

Cinque Port Town of New Romney



Mrs C. Newcombe
Town Clerk
and
Responsible Financial Officer

Town Clerk's Office
Town Hall
New Romney
Kent TN28 8BT

Tel: New Romney 01797 362348

Ref: CN/3005

28th April 2021

THE ANNUAL MEETING OF NEW ROMNEY TOWN COUNCIL –
INCORPORATING ROUTINE FULL COUNCIL BUSINESS FOR MAY 2021 -
WILL BE HELD REMOTELY ON WEDNESDAY 5TH MAY 2021 AT 6.45 PM.

Members of the public are welcome to follow this meeting live.

Signed:

C Newcombe

Mrs. Catherine Newcombe
Town Clerk and Responsible Financial Officer

Email: town.clerk@newromney-tc.gov.uk

PLEASE NOTE: *The afore-mentioned meeting will be held remotely and will commence at 6.45pm.*

Members of Public are welcome to join this Zoom Meeting live using the following link:

Join Zoom Meeting

<https://zoom.us/j/97386142342?pwd=VXF6empmdDdZWmxwMGkzTFk5cUhFQT09>

Meeting ID: 973 8614 2342

Passcode: 287319

PUBLIC PARTICIPATION AT VIRTUAL TOWN COUNCIL MEETINGS

1. Who can participate in a New Romney Town Council meeting?

All Members of the Public may follow the Council meeting live via Zoom using the published invitation link. As well as members of the Council (or relevant Council Committee) and Council Officers participating remotely in the meeting, a maximum of TWO members of public may also participate remotely by submitting a question at a meeting. The question must relate to a matter affecting the parish of New Romney and/or its residents. Each submission must last no longer than 3 minutes in total.

Due to current remote working practices, any such question can be delivered by way of a written statement to be submitted by email by midday on the day of the Council meeting - to be read out by the Clerk during the meeting. The question submitted should be mindful of the 3 minute speaking time available. The reading of the question will allow for any mid-sentence delivery to be completed before being stopped at the three minute deadline. If any Member of Public does not have access to email, a question can be submitted by a representative on their behalf.

Any such questions should be emailed to:

town.clerk@newromney-tc.gov.uk by midday on the day of the Council meeting.

2. How and when do I have to let the council know that I want to participate?

You will need to give written notice (via email) that you would like to participate by 3pm on the Friday before the meeting, providing your name and contact details and a summary of what your question subject will be. No late notifications can be accepted.

3. What happens if more than two local residents want to participate by submitting questions to the Council?

The system will operate on the basis of “first come, first served” as identified by the Clerk. You will be notified as soon as possible after your ‘notification of wish to participate’ has been received as to whether or not you will be able to participate virtually (by the reading of your submission).

4. What will happen at the Council meeting?

Your question will be read aloud by the Clerk during the agenda item: Public Questions. If it is possible for the Chairman to provide a response to your question at the meeting, he/she will do so. If it is not possible to

provide a response at that time, a response will be provided in writing – usually within 28 days of the meeting taking place.

Agendas and reports for meetings will be available at least 3 working days and usually 7 weekdays before the date of the meeting on the Town Council website. Any supplementary sheets will be available the day before the meeting and can be viewed at www.newromney-tc.gov.uk

THE LAWS OF LIBEL AND SLANDER

- These laws are very strict.
- If, in public, you say something about a person that is not true, even if you believe it to be true, you may be sued and have to pay compensation. Therefore, you need to be very careful about any criticism you wish to make of people in any written submission.
- Councillors are able to speak more freely and bluntly while in Council or Committee meetings than members of the public.
- You, as a member of the public, do not have the same protection.

**ANNUAL MEETING OF NEW ROMNEY TOWN COUNCIL
WEDNESDAY 5TH MAY 2021 AT 6.45PM**

PRAYERS led by the Mayor's Chaplain

AGENDA

- 1. ELECTION OF COUNCIL CHAIRMAN & TOWN MAYOR:**
To elect the Chairman of New Romney Town Council and Town Mayor for the ensuing civic year.
- 2. ELECTION OF COUNCIL VICE-CHAIRMAN & DEPUTY TOWN MAYOR:**
To elect the Vice-Chairman of New Romney Town Council and Deputy Mayor for the ensuing civic year.
- 3. APOLOGIES:**
To receive the apologies of Councillors unable to attend and approve reasons for absence.
- 4. DISPENSATION TO PARTICIPATE:**
To receive and note any applications granted by the Town Clerk, on behalf of the Town Council, for dispensation to participate in Meetings of New Romney Town Council.
- 5. DECLARATIONS OF INTEREST:**
Councillors to declare any Disclosable Pecuniary Interests or Other Significant or Personal Interests they may have in items on the agenda this evening.
- 6. CONFIRMATION OF SERGEANTS-AT-MACE:**
Town Clerk to confirm continuation in post of Town Sergeant and Mayor's Sergeant for the ensuing civic year.
- 7. CONFIRMATION OF MAYOR'S CHAPLAIN:**
Town Mayor to confirm acceptance of role of Mayor's Chaplain for the ensuing civic year.
- 8. ADJOURNMENT OF MEETING:**
To consider formal adjournment of the meeting of the Council for a maximum period of fifteen minutes to allow for an allocated public session.

7. PUBLIC QUESTIONS:

Members of the public may put questions to the Chairman of the Council for a period of fifteen minutes regarding matters to do with the town of New Romney and its coastal areas of Littlestone and Greatstone, including items on the agenda. Any Councillors who have declared an “Other Significant Interest” in matters to be discussed at this meeting will also have the opportunity to speak within the session set aside for public participation, in accordance with the Town Council’s Code of Conduct Item 5(3)(b), which reads as follows:

“ Where you have an Other Significant Interest in any business of the Authority, you may... make representations, answer questions or give evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose.”

