



**SANDGATE PARISH COUNCIL
Minutes of a PARISH COUNCIL MEETING
Held on 26th June 2023 at 6.30pm**

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

Present: **Chair** **Councillor Tim Prater**
 Councillors Hazel Barrett, Susan Claris, Michael Fitch, Gary Fuller, Peter Hickson, Simon Horton, Rosa Morris & Nicola South

Clerk **G Thomas**

There was no report from the PCSO.

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

1. **Apologies for absence-s Tracy Stephen & Guy Valentine-Neale**
2. **Declarations of Interest Members** are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Council’s Code of Conduct and by the Localism Act 2011.- **There was none at this time**
3. **Minutes of the Parish Council Meeting held on 15th May 2023 to be confirmed as a correct record and signed.**
Proposed by Tim Prater
Seconded by Peter Hickson
Agreed by all
4. **Chair’s opening remarks & correspondence**
 - It was noted that there had been a number of emails regarding parking issues at Radnor Cliff, and that FHDC had in the past installed sign to indicate car parks in the area. At present this did not seem to be the case.
 - It was also noted that parking at Saga continued to be free until the new owner took possession.
5. **Planning Committee report** - it was noted that minutes had been circulated
6. **Environment Committee report** – it was noted that the minutes had been circulated. Members of the committee had been approached to indicate key interests and actions for the future would be discussed at the next meeting on 10th July.
7. **Finance Committee report**

7.1 Annual Governance and Accountability Return- to receive the AGAR forms and observations and consider the proposals for approval.
Internal Auditor’s Report

Proposal To agree the recommendation of the Finance Committee to receive and note the Internal Auditor's report, and further note that there were no issues or weaknesses in control identified.

Statement Of Internal Control

Proposal To approve the Statement of Internal Control for the year ending 31st March 23 and for the Chair and Parish Clerk to sign.

Annual Governance Statement 2022/3

Proposal To agree the recommendation of the Finance Committee to adopt the Annual Governance Statement 2022/23 with boxes 1 to 8 ticked "yes" and box 9 ticked "NA" and for the Chair and Parish Clerk to sign.

Statement Of Accounts And Annual Return 2022/23

Proposal To agree the recommendation of the Finance Committee to adopt the Statement of Accounts and Annual Return 2022/23 and for the Chair to sign.

Period Of Exercise of Public Rights

Proposal To agree the dates set for the period of exercise of public rights will be 27 June 2023 to 7 August 2023.

RESOLVED: To agree the recommendation of the Finance Committee to receive and note the Internal Auditor's report, and further note that there were no issues or weaknesses in control identified.

RESOLVED: To approve the Statement of Internal Control for the year ending 31st March 23 and for the Chair and Parish Clerk to sign.

RESOLVED: To agree the recommendation of the Finance Committee to adopt the Annual Governance Statement 2022/23 with boxes 1 to 8 ticked "yes" and box 9 ticked "NA" and for the Chair and Parish Clerk to sign.

RESOLVED: To agree the recommendation of the Finance Committee to adopt the Statement of Accounts and Annual Return 2022/23 and for the Chair to sign.

RESOLVED: The dates set for the period of exercise of public rights will be 27 June 2023 to 13 August 2023.

Proposed: Tim Prater

Seconded: Simon Horton

Agreed by all

7.2 The Chair of Finance has brought it to the attention of Full Council that there is an item that requires permission, to settle an invoice which is outside the terms of the Financial Regulations, in so much as it is not budgeted item, and it is outside the delegated amount that the Financial Committee operates under. The works were instructed to deal with the renewal of the Boat House lease which were last undertaken three years ago. The expectation was that these works would be included in last year's budget, but this is not the case. We are seeking permission to pay £1512 including VAT and the invoice was circulated last week to the Finance Committee.

It is proposed that payment of £1512.00 be made:

Proposed by Simon Horton

Seconded by Tim Prater

Approved by all

8. **Change of bank signatories**-proposal for the Responsible Finance Office- Julie Tugwood to manage Metrobank Account and be a signatory. Two signatures would be required for any banking activity and there is no requirement for a bank card.

Proposed by Tim Prater

Seconded by Simon Horton

Agreed by all

9. **Library Committee report**- meeting to take place after Full Council

10. **Sandgate Policy Documents**- to be reviewed.

- a. Code of Conduct
- b. Code of Conduct Complaints Procedure
- c. Arrangements for dealing Code of Conduct Complaints
- d. Meeting Attendance Policy
- e. Parish Clerk- Scheme of Delegation
- f. Annual Plan 20-24

It was proposed to agree the first 5 documents and agree the Annual Plan, noting that this is a ‘live’ document subject to regular amendments and additions.

Proposed by Simon Horton

Seconded by Michael Fitch

Agreed by all

11. **Wayleave Request-** to consider Wayleave request for Battery Point

It was proposed that the Wayleave request be agreed

Proposed by Tim Prater

Seconded by Simon Horton

Agreed by all

12. **KALC**

13. **Information – to bring any other matters to the Council’s attention.**

It was noted that Fremantle Park Playground was closed at present and that repair works would be undertaken in the week of 10th July. It was noted that this would be an initial repair and that a more permanent solution would undertaken in the late autumn.

It was agreed that performance indicators or mechanisms for gauging approval or otherwise should be discussed in the context of the Annual Plan. Possible articles, or questionnaires in the Community magazine were discussed as one option.

It was noted that there were concerns regarding parking at Sunnyside Road/ Castle Bay – CPZs were discussed as a possibility.

Action : Nicola South to liaise with local residents prior to approaching the Traffic Schemes department

It was noted that there were concerns regarding the lack of a zebra crossing in an area of the Esplanade – this problem especially impacts small children on bicycles who are on a narrow width pavement on one side, but unable to gain safe access to the wider pavement on the other side.

Action: Clerk to approach Kent Highways with this dilemma and ask if a solution can be affected.

It was noted that collections of leaves on Military Road opposite Sandgate Manor were creating a health and safety issue.

Action: Clerk to contact FHDC to arrange street cleansing and a Scrub clean

It was noted that there were jet skis being used on the Sandgate Beach

Action: Environmental Enforcement officers to be informed

14. **Date of next meeting 24th July 2023**

Signed by the Chair.....Date.....