



**SANDGATE PARISH COUNCIL**  
**Minutes of a PARISH COUNCIL MEETING**  
**Held on at 6.30pm**

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

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**Present**

**Chair: Tim Prater**

**Councillors: Hazel Barrett, Susan Claris, Michael Fitch, Gary Fuller, Peter Hickman,  
Simon Horton, Rosa Morris, Nicola South & Guy Valentine-Neale**

**Clerk: G Thomas**  
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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 absences: Tracy Stephens.**
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.- **Nicola South declared a non-pecuniary interest in item 6 – parking.**
3. **Minutes of the Parish Council Meeting held on 25<sup>th</sup> September 2023 to be confirmed as a correct record and signed.**  
**Proposed by Simon Horton**  
**Seconded by Peter Hickman**  
**Agreed by all**
4. **Chair's opening remarks & correspondence**  
It was noted that there would be the Remembrance Day Service on 12<sup>th</sup> November at 10.00am at St Paul's Church, all councillors and their partners were invited to attend.  
  
It was noted that there was a lot of changes to the businesses in the High Street, and that a cycle repair shop, dentist, and 2 deli's were to open shortly.
5. **Planning Committee report – minutes of meetings had been circulated.**

It was noted that a letter had previously been sent by Guy Valentine-Neale, on behalf of Sandgate Parish Council, to the Chief Planning Officer, Llywelyn Lloyd, conveying the concern and disappointment that many planning applications fail to include a reference to the Sandgate Design Statement. Unfortunately, it was noted that this had remained unanswered.

It was further noted that the SDS had been cited in a Cabinet Paper relating to the formation of new Design Codes <https://folkestone->

hythe.moderngov.co.uk/documents/s45151/CABINET%2018.10.23%20Design%20Codes.pdf as being one of the documents that would be referenced in this work.

**Action:** Tim Prater would contact the Cabinet Member and Lead Officers regarding this matter to ensure a response.

It was noted that two articles relating to a local property had appeared in a national paper and Kent On-line in which local residents had stated their disapprobation regarding the Planning Process and resultant design of property.

It was noted that some archaeological works had been uncovered at the Military Road site, the Kent Archaeological Officer had been informed, who would be visiting the site, work had stopped until this occurred.

## **6. Environment Committee report**

It was noted that a committee meeting had not taken place since the last full council.

It was noted that two main priorities were being actioned, that of Sea Water testing, and the Encombe and Sunnyside informal parking consultation.

It was noted that three sea water tests had been completed and two results received, one of which gave a very favourable result and the other was a failure in terms of suitable bathing water. Many factors were recorded when the samples were taken, including weather events before the test, if the sea was calm or rough, and every attempt was made to ensure that the sample was always taken at mid tide.

It was agreed that by the next Environment Committee in November, enough tests and results should have been received to begin to build a coherent picture.

It was noted that results would ultimately be discussed with the Environment Agency. These discussions would include the location of their testing site and results, in comparison to the correct location of Sandgate bathing beach, where the parish tests were being conducted.

It was noted that the Dymchurch Clerk had contacted the parish regarding starting their own testing regime.

It was noted that an informal consultation had been undertaken regarding parking at Encombe and Sunnyside Road. The results had indicated a majority favouring additional double yellow lines on both locations with a higher majority for the addition in Encombe. It was noted that this was an 'informal' consultation and that the results would be given to Kent Highways with the understanding that a formal consultation would then take place.

## **7. Finance Committee report**

It was noted that the minutes had been circulated, and that the next meeting of the committee would be on 21<sup>st</sup> November. The second quarterly financial report had been circulated which provides a strong basis for the forecasting and formulation of a budget for the coming year.

It was noted that the budget would be very tight going forward, and that unanticipated costs caused by anti-social behaviour was an ongoing concern, but also an unfortunate consequence of being the leaseholder of two public parks.

### **7.1 Retrospective approval for payment of Mazars Audit Invoice**

It was noted that the budget for 'legal matters' had been utilised on the new lease for the Kiosk, and so there was not an adequate sum in the allocated budget for the payment for Mazars, the external auditor. This invoice had been paid in a timely manner as appropriate, but it would need to be approved retrospectively by Full Council as per the Financial Regulations.