8. RE-CONVENING OF MEETING:

To formally re-convene the meeting of the Council.

9. MINUTES (Encs*):

(i) To approve the minutes of the **Full Council Meeting** held on **14th April 2021** (Attached hereto*).

(ii) To approve the minutes of an **Especial Full Council Meeting** held on **22nd April 2021** (Attached hereto*).

10. MAYOR’S REPORT AND COMMUNICATIONS (Encs*):

To receive and note the report of the Mayor:

- Any Communications received by or for the Mayor

11. TOWN CLERK’S REPORT (Encs*):

To receive and note the Town Clerk’s report (Attached hereto*).

12. STANDING ORDER No.14:

The Mayor to consider any questions raised by Councillors, of which proper notice has been given (three working days minimum).

13. STANDING COMMITTEES (Encs*):

To receive and note the minutes of the following Standing Committee meetings and resolutions detailed therein and to ratify any recommendations also detailed therein, if required:

(i) Planning and Environment Committee

Meeting held on 21st April 2021 (Enclosed herewith*)

- 14. TOWN CLERK'S FINANCIAL REPORTS FOR 2020-21(Encs*):**
To consider final payments and receipts and bank reconciliations for March 2021, if available.
- 15. CONFIRMATION OF TOWN COUNCIL STANDING COMMITTEES FOR 2021-22 (Encs*):**
- (i)(a)** To approve the composition of the Planning and Environment Committee for 2021-22.
- (b)** To appoint the Chairman of the afore-mentioned Committee for 2021-22
- (c)** To appoint the Vice-Chairman of the afore-mentioned Committee for 2021-22.
- (ii)(a)** To approve the composition of the Finance & General Purposes Committee for 2021-22.
- (b)** To appoint the Chairman of the afore-mentioned Committee for 2021-22.
- (c)** To appoint the Vice-Chairman of the afore-mentioned Committee for 2021-22.
- (iii)(a)** To appoint Members to the Personnel Panel in accordance with Terms of Reference for the Committee.
- (b)** To appoint the Chairman of the afore-mentioned Committee.
- 16. REPRESENTATIVES ON OUTSIDE BODIES (Encs):**
To appoint Town Council representatives on Outside Bodies for 2021-22.
- 17. BANK SIGNATORIES:**
To re-confirm authorised bank signatories for 2021-22.
- 18. INTERNAL FINANCE CHECKS:**
To appoint two Council Members who are not authorised bank signatories to undertake routine monthly finance checks in accordance with adopted Town Council procedures.
- 19. WORKING PARTIES (Encs):**
- (i)** To confirm continuation and composition of Town Council Working Parties reporting to Full Council:
- Litter Strategy Working Party
 - Dementia Working Party
 - Climate Emergency Working Party
 - Accessibility Working Party
 - Emergency Plan Working Party

20. EXCLUSION OF PUBLIC AND PRESS:

To consider exclusion of public and press in accordance with Standing Order No.34 (a), which states that *'in view of the special and confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded [from the meeting] and they are instructed to withdraw'* due to the fact that the following agenda items relate to legal matters.

21. ON-GOING MATTERS:

To consider any updates or additional information and/or progress on any on-going legal matters (Confidential report to follow if appropriate) and to take any action thereon as may be deemed necessary.

22. PERSONNEL MATTERS:

To receive and note any report regarding Personnel Matters (Confidential report to follow if appropriate) and take any such action as may be deemed necessary thereon.

23. LAND AND TENANCY MATTERS:

To consider matters pertaining to Town Council Land and Tenancies (confidential report to follow if appropriate) and take any such action as may be deemed necessary thereon.

- Allotment Gardens Tenancy

24. CONCLUSION OF PRIVATE SESSION:

To consider concluding private session, if appropriate.

MINUTES

of

A Remote Meeting of New Romney Town Council

Held on Wednesday 14th April 2021

Commencing at 6.45pm

PRESENT: The Right Worshipful the Mayor of New Romney,
Councillor Paul Thomas

Town Ward:

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

Coast Ward:

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

In Attendance:

Town Clerk	-	Mrs C Newcombe
Finance Clerk	-	Mrs C T Morris
Members of Public	-	0

IN THE CHAIR

The Mayor – Councillor P Thomas

PRAYERS

One minute's silence was observed in recognition of the death of Prince Philip, the Duke of Edinburgh, followed by prayers led by Councillor Thomas in the absence of the Mayor's Chaplain.

The business of the Council then commenced @ **6.50PM**

535/2020-21 APOLOGIES FOR ABSENCE

Apologies were received and noted, as follows:

Councillor Ms Nevard	-	due to technical issues (late)
Councillor Carey	-	due to technical issues (late)
Councillor Mrs Rolfe	-	who was recuperating following an accident

And it was:

PROPOSED BY: Councillor Picco

SECONDED BY: Councillor Mrs Lonbay Kapoor

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

536/2020-21 DISPENSATION TO PARTICIPATE

It was reported that no new applications for Dispensation to Participate had been received.

537/2020-21 DECLARATIONS OF INTEREST

@ **6.53PM** 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 refs: 549/2020-21 and 551/2020-21 refer)

@7.21PM Councillor Ms Nevard declared a Personal Interest in respect of any matters relating to the Community Hall and Sports Pavilion project due to her membership of the Tax Payers' Alliance. (Minute ref: 546/2020-21 refers)

538/2020-21 REPORT OF THE KENT COUNTY COUNCILLOR

The report of the Kent County Councillor, which included updates regarding the coronavirus pandemic, the activities of the Romney Marsh Partnership and Active Travel, was duly received and noted.

