

MINUTES
of
A Meeting of New Romney Town Council
Held in the Assembly Rooms, Church Approach, New Romney
on Wednesday 13th April 2022
Commencing at 6.45pm

PRESENT: The Right Worshipful the Mayor of New Romney and Speaker of the Cinque Ports, Councillor Paul Thomas

Town Ward:

Councillors: A Rodriguez, J Rivers, Mrs B Lonbay Kapoor,
Rev Cn S McLachlan, J Davies and D Wimble

Coast Ward:

Councillors: Miss J Hiscock, Mrs P Metcalfe, P Coe, Ms W Nevard and M Hardy

In Attendance:

Town Clerk	-	Mrs C Newcombe
Members of Public	-	1
KCC Councillor	-	Councillor A Hills

IN THE CHAIR

The Mayor – Councillor P Thomas

PRAYERS

The Mayor's Chaplain was not present on this occasion. One minute of quiet reflection for those suffering in Ukraine was led by the Chairman of the Council.

The business of the Council then commenced @ **6.48PM**

626/2021-22 APOLOGIES FOR ABSENCE

Apologies were received and noted, as follows:

Councillor Carey	-	due to a prior personal commitment
Councillor Mrs Hodges	-	due to traffic issues

And it was:

PROPOSED BY: Councillor Miss Hiscock

SECONDED BY: Councillor Mrs Lonbay Kapoor

RESOLVED UNANIMOUSLY – that reasons for absence, as detailed above, be approved.

The Clerk reported that apologies had also been received from the Mayor's Chaplain and from FHDC Councillor Mrs Rolfe – who were unable to attend this evening.

Apologies were also subsequently received from Councillor Tillson – who was unwell.

627/2021-22 **DISPENSATION TO PARTICIPATE**

The Clerk advised that no new applications for Dispensation to Participate had been processed.

628/2021-22 **DECLARATIONS OF INTEREST**

@ 6.49PM

Councillor Miss Hiscock declared a Personal Interest in respect of the Town Clerk's Finance Reports as she hires a contractor who is also hired by the Town Council. (Minute ref: 640/2021-22 refers)

629/2021-22 **REPORT OF THE KENT COUNTY COUNCILLOR**

Councillor Hills advised that he had not prepared a written report on this occasion due to the close proximity of the Annual Town Meeting, for which he had prepared an end of year report but invited any questions from Councillors, of which there were none.

630/2021-22 **REPORTS OF THE DISTRICT COUNCILLORS**

Councillor Wimble presented his written report, which was duly received and noted.

631/2021-22 **ADJOURNMENT OF MEETING**

No public questions or statements had been received in writing in accordance with meeting procedure. It was not, therefore, necessary to adjourn the meeting for a Public Session.

632/2021-22 **PUBLIC QUESTIONS**

None.

633/2021-22 **RE-CONVENING OF MEETING**

Not applicable.

634/2021-22 **MINUTES**

(i) The Chairman presented the minutes of the **Full Council meeting** held on **16th March 2022**, copies of which had been previously circulated to all Councillors and it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Coe

RESOLVED – that the minutes of the Full Council meeting held on 16th March 2022 be approved and signed as a true and correct record.

Councillors Wimble and Hardy abstained from voting as they had not been present at the afore-mentioned meeting.

The afore-mentioned minutes were duly signed by the Chairman of the Council.

635/2021-22 MAYOR'S REPORT AND COMMUNICATIONS

(i) The Mayor's report regarding civic engagements attended since the last Full Council meeting was duly received and noted.

The Mayor also highlighted the availability of nomination forms for the Mayor's Jubilee Afternoon Tea, to be held on Saturday 4th June 2022.

