



**SANDGATE PARISH COUNCIL**  
**Minutes of a PARISH COUNCIL MEETING**  
**Held on 30<sup>th</sup> March 2026 at 6.44pm**  
**At Sandgate Parish Council/Library Offices**  
**James Morris Court, Sandgate High Street, Sandgate.**

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**Present**

**Chair: Cllr Tim Prater**

**Councillors: Hazel Barrett,, Michael Fitch, Gary Fuller, Simon Horton, Rosa Morris, and Guy Valentine-Neale**

**Clerk: Gaye Thomas**

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1. **Apologies for absences: Susan Claris, Peter Hickman, Kirsty Hogben Nicola South**
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 were none.**
3. **Minutes of the Parish Council Meeting held on 23rd February 2026 to be confirmed as a correct record and signed.**  
**Proposed by Simon Horton**  
**Seconded by Hazel Barrett**  
**Agreed by all**
4. **Chair's opening remarks & correspondence**  
It was noted that a spring clean undertaken by SEA took place on 28th March and that 13 bags of litter were collected. Members further noted that the green areas were benefiting significantly from the planting of Rosa Morris, and thanks were extended to the team involved.
5. **Planning Committee Report**  
It was noted that the planning committee had met immediately previously to the Full Council Committee.
6. **Environment Committee Report**  
It was noted that spring planting and general sprucing continued throughout the parish. The results of the Parish's application for the designation of Granville Beach as a bathing beach were awaited and should be received in April.
7. **Finance Committee Report**  
**Retrospective approval for payment of £270.00 for repair of Library Alarm**  
**Proposed by Simon Horton**  
**Seconded by Guy Valentine-Neale**  
**Agreed by all**

**Sir John Moore Memorial** It was noted that works are required to the surface area of the Sir John Moore Memorial. Historically, this area had been owned and maintained by Folkestone and Hythe District Council; however, in 2020, Sandgate Parish Council took on a lease of the site, which included responsibility for its maintenance.

Members were advised that, following a recent incident in which a gentleman tripped on an expansion joint within the surface, it had come to light that Folkestone and Hythe District Council had previously made enquiries regarding the condition of the area prior to the transfer of the lease.

It was agreed that Folkestone and Hythe District Council would contribute 50% towards the cost of the necessary remedial works. The works, to be carried out by Marsh Groundworks, have been quoted at £2,545.00 plus VAT. Acceptance of this quotation and agreement was proposed.

Proposed by Simon Horton

Seconded by Tim Prator

Agreed by all

#### **8. Library Committee Report**

It was noted that the library continues to purchase new books using Section 106 funding.

It was further noted that two students from FSFG were undertaking their Duke of Edinburgh Award and were attending the library on a fortnightly basis, completing tasks assigned by the Library Officer.

Members noted that they had now completed the required elements of the award, and it was hoped that their success could be featured on the Parish Council website, subject to parental consent.

#### **9. CIL- to approval a transfer of £7921.54 from General Reserve to a designated CIL Reserve**

CIL payments, or **Community Infrastructure Levy** payments, are charges that local planning authorities can apply to certain new developments in their area.

In simple terms, when a developer builds new homes, shops, or other qualifying developments, they may have to pay CIL. The money is then used to help fund infrastructure needed to support that development and growth.

This can include things like:

- Roads and transport improvements
- Schools and education facilities
- Parks, open spaces, and play areas
- Community buildings and local services

Parish and town councils may receive a portion of CIL funding (known as the “neighbourhood portion”) where development takes place in their area, which must be spent on infrastructure that benefits the local community.

The council had received £7921.54 and it was proposed to transfer this amount from General Reserves into a designated CIL Reserve.

Proposed by Tim Prator

Seconded by Simon Horton

Agreed by all

#### **10. IT Policy- to review and agree the Council’s IT Policy**

A new IT Policy had been written for approval by members. An IT Policy is required to ensure the Council has clear rules and procedures for the safe and appropriate use of its digital systems and data. It supports good governance and is a key element in meeting AGAR Assertion 10 by demonstrating that effective internal controls are in place to manage IT-related risks, including cybersecurity threats and data protection compliance under UK GDPR. The policy also defines responsibilities for councillors, staff, and contractors, promotes consistent and secure working practices, and supports business continuity. In addition, it is reinforced through data protection training, ensuring that all users understand and apply the Council’s requirements in practice.

**Proposed for approval by Guy Valentine**

**Seconded by Simon Horton**

**Agreed by all**

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

It was noted that a local resident had raised concerns regarding a crack in the side garden wall abutting Wilberforce Green. Members were advised that Folkestone and Hythe District Council hold the freehold for the Green and are currently investigating the matter. Temporary Heras fencing has been erected as a precautionary measure, and a surveyor is due to attend the site.

It was further noted that the wall is a remnant of the demolition of four former terraced properties that once occupied the site. These properties were originally affected by land instability in 1968 and were subsequently demolished in 1972, at which time the remaining side wall was retained.

**12. Exclusion of the public -To consider the exclusion of the public on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.**

**Proposed by Tim Prater**

**Seconded by Gary Fuller**

**Agreed by all**

**13. Staff Pay review- for discussion and approval-**

It was resolved to increase the Parish Clerk pay by £1.25 per hour (in recognition of the long service, expertise and qualifications including as Librarian, and cover for the RFO position during maternity leave), and all other grades by 50p per hour.

**Proposed by Tim Prater**

**Seconded by Simon Horton**

**Agreed by all**

**14. Date of next meeting 27th April 2026**