@**6.56PM** Councillor Ms Nevard joined the meeting.

539/2020-21 REPORTS OF THE DISTRICT COUNCILLORS

Councillor Wimble's District Councillor Report, which referred to meetings attended, Ward grants and tourism, was duly received and noted with questions first having been put and answered.

Councillor Mrs Rolfe's written report was duly received and noted in her absence.

540/2020-21 ADJOURNMENT OF MEETING

It was not necessary to adjourn the meeting as no public questions or statements had been received in writing.

541/2020-21 PUBLIC QUESTIONS

None.

542/2020-21 RE-CONVENING OF MEETING

Not applicable.

543/2020-21 MINUTES

The Chairman presented the minutes of the **Full Council meeting** held on **17th March 2021**, copies of which had been previously circulated to all Councillors and it was:

PROPOSED BY: Councillor Miss Hiscock

SECONDED BY: Councillor Coe

RESOLVED – that the minutes of the Full Council meeting held on 17th March 2021 be approved and signed as a true and correct record.

Councillors Ms Nevard and Davies abstained from voting as they had not been present at the afore-mentioned meeting.

The afore-mentioned minutes are to be signed by the Chairman at the first available opportunity following this remote meeting.

544/2020-21 MAYOR'S REPORT AND COMMUNICATIONS

A Mayor's report regarding civic engagements attended was not available on this occasion due to restrictions relating to the national health emergency resulting in no civic events currently being organised.

545/2020-21 TOWN CLERK'S REPORT

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

Actions completed since the Full Council meeting held on 17th March 2021

1) Upon receipt of relevant contacts for / links to Dementia Support and information from the **Dementia Planning Working Party**, these will be published on the Town Council website and in Town Council noticeboards where possible. Arrangements are in hand to add the strapline 'Working towards becoming a Dementia-Friendly Council' to the Town Council website home page.

2) The Council now having formally reviewed **Standing Orders, Financial Regulations and Appendices**, these have been re-dated and replacement of those published on the Town Council website is currently in hand.

3) Notice of the **Annual Town Meeting** has been published on the Town Council website and Facebook page and is due to be published in the next edition of The Looker. Notice of the re-scheduled Annual Meeting of the Town Council, which is now due to be held remotely

Additional Items of Report:

1) Installation of bollards around the perimeter of **St. Martin's Field** is nearing completion. It is pleasing to report that this project has been receiving positive feedback from local residents.

2) Notification has been received to confirm that legislation permitting the holding of **remote Town Council meetings** will not be carried forward after 6th May 2021. Therefore, the next meetings of the Town Council and its committees after the remote Annual

Council Meeting on 5th May 2021, will take place from June 2021 at the Assembly Rooms with all social distancing and hand hygiene measures remaining in place. Councillors will be provided with clear visors for ease of communication as face coverings will still be required inside the building.

3) **Clearance and renovation of the Eastern Sewer** (ditch to the southerly edge of the Sports Field) has now been completed by Kent Wildlife Trust, resulting in much improved flow and habitat.

This concludes the Town Clerk's report.

Town Clerk

29th March 2021

Further Items of Report:

The Clerk then further reported that a letter of condolence in respect of the death of Prince Philip, the Duke of Edinburgh had been sent to the appropriate Royal Representative on behalf of the Town Council and that the Cinque Ports Confederation had also sent an official letter of condolence on behalf of all of the Cinque Ports Towns.

It was also confirmed that two new Council Members had been elected uncontested and that respective Declarations of Acceptance of Office had been signed in the presence of the Clerk.

@**7.06PM** Councillor Carey joined the meeting.

@**7.10PM** approximately, KCC Councillor Hills left the meeting.

546/2020-21 CAPITAL PROJECTS REPORT

The written Community Hall and Sports Pavilion Project Update Report was duly received and noted in the absence of Councillor Mrs Rolfe.

547/2020-21 STANDING ORDER NO.14

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

548/2020-21 STANDING COMMITTEES

(i) Councillor Mrs Metcalfe presented the minutes of the **Personnel Panel** meeting held on **18th March 2021**, which were duly received and noted.

(ii) Councillor Tillson presented the minutes of the Finance & General Purposes Committee meeting held on 24th March 2021 and, noting that there had been a correction under minute reference 517/2020-21 to record the decision as a recommendation and not a resolution, since the project amounted to a capital project in excess of £5,000, the minutes were duly received and noted and it was:

PROPOSED BY: Councillor Rev Cn McLachlan

SECONDED BY: Councillor Coe

RESOLVED – that recommendations made under minute reference 517/2020-21 be hereby approved.

Councillor Thomas presented the minutes of the **Planning and Environment Committee** meeting held on **10th March 2021**, which were duly received and noted.

549/2020-21 TOWN CLERK'S FINANCIAL REPORTS

The Clerk presented final payments and receipts and final bank reconciliation for the month of **February 2021**, which were duly received and noted.

550/2020-21 COUNCIL REPRESENTATIVES' REPORTS

Written reports regarding the activities of the following organisations were duly received and noted:

- KALC (Kent Association of Local Councils)

551/2020-21 TOWN CLERK'S FINANCIAL REPORTS cntd

(i) Having recognised that the formal approval of the Finance Reports for February 2021 had been overlooked, it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Mrs Metcalfe

RESOLVED – that order of business be interrupted to return to consideration of the finance reports for February 2021.

(ii) Having duly considered the financial report for February 2021, it was:

PROPOSED BY: Councillor Picco

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY - that the Town Clerk's Financial Report for February 2021 be received and approved.

