) to £78,740.

Proposed by Councillor Robert Bliss

Seconded by Councillor Tim Prater

Voting: For 10; Against 0; Abstentions 0.

7. Sandgate Library Committee report

Councillor Robert Bliss reported that new books from the Parish Council's own fund were beginning to arrive and that the review of the SLA with Kent County Council would commence imminently. Councillor Bingham reported that he had donated some books to the Library.

8. Land Assets Management Sub-Committee report

The minutes of the meeting had been circulated and Council's attention was drawn to the proposed start date for the Sandgate Park car park of 11 March 2019.

9. 2018/19 Finance report

The RFO reported that the budget for 2018-19 was reviewed in detail at each of the meetings of the Finance Committee and expenditure was expected to be within the budget at year end.

10. Finance Committee report

The minutes of the meeting had been circulated.

11. Environment Committee report

The minutes of the meeting of the Committee had been circulated. The Chairman of the Committee was of the view that the Christmas tree displays had been good, including the new arrangements in the Golden Valley. The Committee would be reviewing the arrangements for the Christmas event for 2019.

12. Planning Committee report - The minutes of the meetings had been circulated. Councillors continued to express concern at the condition of the disused shop fronts on 15-19 Sandgate High Street. FHDC would be asked to see what could be done to improve the situation.

13. KALC- the AGM minutes had been circulated.

14. Twinning: the Council were advised that discussions were still being held about the possibility of a wind ensemble performing in Sangatte in March 2019.

15. Information – None at this time

16. Date of next meeting – Tuesday 19 February 2019

The meeting ended at 7.35 pm.

Signed by the Chairman.....Date.....

2019 - 2020 BUDGET

ANNEX TO MINUTES

PAYMENTS	2015-2016 BUDGET	2016-2017 REVISED BUDGET	2017-2018 BUDGET	2018-2019 BUDGET	2018-19 estimated outturn	2019-20 draft budget
Civic Expenses	1,000	1,000	1,000	1,000	1,000	1,000
Chairman's Allowance	600	600	600	600	600	600
Staff costs	21,000	22,000	22,200	20,150	20,100	20750
Newsletter	1,000	2,000	1,000	1,000	1,100	1,000
Library - 50% Contribution	7,000	0	0	0		
Library (Business rates, utilities, staff cover)	0	7,000	12,500	13,000	13,500	15,500
Subscriptions	1,500	1,500	1,500	1,500	1,533	1,600
Bank Charges	50	50	50	50	0	0
Postage & Stationery	600	600	600	600	200	300
Audit & Legal	1,100	1,100	1,100	1,100	825	850
Insurances	2,500	3,000	3,000	1,000	1,025	1,050
Training	500	300	500	500	0	500
Hanging Baskets & Memorial Troughs	5,000	5,000	5,500	5,500	5,000	5,500
Elections	1,000	0	1,000	1,000	1,000	1,000
Grants & Donations (S 137)	4,000	3,000	3,000	3,000	1,700	3,000
Office Equipment & Furniture	500	650	500	500	300	1,500
Safety & Cleanliness	2,500	2,500	1,500	0	0	0
Broadband & Phone	400	400	400	550	540	550
Christmas Lights	9,650	6,000	5,000	5,000	5,500	6,000
Community Events	3,750	3,750	3,000	3,000	3,000	3,000
Street Furniture	1,000	1,629	800	800	800	800
Cleaning	1,000	1,000	1,000	1,000	1,000	1,000
Vending Machine supplies	1,500	1,500	1,500	1,500	750	1,000
Craft Club & Read & Rhyme	250	250	250	250	200	250
Sea Festival	2,000	2,000	2,000	2,000	2,482	2,200
Gen Maintenance & Acquired Assets	2,000	1,700	2,000	0	0	0

Gross budget (excluding main staff) now shown based on first two years. Inflation allowed for utilities and pay increases. See KCC contributions below

As recommended by Environment Committee
To maintain £5,000 election fund

Creation of sinking fund of £1500 pa to deal with ongoing replacement of furniture and carpet over coming years

Merged with LAM as related to park caretaker's contract

As recommended by Environment Committee

As recommended by Environment Committee

As recommended by Environment Committee

Net budget: actual costs significantly more but balanced by income from grants, stallholders etc.
Transferred £1000 to kiosk and £1000 to LAM for Sandgate Park

Twinning with Sangatte	1,100	1,100	1,100	1,400	1,000	1,400	
Environment Improvements	2,000	1,450	2,000	2,000	3,400	2,200	As recommended by Environment Committee
Leases & Licences	200	200	25	25	50	50	
Business Support	100	100	500	500	0	200	As recommended by Environment Committee
LAM	9,000	9,000	9,000	14,100	13,000	15,000	Incorporates caretaker contract (as above) at correct level (£2600) and provision for car park security
Toilets on the Rec	750	850	850	850	1,211	1,000	Temporary toilets: contract for May to August to be repeated
Granville Parade Toilets Cleaning	0	0	0	0	0	0	Estimated cost of £6,000 included by leaseholders of kiosk as part of lease
Granville Parade Kiosk Legal/letting/rates	0	3,000	1,810	4,000	7,200	4,200	Inflation applied for utilities: understated last year; includes maintenance costs. Current year had major refurbishment works.
Library refurbishments	0	2,000	500	500	2,216	500	Delayed refurbishment to back office in 2018-19
Sandgate design statement	0	0	700	200	790	200	As recommended by Environment Committee
Seaside Award	0	750	750	750	515	600	As recommended by Environment Committee
Storage Costs (bins / offsite resources)	0	600	600	700	700	700	
Contingencies	1,100	7,250	1,250	1,250	8	2,340	Increased because of potential unknown increases
TOTAL PAYMENTS:	85,650	94,829	90,585	90,875	92,245	97,340	
Major projects fund	49,000	31,000	27,000	20,000	21,000	21,000	Sandgate Park improvements
	134,650	125,829	117,585	110,875	113,245	118,340	

Funded by:

Precept							increased tax base plus 1.2% recommended by Finance Committee
		71,813	73,523	74,986	75,968	78,740	
SDC Grant		1,715		0	0	0	
KCC contribution for staff (fixed for 2017)		7,000	7,000	7,000	7,000	7,000	
KCC contribution to running costs			6,150	6,250	6,000	6,250	
Library income		0	500	500	1,300	500	
Grants and Donations		0	0	0	10,000	0	for park and war memorial improvements
Kiosk Lease Income		5,000	5,000	5,250	5,375	5,500	
Use of library as Polling Station		400	200	0	0	350	
Major projects carry forward		27,000	20,000	20,000	20,000	20,000	

Funded from General Fund
balance b/f

<u>8,905</u>	<u>-788</u>	<u>-161</u>	<u>0</u>	Contribution to balances
<u>121,833</u>	<u>111,585</u>	<u>125,482</u>	<u>118,340</u>	

FOOTNOTE: In addition to this revenue budget the Council is in possession of a loan of £500,000. A decision on its repayment is awaited from the Permanent Secretary at HM Treasury. The RFO is preparing an options paper subject to the outcome of the Permanent Secretary's decision.