The proposal for retrospective approval for payment of Mazars Audit Invoice

**Proposed by Simon Horton**

**Seconded by Tim Prater**

**Approved by all**

It was further noted that the Community Safety Partnership would be contacted to consider mechanisms for reducing anti-social behaviour, and further noted that the local PCSO had been informed of the actions of the vandals and would be increasing patrols.

**8. Library Committee report**

It was noted that a committee had not taken place since the last Full Council. It was noted that a grant application was being considered which would allow the Parish Council to increase the evening opening of the library, and facilitate more teen focussed activities during those periods.. It was further hoped that the recruitment of the new RFO/Deputy Clerk would facilitate the library to be open on a Wednesday morning.

**9. Sea Festival / Events report**

It was noted that the minutes had been circulated. It was felt that the event had been satisfactory and that lessons had been learned from the feedback from stall holders. It was noted that next year a similar format would be followed, but that bookings of stalls and entertainment would be under the remit of the clerks, with Tim Prater leading on securing entertainers. A small budgetary surplus would be added to the Sea Festival /Events budget for next year.

It was noted that the Christmas event would occur on 1<sup>st</sup> December with the lighting of the tree and lighting of the garlands. Additional trees and lights would be affixed to the pillars at the former Riviera Car Sales and businesses would be encouraged to remain open during the early evening. The children's Santa event in the library would be presaged by Santa travelling from the Golden Arrow in the valley down to the library to present presents to the 0 – 9-year-olds, and there would be a Christmas Craft Fayre in the Chichester Hall. It was noted that the clerk was having difficulties securing a choir and would be investigating different groups from organisations including the Tower Theatre.

**Action:** Clerk to investigate purchase of Hi Vis jackets for stewarding the Christmas event

**10. Recruitment of RFO/Deputy Clerk**

It was noted with regret, the present incumbent had resigned and so the recruiting period had commenced. It was hoped that a 'like for like' replacement could be affected, with the hours to include the earlier mentioned Wednesday morning. Initially, the advertising of the vacancy was on Facebook and the Parish and KALC website, but if this did not result in suitable candidates then other mechanisms would be considered. It was proposed to approve the recruitment of the RFO/Deputy Clerk position.

**Proposed by Tim Prater**

**Seconded by Gary Fuller**

**Agreed by all**

11. **Policy for approval and discussion- Safeguarding Policy**

It was noted that the Safeguarding Policy had been amended to include some specific references to the recruitment of volunteers and some basic grammatical changes- this was to meet the requirements of the ongoing grant application for the evening opening of the library. It was proposed to approve the amended policy but with the caveat that more changes would be made later to broaden the policy.

**Proposed by Tim Prater**

**Seconded by Gary Fuller**

**Agreed by all**

12. **Information**

It was noted that the solar panel tendering process had nearly ended, and the clerk would present a paper with a recommendation of acceptance of one of the three tenders, at the next Full Council. It was noted that the project had represented a steep learning curve regarding software and other factors. It was noted that there would be a considerable period after the contract with the successful company had been made, before the actual panels could be installed. Planning permission would need to be sought and a suitable and mutually agreeable installation period agreed with David at the Kiosk and the contractors.

It was noted that a new monitored alarm system was to be purchased for the library on a 50/50 basis with KCC, and additionally, that alarm buttons would be installed.

It was noted that the flooding of Sandgate Park was reoccurring and that a resident, Mr Godden, had prepared a report about this matter which would be discussed at the next Environment Committee meeting. Tim Prater reported that the District Council was being proactive about resolving this and further investigations were ongoing. It was noted that repairs to one part of the culvert / drainage system would appear to have moved the issue to another area. It was noted that Affinity Water had reported several incidences of flooding of this nature, and it would appear to be the result of a high-water table.

It was noted that there had been flooding at the base of Brewers Hill. Simon Horton had reported this to a KCC drainage officer and was awaiting further information

It was noted that Romney Avenue continued to have several potholes which needed to be repaired.

It was noted that the drain at the bottom of the Crescent had dropped again, resulting in vehicles rattling over it.

**Action:** Clerk to contact KCC to report drain and potholes.

13. **Date of the next meeting 27<sup>th</sup> November 2023**

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