Payments and receipts for the month of **February 2021** being in the amounts as detailed below:

February 20201 Payments: £9,058.51 Receipts: £3,307.98

552/2020-21 WORKING PARTY REPORTS

The written reports of the following Working Parties were duly received and noted:

- Accessibility Working Party
- Climate Change and Ecology Working Party
- Litter Strategy Working Party

553/2020-21 TOWN SQUARE REVIEW

Having duly considered the need to move to a more formal arrangement with local traders who wish to utilise Town Council land in New Romney High Street known as Town Square (Cinque Ports Place) and to improve the space for the benefit of all users, it was:

PROPOSED BY: Councillor Tillson

SECONDED BY: Councillor Picco

RESOLVED UNANIMOUSLY – that the Town Clerk and the Chairman of the Council, Councillor Thomas, prepare a Paper outlining potential for change in respect of Town Square, to be presented to the Finance & General Purposes Committee for consideration at a future meeting of the Committee.

@8.09PM Councillor Ms Nevard left the meeting due to technical issues.

554/2020-21 REMOTE MEETINGS – CALL FOR EVIDENCE

Having considered the most appropriate method for submitting a response to the afore-mentioned consultation in order to be able to present the most rounded perspective of the Council, it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Picco

RESOLVED UNANIMOUSLY – that a remote Zoom meeting be set up, inviting all Councillors to participate in reviewing and amending draft responses as deemed appropriate and to submit the final responses electronically.

@8.20PM Councillor Ms Nevard re-joined the meeting.

It was confirmed that a Zoom meeting would be arranged to take place on Thursday 22nd April 2021 at 10.00am and agreed that any Members who would like to attend but were unable to do so should submit any comments to the Council Chairman in order that they may be taken into account in composing the Town Council response.

555/2020-21 FUNDING REQUEST

(i) Members duly considered a request for installation of permanent security fencing to the rear of the Old Community Hall, Station Road, which is used as a nursery school facility, for the safety of children attending when engaging in outdoor play. It was noted that a safe and secure outdoor environment was now even more important in light of the coronavirus pandemic and the general consensus was that, as this was a Town Council property, the Town Council should take responsibility for installing security fencing. Therefore, it was:

PROPOSED BY: Councillor Wimble

SECONDED BY: Councillor Rivers

RESOLVED UNANIMOUSLY – that (i) New Romney Town Council take over the fencing project; (ii) Quotation 1 in the amount of £3,600.00 plus VAT be accepted; (iii) a project budget be set in the maximum amount of £4,250 [including contingency]; (iv) the balance of the Precept Reserve Fund be first used to fund this project, and the Reserve Fund then be formally closed, with the remainder of project costs being allocated to the Capital Reserve Fund and (v) the Clerk be authorised to settle all relevant invoices, when received, and having first ascertained that all is in order.

@8.40PM during consideration of this item, Councillor Tillson left the meeting.

@8.50PM Councillor Lonbay Kapoor left the meeting.

556/2020-21 RURAL MARKET TOWNS ORGANISATION

Having duly considered potential benefits of subscribing to the aforementioned organisation, it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Rev Cn McLachlan

- That New Romney Town Council join Rural Market Town Group for the free trial period and review benefits of membership prior to end of September 2021.

A vote ensued, the outcome of which was as follows:

FOR	3
AGAINST	9
ABSTAIN	1

The motion was, therefore, lost, resulting in the Council declining to subscribe to the afore-mentioned organisation.

@8.56PM Councillor Tillson re-joined the meeting.

557/2020-21 EXCLUSION OF PUBLIC AND PRESS

@8.57PM having duly considered the nature of matters to be discussed, it was:

PROPOSED BY: Councillor Hardy

SECONDED BY: Councillor Miss Hiscock

RESOLVED UNANIMOUSLY – that due to the sensitive nature of information about to be considered, which may serve to identify one or more individuals and is therefore deemed to be protected data, it is advisable in the public interest that the Public and Press be temporarily excluded and they are now instructed to withdraw.

There were no members of public or press present at the meeting.

558/2020-21 ON-GOING MATTERS

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

559/2020-21 PERSONNEL MATTERS

The Clerk confirmed that the listed agenda item had now been resolved so there was now nothing to report.

560/2020-21 LAND AND TENANCY MATTERS

Having duly considered issues pertaining to an allotment garden tenancy which involved use for group activities, it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Wimble

RESOLVED UNANIMOUSLY – that dispensation for Allotment Plot [*] to be used by the Tenant for anything other than personal use be withdrawn with immediate effect.

* Allotment Plot Number identified to those present.

Noting an existing caveat that required removal of a summerhouse/over-sized shed should group activities/community use cease for any reason, further discussion ensued and it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Wimble

RESOLVED – that the Tenant be requested to remove the summerhouse / over-sized shed and, if [he] so wishes, replace it with a shed of Council approved size; this to be actioned within 28 days of receipt of the relevant letter.'

Councillors Ms Nevard and Rev Cn McLachlan voted against the motion and requested that their votes be recorded.

561/2020-21 CONCLUSION OF PRIVATE SESSION

@21.33PM it was:

PROPOSED BY: Councillor Hardy

SECONDED BY: Councillor Picco

RESOLVED UNANIMOUSLY – that private session be hereby concluded.

