



**SANDGATE PARISH COUNCIL**  
**Minutes of a PARISH COUNCIL MEETING**  
**Held on 24<sup>th</sup> June 2024 at 6.30pm**

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

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**Present**

**Chair: Cllr Tim Prater**

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

**Clerks: G Thomas & C Sanger**  
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**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: Hazel Barrett, Susan Claris, and Kirsty Hogben.**
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.- Tim Prater and Guy Valentine-Neale both declared an interest in agenda item 12 and would take no part in the voting process.
3. **Minutes of the Parish Council Meeting held on 20<sup>th</sup> May 2024 to be confirmed as a correct record and signed.**  
**Proposed by Simon Horton**  
**Seconded by Nicola South**  
**Agreed by all.**
4. **Chair’s opening remarks & correspondence**  
It was noted that the ‘visitors’ on Saga Car Park had left at midday.  
  
It was noted that a small trader would be in situ to the east of the Solarium (sea facing), under an agreement with the parish. Ice creams would be for sale from a bicycle. It was felt that this would benefit the parish in terms of providing a small rental and useful market data and also benefit a local resident undertaking a limited period business.
5. **KALC- Community Award**  
It was noted every year the parish nominated an individual who had in some way benefited the parish. On this occasion the successful recipient was Vic Harmer of Harmer and Sons for always going above and beyond to provide a safe, attractive environment for all the residents of the parish of Sandgate.
6. **Planning Committee report**  
It was noted the minutes to the previous Planning Committee had been circulated.
7. **Environment Committee report**

It was noted that the minutes of the previous Environment Committee had been circulated.

8. **Finance Committee report.**

It was noted that undertaking the AGAR could be a very daunting process and that both the RFO and Chair of the Finance Committee had worked in concert throughout to ensure that the parish achieves a clean return. The statement of accounts had been checked a number of times and there was confidence regarding their correctness. It was noted that any variation in accounts above 5% needed to have a comprehensive explanation given to the external auditors, and this had been undertaken due to there being a disparity between 21/22 when a considerable sum for library refurbishment had been received, and 22/23.

It was noted that there had been two meetings with the internal Auditor and that he was content about the process and financial information presented.

It was noted that the format of receiving and proposing the forms for approval was the same each year and the agreed forms needed to be submitted to Mazar by 30<sup>th</sup> June.

It was noted that the Finance Committee had met on 10<sup>th</sup> June and recommended that Full Council receive the Annual Governance and Accountability Return- forms 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.**

**Proposed by Simon Horton**

**Seconded by Guy Valentine-Neale**

**Agreed by all.**

**Statement Of Internal Control**

**Proposal To approve the Statement of Internal Control for the year ending 31st March 24 and for the Chair and Parish Clerk to sign.**

**Proposed by Simon Horton**

**Seconded by Michael Fitch**

**Agreed by all.**

**Annual Governance Statement 2023/4**

**Proposal To agree the recommendation of the Finance Committee to adopt the Annual Governance Statement 2023/24 with boxes 1 to 8 ticked "yes" and box nine ticked "NA" and for the Chair and Parish Clerk to sign.**

**Proposed by Simon Horton**

**Seconded by Tim Prater**

**Agreed by all.**

**Statement Of Accounts and Annual Return 2023/24**

**Proposal To agree the recommendation of the Finance Committee to adopt the Statement of Accounts and Annual Return 2023/24 and for the Chair to sign.**

**Proposed by Simon Horton**

**Seconded by Peter Hickman**

**Agreed by all.**

**Period Of Exercise of Public Rights**

**Proposal To agree the dates set for the period of exercise of public rights will be 27 June 2024 to 9 August 2024.**

**Proposed by Simon Horton**

**Seconded by Michael Fitch**

**Agreed by all.**

It was noted that as part of the internal auditor's feedback that an observation was made about the perceived lack of transparency regarding salary increases. Whilst these views were discussed it was felt that the parish would continue its current process of reporting limited personal information regarding salary levels unless a formal legal instruction was given. It was noted that within the monthly published scribe information, individual salary payments are shown, and it was felt that this was sufficient. This matter would be kept under review.

9. **Library Committee report**

It was noted that the parish was in communication with Libraries, Registration and Archives regarding the appropriate and lawful allocation of S106 funding for stock provision in Sandgate Library. A robust email had been sent from the Tim Prater to the Head of Service offering the option of a meeting to discuss the unlawful proposals for reallocation of funding to the Folkestone Library refurbishment project.

10. **Proposal for a donation of £1000 to the Folkestone Sprucer project. The Sprucer team will take on repainting of bollards by the War Memorial, in the High Street, and at the Sir John Moore Memorial, and other works in the Parish.**

It noted that the Folkestone Sprucer had undertaken many clean-up operations throughout the parish and it was proposed to give them a donation towards projects including repainting bollards. It was agreed that this would be further discussed on the 8th of July Environment Committee meeting to gain approval for the funding to come from the Environment Improvement budget.

**Proposed by Guy Valentine-Neale**

**Seconded by Simon Horton**

**Agreed by all.**

11. **Bin Permission to purchase and place a 100% recycled plastic bench, on the vacant bench plot on the Village Green having received a generous donation which will cover all costs (circa £520.00).**

It was noted that the parish clerk was donating funding towards the purchase and installation of a recycled plastic bench on the Village Green. It was noted that this would have zero cost to the parish and the council thanked the clerk for her generosity.

**Proposed by Gary Fuller**

**Seconded by Simon Horton**

**Agreed by all.**

12. **Proposal to support a proposed Autumn coach trip to Sangatte organised by the Sandgate Society with £500 from the Twinning Budget to reduce ticket costs.**

It was noted that the annual Twinning budget was rarely fully spent and that this trip would give the option for many people who would otherwise not have visited Sangatte and it was hoped that the mayor or someone of equivalent status might meet the coach. It was required that as part of the donation there should be an agreement that non-members be given the opportunity of purchasing a ticket.

It was noted that both Tim Prater and Guy Valentine-Neale declared an interest as both hold Sandgate Society membership and Tim Prater may wish to take part in the trip,

**Proposed by Gary Fuller**

**Seconded by Simon Horton**

**Agreed by seven**

**Two abstentions**

It was noted that the parish would continue to provide funding to send someone to the Sangatte Remembrance Day Service if someone were able to attend.

13. **Information**

It was noted that Tim Prater and Guy Valentine-Neale would be attending Canada on 1<sup>st</sup> July representing the parish.

It was noted that Rosa Morris would be treating the canon at Sir John Moore Memorial on Thursday at 7.00 and invited her colleagues to assist.

It was noted that FHDC had undertaken hedge and verge clearance works which were of excellent quality.

It was noted that the sandpit project would not take place this year.

**14. Date of the next meeting 22<sup>nd</sup> July 2024**

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