636/2021-22 TOWN CLERK'S REPORT

The Town Clerk's report was received and noted and read as under:

**MEETING OF FULL COUNCIL – 13TH APRIL 2022
TOWN CLERK'S REPORT**

**Actions completed since the Full Council meeting held on
16th March 2022**

- 1) All Councillors have been contacted to request confirmation as to whether they received previous Alzheimers Training in order that further training provision on this subject can be arranged. Responses are currently awaited.
- 2) GP surgeries servicing New Romney have been contacted to enquire as to what issues are preventing local residents from being able to access appointments and to whom the Council can write to assist in mitigating such issues.
- 3) The formal application for a PWLB loan has now been submitted to KALC and confirmation has been received that all required documentation is in order and the application has now been passed to Parish Borrowing. The outcome of the application is currently awaited.
- 4) All Appendices to Standing Orders have now been updated in accordance with amendments approved at the last meeting of Full Council and are available to view in the Standing Orders and Appendices folder on Sharepoint.
- 5) The approved Schedule of Meeting Dates for 2022-23 has been circulated to all Councillors and will be published on the Town Council website in due course.
- 6) The Draft Environmental Policy prepared by the Climate Change and Ecology Working Party has been passed to the Planning Clerk so that its review can be raised as an agenda item for the Planning and Environment Committee.

Additional Items of Report

- 1) The Annual Town Meeting will take place in the Assembly Rooms, New Romney on Wednesday 27th April 2022 at 7.30pm.
- 2) The Annual Meeting of the Town Council will take place on Monday 23rd May 2022 in the Council Chamber, at which time the Chairman of the Council/Town Mayor and Vice-Chairman of the Council/Deputy Mayor will be elected or re-elected.

For the sake of clarity, particularly since the Council has a number of fairly new Members, in accordance with the Local Government Act 1972 (s245(6)), the Chairman of the Council and Town Mayor are, in fact, one and the same person. The appointed Chairman often uses the 'styling' of Chairman when involved in the formal business of the Town Council and the 'styling' of Town Mayor when engaging in civic activities or representing the Town in a figurehead or civic capacity. However, in law, the Chairman of the Council IS the Town Mayor and the two titles cannot be separated.

Society of Local Council Clerks

Clerk's Manual:

'A Council of a parish or community which is not grouped with any other parish or community may resolve to adopt the status of a town, whereupon the chairman of the council becomes entitled to the style of Town Mayor. (s245(6))

A Town Mayor has the same rights and duties as a parish or community chairman.'

Paul Clayden

Arnold-Baker on Local Council Administration:

'If the local council resolves to call itself the town council the chairman is entitled to be called the town mayor and the vice-chairman the deputy town mayor (s245(6)).'

Meerah Tharmarajah (NALC)

Local Councils Explained:

'In England and Wales, if a local council is known as a town council, the chairman (and vice-chairman, if any) may take the title of Town Mayor (and Deputy Town Mayor). (Local Government Act 1972, s245(6)(b))'

Local Government Act 1972 s245 (Up to date as at 05.05.2022)

(6)The council of a parish **F5**. . . which is not grouped with any other parish **F5**. . . may resolve that the parish **F5**. . . shall have the status of a town and thereupon—

- (a) the council of the parish **F5**. . . shall bear the name of the council of the town;
- (b) the chairman and vice-chairman of the council shall be respectively entitled to the style of town mayor and deputy town mayor;
- (c) the parish meeting **F6**. . . shall have the style of town meeting.

F5 Words in s. 245(6)-(9) repealed (1.4.1996) by [1994 c. 19, s. 66\(5\)\(8\), Sch. 15 para. 51\(a\), Sch. 18](#) (with [ss. 54\(5\)\(7\), 55\(5\), Sch. 17 paras. 22\(1\), 23\(2\)](#)); [S.I. 1996/396, art. 4, Sch. 2](#)

F6 Words in s. 245(6)(c) repealed (1.4.1996) by [1994 c. 19, s. 66\(5\)\(8\), Sch. 15 para. 51\(b\), Sch. 18](#) (with [ss. 54\(5\)\(7\), 55\(5\), Sch. 17 paras. 22\(1\), 23\(2\)](#)); [S.I. 1996/396, art. 4, Sch. 2](#)

Town Clerk

6th April 2022

637/2021-22 **CAPITAL PROJECTS REPORT**

(i) The written Community Hall, Sports Pavilion and Nursery Project Update, which had previously been circulated to all Councillors, was duly received and noted. Having considered all information provided therein and with any questions having first been put and answered, it was:

PROPOSED BY: Councillor Mrs Metcalfe

SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that the Clerk be instructed to contact all project donors to enquire as to whether the Council may retain their donation in light of the change in direction of the project.