The Chairman thanked the Councillors and Clerks for their attendance and the meeting then concluded **@ 9.34PM.**

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

MINUTES
of
A Remote Especial Meeting of New Romney Town Council
Held on Thursday 22nd April 2021
Commencing at 1.30pm

PRESENT: The Deputy Mayor of New Romney, Councillor Mrs Pip Metcalfe

Town Ward:

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

Coast Ward:

Councillors: Miss J Hiscock, R Tillson, P Coe and J Picco

In Attendance:

Town Clerk	-	Mrs C Newcombe
Members of Public	-	0

IN THE CHAIR

The Deputy Mayor – Councillor Mrs P Metcalfe

The business of the Council commenced @ **1.30PM**

576/2020-21 APOLOGIES FOR ABSENCE

Apologies were received and noted, as follows:

Councillor Ms Nevard	-	For personal reasons
Councillor Carey	-	For personal reasons
Councillor Mrs Rolfe	-	For personal reasons
Councillor J Rivers	-	Who was attending another meeting

And it was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Rev Cn McLachlan

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

577/2020-21 DISPENSATION TO PARTICIPATE

It was reported that no new applications for Dispensation to Participate had been processed.

578/2020-21 DECLARATIONS OF INTEREST

@ **1.34PM** Councillor Rev Cn McLachlan declared a DPI (Disclosable Pecuniary Interest) in respect of matters pertaining to the proposed

residential development to the rear of Station Road Sports Field, advising that she had been granted Dispensation to Participate and Vote in respect of this matter. (Minute ref: 549/2020-21 and 551/2020-21 refers)

579/2020-21 EXCLUSION OF PUBLIC AND PRESS

@1.35PM having duly considered the nature of matters to be discussed, it was:

PROPOSED BY: Councillor Miss Hiscock

SECONDED BY: Councillor Picco

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

There were no members of public or press present at the meeting.

580/2020-21 ON-GOING MATTERS

Having duly considered the details pertaining to a Variation Agreement which related to the Contract of Sale for land to the rear of Station Road, it was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Rodriguez

RESOLVED UNANIMOUSLY – that the Variation Agreement be approved as presented and signed by the Proper Officer [in the presence of the Chairman and Vice-Chairman of the Council] and the exchange of the afore-mentioned document be effected via the Town Council's appointed solicitor.

581/2020-21 CONCLUSION OF PRIVATE SESSION

@1.48PM it was:

PROPOSED BY: Councillor Mrs Metcalfe

SECONDED BY: Councillor Tillson

RESOLVED UNANIMOUSLY – that private session be hereby concluded.

The Chairman thanked the Councillors and Clerk for their attendance and the meeting then concluded **@ 1.49PM.**

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

From: [REDACTED], M.V.O.
Assistant Private Secretary to HRH The Duke of Edinburgh



BUCKINGHAM PALACE

19th April, 2021

Dear Councillor Thomas,

Thank you very much for your letter and message of condolences following the announcement of the death of The Duke of Edinburgh at Windsor Castle on Friday, 9th April. I have passed on your condolences to Her Majesty The Queen.

We are immensely saddened this day has now arrived, but we have taken some consolation from the many warm tributes to Prince Philip, reflecting the broad span of His Royal Highness's endeavours and interests both in this country and further afield.

Thank you again for your kind thought in writing at this particularly sad time, it is much appreciated.

Yours Sincerely

[REDACTED]

Councillor Paul Thomas
The Right Worshipful the Mayor of New Romney Town Council

BUCKINGHAM PALACE, LONDON, SW1A 1AA
TELEPHONE: 020 7930 4832

AGENDA ITEM 11

TOWN CLERK'S REPORT – MAY 2021

Actions completed since the Full Council meeting held on 14th April 2021

- 1) A Working Party meeting took place on Thursday 22nd April for the purpose of preparing and submitting a final corporate Town Council response to the **Call for Evidence in respect of Remote Town Council meetings**.
- 2) The proprietor of the Baby Seashells Nursery School has been advised that the Town Council will take on the project to install **security fencing** to the rear of the Old Community Hall in Station Road in order to provide a safe and secure outdoor play area for the children attending the facility. Matters are in hand to progress this project.
- 3) The matter of preparing a paper to present to Council in respect of formalising arrangements for use of **Town Square** is in hand.
- 4) Confirmation has been provided to '**Rural Market Towns**' that the Town Council has declined to subscribe to this organisation at the present time.

Additional Items of Report:

- 1) Following recent installation of **bollards around the perimeter of St. Martin's Field**, works have been undertaken by a third party organisation / authority to repair areas of adjacent public footpath. Regrettably, this has resulted in tar being sprayed over the new bollards. Enquiries are currently in hand to establish which organisation is responsible for the recent footpath repairs in order that this matter can be rectified urgently.

This concludes the Town Clerk's report.

Town Clerk

27th April 2021

225

MINUTES

of

A Remote Meeting of the Planning and Environment Committee
Held on Wednesday 21 April 2021
Commencing at 6.45pm

PRESENT:

Councillors: P D Thomas, J Picco, P J Coe, Mrs P Metcalfe, R Tillson
and Ms W Nevard

In the Chair: Councillor Thomas (Chairman)

In Attendance:

Planning Clerk	-	Mrs M Worf
Town Clerk	-	Mrs C Newcombe
Councillor J E Davies	-	Observing
Councillor P W Carey	-	Observing
One Member of the Public		

562/2020-21 APOLOGIES

There were no apologies for absence.

563/2020-21 DISPENSATION TO PARTICIPATE

It was reported that no new applications for Dispensation to Participate had been received.

564/2020-21 DECLARATIONS OF INTEREST @ 6.51pm

Councillor Tillson declared a personal interest in planning application 21/0747/FH as the applicant is known to him.

565/2020-21 ADJOURNMENT OF MEETING

It was not necessary to adjourn the meeting as no members of the public were present and no questions had been received in writing.

566/2020-21 PUBLIC QUESTIONS

No public questions had been received.

567/2020-21 RE-CONVENING OF MEETING

Not applicable.

568/2020-21 **MINUTES****Minutes of the Meeting Held on 31 March 2021**

Having duly considered the afore-mentioned Minutes it was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Picco and

RESOLVED – That the Minutes of the Meeting held on 31 March 2021, a copy of which had been previously circulated to all Councillors, be signed as a true and correct record.

569/2020-21 **PLANNING CLERK'S REPORT**

The Planning Clerk's report, a copy of which had been previously circulated, was received and noted.

570/2020-21 **SCHEDULE OF PLANNING APPLICATIONS**

It was

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Tillson and

RESOLVED UNANIMOUSLY – That the observations and recommendations as under be submitted to Folkestone and Hythe District Council.

<u>Application No.</u>	<u>Description and Location</u>
(i) <u>21/0623/FH</u>	6 Orchard Drive, Littlestone, New Romney
	Fell two Silver Birch (T4 and T5) subject of TPO No 4 of 1985 and 2.5 overall crown reduction of three Silver Birch (T1, T2 and T3) subject of TPO No 1 of 2019.
<u>RECOMMENDATION:</u>	NO OBJECTION to felling of Silver Birch Trees (T4 and T5). NO OBJECTION to crown reduction of Silver Birch Trees (T1, T2 and T3) <u>SUBJECT TO</u> agreement of FHDC Tree Officer and any crown reduction works carried out in accordance with British Standard 3998:2010 Tree Work – Recommendations.
<u>Voting:</u>	
For Application:	6
Against Application:	0
Abstained:	0

(ii) 21/0727/FH6 Varne Mews, Coast Drive, Greatstone,
New RomneyErection of a rear and side single storey
extension.

Re-submission of 20/2056/FH

RECOMMENDATION:**RECOMMEND REFUSAL –****Contravenes Policies Hb1 and HB8****Voting:****For Application: 0****Against Application: 5****Abstained: 1**(iii) 21/0747/FHSandbanks, Coast Road, Littlestone,
New RomneyConversion of the existing care home to
13 No one and two bed residential flats,
erection of a new building to contain 6
No one and two bed residential
flats and associated landscaping works.
Resubmission of 20/0690/FH.**RECOMMENDATION:****RECOMMEND REFUSAL –****Contravenes Policy HBN11, ie a****Viability Report has not been****provided; evidence of marketing has
not been provided.****The previously raised loss of rooms
discrepancy has not been addressed.****Voting:****For Application: 1****Against Application: 5****Abstained: 0****NB** Councillor Tillson voted in favour of the application and
requested his vote be recorded.**571/2020-21 ANY FURTHER APPLICATIONS RECEIVED**

It was

PROPOSED BY: Councillor Tillson**SECONDED BY:** Councillor Mrs Metcalfe and**RESOLVED UNANIMOUSLY – That the additional planning
applications received since issue of the Agenda be discussed
and voted upon as applicable and observations made submitted to
Folkestone and Hythe District Council as under.**

<u>Application No.</u>	<u>Description and Location</u>
(i) <u>21/0779/FH</u>	19 Meehan Road, Greatstone, New Romney
	Demolition of existing garage, kitchen and rear porch and removal of chimney. Erection of side and rear extension consisting of new garage and erection of new front porch. Re-submission of 20/1955/FH.
<u>RECOMMENDATION:</u>	NO OBJECTION
<u>Voting:</u>	
For Application:	6
Against Application:	1
Abstained:	1
(ii) <u>21/0796/FH</u>	16 Priory Close, New Romney
	Build a new porch and a new full width single storey rear extension.
<u>RECOMMENDATION:</u>	NO OBJECTION
<u>Voting:</u>	
For Application:	6
Against Application:	0
Abstained:	0

@ 7.40 approx the member of the public left the meeting.

572/2020-21 **SCHEDULE OF LICENCE APPLICATIONS**

There were no licence applications for consideration.

573/2020-21 **FOLKESTONE & HYTHE DISTRICT COUNCIL REPORTS/DECISIONS/MATTERS**

Delegated Decisions

The delegated decisions for the periods ending 18, 25 and 31 March and 8 April 2021, details of which had been previously circulated, were received and noted by Members present.

574/2020-21 **PLANNING APPLICATIONS – MAY 2021**

The Planning Clerk advised that due to no Town Council meetings being held in May 2021, whilst the Planning and Environment Committee had delegated authority to consider planning applications under abnormal conditions, ie Covid pandemic, confirmation was sought that applications received between 22 April and 12 May 2021 be considered under such authority. The next meeting of the Planning and Environment Committee was scheduled to be held on 2 June 2021.

Following discussion it was

PROPOSED BY: Councillor Tillson

SECONDED BY: Councillor Picco and

RESOLVED UNANIMOUSLY – That planning applications received between 22 April and 12 May 2021 be considered under delegated authority.

575/2020-21 **ENVIRONMENTAL MATTERS**

No written reports had been received.