(ii) The Community Hall, Sports Pavilion and Nursery Project Finance Report was not available on this occasion due to the close proximity of the financial year end and preparation of end of year accounts currently being prepared.

638/2021-22 **STANDING ORDER NO.14**

No questions had been submitted in accordance with Standing Order 14.

639/2021-22 **STANDING COMMITTEES**

(i) Councillor Rivers presented the minutes of the **Finance and General Purposes Committee** meeting held on **23rd March 2022**, which were duly received and noted.

(ii) Councillor Thomas presented the minutes of the **Planning and Environment Committee** meeting held on **30th March 2022**, which were duly received and noted.

(iii) Councillor Miss Hiscock presented the minutes of the **Personnel Panel** meeting held on **30th March 2022**, which were duly received and noted.

640/2021-22 TOWN CLERK'S FINANCIAL REPORTS

Having duly considered the financial report for February 2022, it was:

PROPOSED BY: Councillor Davies

SECONDED BY: Councillor Rev Cn McLachlan

RESOLVED UNANIMOUSLY – that the Financial Report for February 2022 be hereby received and approved.

Payments and receipts for the month of **February 2022** being in the amounts as detailed below:

February 2022 Payments: £54,399.59 Receipts: £7,775.16

641/2021-22 COUNCIL REPRESENTATIVES' REPORTS

The written reports of KALC (Kent Association of Local Councils) meetings attended by Councillors Coe and Thomas were duly received and noted.

642/2021-22 WORKING PARTY REPORTS

There were no written reports of Working Parties on this occasion.

643/2021-22 REVIEW OF STANDING ORDERS

Having duly reviewed Standing Orders and Financial Regulations, noting proposed amendments thereto as presented and as previously circulated to all Councillors, it was:

(i)

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Hardy

RESOLVED UNANIMOUSLY – that review of Standing Orders and Financial Regulations be formally confirmed to have been completed.

(ii)

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that amendments to Financial Regulations, as presented, be hereby approved.

Financial Regulation 3(a) and Financial Regulation 12(e) were thereby duly amended to identify amended limits on expenditure and amended tendering thresholds respectively.

644/2021-22 SUPPORT FOR UKRAINE

Councillor Rivers presented a paper proposing initial actions for providing practical support for Ukrainian Refugees arriving in the

Having duly considered this matter, it was:

(i)

PROPOSED BY: Councillor Wimble

SECONDED BY: Councillor Rev Cn McLachlan

RESOLVED UNANIMOUSLY – that the Town Council will support Ukrainian families and their sponsors by working with individuals, community groups and outside agencies to develop and coordinate groups of volunteers within New Romney and its environs by, in the first instance, setting up a Working Party to report to the Finance and General Purposes Committee.

(ii)

PROPOSED BY: Councillor Rev Cn McLachlan

SECONDED BY: Councillor Ms Nevard

RESOLVED UNANIMOUSLY – that the afore-mentioned Working Party shall comprise Councillors Rivers, Wimble, Hardy, Miss Hiscock and Mrs Metcalfe.

(iii)

PROPOSED BY: Councillor Mrs Metcalfe

SECONDED BY: Councillor Hardy

RESOLVED UNANIMOUSLY – that the Town Council shall then form a local Support Group and invite members of our community to come together with a view to having a specific team to support those Ukrainian families who arrive in our area, working as a subset of the District Council's support.