The Meeting Concluded at 7.54pm

Minutes prepared by the Planning Clerk

AGENDA ITEM 14

New Romney Town Council

Bank Reconciliation as at 31st March 2021

						<u>Amount (£)</u>
Opening Balance as at 1 April 2020						1,035,590.24
<u>Add</u>	Receipts to 31st March 2021					444,480.22
Sub Total						1,480,070.46
<u>Subtract</u>	Payments to 31st March 2021					223,110.03
Closing Balance as at 31st March 2021						1,256,960.43

Met By:

National savings Income Bond			651,453.00
Nat West Business Reserve Account Balance at 31st March 2021			482,937.79
Lloyds Bank Business Account Balance at 31st March 2021			55,701.35
Unity Trust Account Balance at 31st March 2021			67,865.83
Nat West Current Account Balance at 31st March 2021		500.00	
Less	Outstanding Cheques/Transfers	1,497.54	
Plus	Outstanding Credits/Lodgements	0.00	-997.54
Total Bank Balance as at 31st March 2021			1,256,960.43

Outstanding Cheques/Transfers:

	Chq No	Amount (£)	Difference	0.00
	189	80.20	Outstanding Lodgements:	
	195	54.00		
	300024	829.50		Amount (£)
	300025	60.00		
	M/C	9.29		
	M/C	37.86		
	M/C	426.69		
	Total	1,497.54	Total	0.00

Prepared By: C T Morris BSc (Hons) MAAT - 19th April 2021

New Romney Town Council										
List of Receipts (inc. VAT) - March 2021										
3.3.21	Baby Seashells	509	200.00	Community Hall/Nursery - Rent						
1.3.21	MPFA	S/O	100.00	Maude Pavilion & Sports Field - Rent						
5.3.21	Employee re: Kent Pension Fund	FPI	94.26	Personnel - Pension contributions						
22.3.21	Allotment Tenant	FPI	148.00	Allotments - Deposit & Rent						
22.3.21	Hut & Winch Tenant	FPI	130.00	Hut & Winch Site - Rent						
22.3.21	Allotment Tenant	FPI	38.00	Allotments - Rent						
22.3.21	Allotment Tenant	FPI	54.00	Allotments - Rent						
22.3.21	Allotment Tenant	FPI	54.00	Allotments - Rent						
23.3.21	Hut & Winch Tenant	FPI	130.00	Hut & Winch Site - Rent						
23.3.21	Allotment Tenant	FPI	38.00	Allotments - Rent						
24.3.21	Hut & Winch Tenant	FPI	130.00	Hut & Winch Site - Rent						
24.3.21	Allotment Tenant	FPI	54.00	Allotments - Rent						
26.3.21	Allotment Tenant	FPI	38.00	Allotments - Rent						
26.3.21	Allotment Tenant	FPI	54.00	Allotments - Rent						
26.3.21	Allotment Tenant	FPI	54.00	Allotments - Rent						
26.3.21	Hut & Winch Tenant	FPI	130.00	Hut & Winch Site - Rent						
26.3.21	Allotment Tenant	FPI	54.00	Allotments - Rent						
26.3.21	Hut & Winch Tenant	FPI	130.00	Hut & Winch Site - Rent						
26.3.21	Hut & Winch Tenant	FPI	130.00	Hut & Winch Site - Rent						
29.3.21	Hut & Winch Tenant	FPI	130.00	Hut & Winch Site - Rent						
29.3.21	Hut & Winch Tenant	FPI	130.00	Hut & Winch Site - Rent						
29.3.21	Allotment Tenant	FPI	54.00	Allotments - Rent						
29.3.21	Wing Surf Limited	FPI	100.00	The Greens (Hardstanding) - Rent						
31.3.21	Allotment Tenant	FPI	54.00	Allotments - Rent						
30.3.21	Roger DeHaan Charitable Trust	Cheque	25000.00	Community Hall/Sports Pavilion Grants & Donationss Reserve Fund						
8.3.21	Shaw Rabson	510	579.80	Town Hall House - Net rent						
29.3.21	HMR&C	511	10722.41	VAT reclaimed						
5.3.21	National Westminster NSIB	444	5.00	Capital Proj Inc Expsns Reserve/Bank & Investment Interest						
31.3.21	National Westminster	444	4.29	Bank & Investment Interest						
	Total		38539.76							