645/2021-22 KCC STRATEGIC STATEMENT

Having duly considered the afore-mentioned Statement and submission of any response thereto from the Town Council, it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that Councillor comments be submitted to the Chairman of the Council by Sunday 17th April to be collated by the KALC deadline for presentation at the KALC Area Committee meeting; the output Town Council statement to be copied to KCC Councillor Hills for information.

Councillor Hills then left the meeting.

646/2021-22 **REVIEW OF NRTC COVID MEASURES**

Having duly considered the current status of the Coronavirus Pandemic and the necessity of retaining remaining covid measures and extended delegated authorities, it was:

(i)

PROPOSED BY: Councillor Ms Nevard

SECONDED BY: Councillor Mrs Lonbay Kapoor

RESOLVED – that all remaining New Romney Town Council covid measures now be formally suspended and the Town Hall be re-opened to the public on Monday, Wednesday and Friday mornings with effect from Monday 25th April 2022.

(ii)

PROPOSED BY: Councillor Ms Nevard

SECONDED BY: Councillor Mrs Lonbay Kapoor

RESOLVED – that all emergency extended authorities delegated in response to the Coronavirus Pandemic (Minute Ref 685/2019-20 refers) be hereby rescinded with immediate effect.

(iii)

PROPOSED BY: Councillor Ms Nevard

SECONDED BY: Councillor Mrs Lonbay Kapoor

RESOLVED – that emergency waiving of Standing Orders in response to the Coronavirus Pandemic (Minute Ref 685/2019-20 refers) be hereby rescinded with immediate effect.

All provisions approved under minute reference 685/2019-20 have therefore now been formally rescinded.

647/2021-22 **COUNCILLOR TRAINING**

Having duly noted that it had been requested that Council training provision for Councillors be reviewed, it was:

PROPOSED BY: Councillor Hardy

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that a Working Party be appointed to review the current Schedule of Councillor Training and to make any recommendations to Council thereon; the afore-mentioned Working Party to comprise Councillors Coe, Carey, Davies and Thomas.

648/2021-22 EXCLUSION OF PUBLIC AND PRESS

@7.57PM having duly considered the nature of matters to be discussed, it was:

PROPOSED BY: Councillor Wimble

SECONDED BY: Councillor Hardy

RESOLVED UNANIMOUSLY – that due to the sensitive legal and contractual information about to be considered, which may serve to prejudice legal and / or contractual negotiations, it is advisable in the public interest that the Public and Press be temporarily excluded and they are now instructed to withdraw.

The member of public left the meeting.

649/2021-22 ON-GOING MATTERS

Having duly received and noted the Clerk's confidential report regarding completion of the sale of land to the rear of Station Road Sports Field and matters arising thereon, it was:

PROPOSED BY: Councillor Wimble

SECONDED BY: Councillor Rodriguez

RESOLVED UNANIMOUSLY – that the revised TP1, with revisions as summarised within report ref: NRTC/13024A/130422, be hereby approved and that (1) the formal signing and sealing of the revised Transfer document TP1 be, therefore, authorised and (2) the Town Clerk be authorised to instruct the Town Council's appointed solicitor to proceed with effecting completion of the associated Contract in accordance with the terms contained therein as per previous Town Council resolution, substituting the originally sealed and signed TP1 with the revised TP1.

650/2021-22 PERSONNEL MATTERS

The Clerk confirmed that there were no matters of report on this occasion.

651/2021-22 LAND AND TENANCY MATTERS

The Clerk confirmed that there were no matters of report on this occasion.

652/2021-22 **CONCLUSION OF PRIVATE SESSION**

@8.02PM it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that private session be hereby concluded.

The Chairman thanked the Councillors and Clerk for their attendance and the meeting then concluded **@ 8.03PM.**

NB: All documents referred to herein are available at the Town Hall for perusal on request, except for those documents of a sensitive / legal nature discussed in private session, including documents relating to staff matters which remain Private and Confidential in accordance with Data Protection legislation.

Minutes prepared by the Town Clerk