Prepared By: C T Morris BSc (Hons) MAAT

16th April 2021

New Romney Town Council 2020/2021 Payments March 2021			Final																									Plan ning	
				Personnel Panel				F&GP Committee									Amenities Committee												
Date	Payee	Ref:	Total		Admin Salaries	Care -taking Salaries	Paye, NI & Student Loan	Misc & Pensions	Town Hall	Town Hall House	Mayor's Allow	Print & Stat	Petty Cash	Office Equip	Admin & Misc	Reserve Funds	VAT	Sports Field & Maude	Fairfield Rd Rec	Allot -ments	The Greens	Flag staff	Ass Rooms	Comm Hall	Misc	Plan -ning			
			198396.32		48785.14	17123.00	12567.73	21694.68	9709.09	107.71	0.00	21.00	1300.00	1948.28	35902.27	23520.14	11082.81	719.50	2086.09	2417.58	3020.98	680.00	5537.82	150.00	22.50	0.00			
3.3.21	Kent Pension Fund M11	F/P	2324.83	c				2324.83																					
3.3.21	H M Revenue & Customs M11	F/P	1306.67	c			1306.67																						
3.3.21	The Computer People Ltd	9798	120.00	c											100.00		20.00												
3.3.21	M Coleman Arboricultural Service	9799	496.46	c													82.74		118.00	75.72	165.00	55.00							
3.3.21	Cancelled spoiled	9800	0.00	-																									
3.3.21	Swale Heating Ltd	9801	226.00	c													37.67						188.33						
3.3.21	B E Ames Ltd	9802	820.80	c													136.80	165.00						519.00					
3.3.21	Cancelled spoiled	9803	0.00	-																									
3.3.21	Commercial Services Trading Ltd	9804	75.02	c													4.17		35.43		35.42								
3.3.21	The Looker Newspaper Ltd	9805	630.00	c											525.00		105.00												
23.3.21	Zurich Municipal	0190	7328.04	c											7269.19		58.85												
23.3.21	British Telecommunications plc	0191	213.24	c											177.70		35.54												
23.3.21	Commercial Services Trading Ltd	0192	82.61	c													13.77		34.42		34.42								
23.3.21	Rolfes DIY LLP	0193	403.92	c					116.63						203.45		67.34						16.50						
23.3.21	Cash	0194	300.00	c									300.00																
24.3.21	Ashe Alarms Ltd	0195	54.00														9.00						45.00						
25.3.21	H M Revenue & Customs M12	F/P	1414.19	c			1414.19																						
31.3.21	Kabloom (re-imburement)	300024	829.50								829.50																		
30.3.21	The Looker Newspaper Ltd	300025	60.00												50.00		10.00												
15.3.21	Salaries M12	F/P	6632.32	c	4641.35	1976.75									14.22														
16.3.21	Unity Trust Bank	055	6.00	c											6.00														
31.3.21	Unity Trust Bank	055	18.00	c											18.00														
31.3.21	National Westminster Bank	512	75.00	c											75.00														
9.3.21	Amazon Business	M/C	9.29										7.74				1.55												
8.3.21	Amazon Business	M/C	37.86								31.54						6.32												
9.3.21	MAP UK	M/C	426.69													355.57	71.12												
23.3.20	Cheque CxD (uncashed)	9732	-5.00	£												-5.00													
29.3.21	Veolia ES(UK) Plc	D/D	62.83	c					52.36								10.47												
31.3.21	British Gas	D/D	206.04	c					196.23								9.81												
31.3.21	British Gas	D/D	429.40	c													71.56						357.84						
30.3.21	EDF	D/D	8.00	c													0.38				7.62								
30.3.21	EDF	D/D	80.00	c					76.19								3.81												
30.3.21	EDF	D/D	42.00	c													2.00						40.00						
			0.00																										
			24713.71		4641.35	1976.75	2720.86	2324.83	441.41	0.00	829.50	31.54	300.00	7.74	8438.56	350.57	757.90	165.00	187.85	75.72	242.46	55.00	647.67	519.00	0.00	0.00			
	Monthly Total		223110.03		53426.49	19099.75	15288.59	24019.51	10150.50	107.71	829.50	52.54	1600.00	1956.02	44340.83	23870.71	11840.71	884.50	2273.94	2493.30	3263.44	735.00	6185.49	669.00	22.50	0.00			
	Cummulative Total																												
			223110.03		Prepared By: C T Morris BSc (Hons) MAAT						16th April 2021																		
	Cross Cast																												

[illegible]

AGENDA ITEM 15

NEW ROMNEY TOWN COUNCIL COMPOSITION OF STANDING COMMITTEES FOR 2021-22 SUBJECT TO FORMAL APPROVAL

FINANCE & GENERAL PURPOSES COMMITTEE

Councillor John Rivers
Councillor John Picco
Councillor Anthony Rodriguez
Councillor Russell Tillson
Councillor Peter Coe
Councillor Paul Carey
Councillor John Davies
Councillor Paul Thomas
Councillor Rev Cn Sheila McLachlan
Councillor Ms Wendy Nevard
Councillor Pip Metcalfe
Councillor Miss Jane Hiscock

PLANNING & ENVIRONMENT COMMITTEE

Councillor John Rivers
Councillor John Picco
Councillor Russell Tillson
Councillor Peter Coe
Councillor Paul Carey
Councillor John Davies
Councillor Paul Thomas
Councillor Ms Wendy Nevard
Councillor Pip Metcalfe

PERSONNEL PANEL

(To be appointed subject to specific Terms of Reference re restricted membership)

Councillor Russell Tillson
Councillor Peter Coe
Councillor John Davies
Councillor Paul Thomas
Councillor Pip Metcalfe
Councillor Miss Jane Hiscock

AGENDA ITEM 16

REPRESENTATIVES ON OUTSIDE BODIES

New Romney Town Council appoints Members as representatives to other organisations. The Town Council would like to thank those Members who have, during 2020-21, served as Representatives on Outside Bodies, as follows:

Organisation	Town Council Representative 2020-21	Town Council Representative 2021-22
Steward for Damian Collins MP	Cllr Mrs B Lonbay Kapoor	
Town / Coast Ward Councillor Surgery Attendants	Cllr Mrs B Lonbay Kapoor, Cllr Rev Cn S McLachlan, Cllr D W Wimble, Cllr M Hardy	
Emergency Contacts for Shepway District Council	The Mayor – Cllr P Thomas Deputy Mayor – Cllr Mrs P Metcalfe	Town Mayor Deputy Town Mayor
Floodline Contacts for Environment Agency	Cllr P Thomas, Cllr J Rivers, Cllr J Picco, Cllr Miss J Hiscock	
Kent Association of Local Councils	Cllr P Thomas, Cllr P Coe	
Lydd Airport Consultative Committee	Cllr P Coe, Cllr J Picco, Cllr Ms W Nevard	
Dungeness Site Stakeholder Group	Cllr A Rodriguez, Cllr P Coe	
NHS / South Kent Coast Clinical Commissioning Group	Cllr Mrs P Rolfe, Cllr J Rivers	
Southlands Almshouse Trust	Cllr P J Coe, Cllr Rodriguez, Cllr J Picco	Cllr P J Coe, Cllr Rodriguez, Cllr J Picco
Confederation of Cinque Ports	The Mayor – Cllr P Thomas, Deputy Mayor - Cllr Mrs P Metcalfe, Town Clerk – Mrs C Newcombe	Town Mayor Deputy Mayor Town Clerk
Romney Marshes Area Internal Drainage Board	Cllr P Coe	
Environment Agency	Cllr P Coe, Cllr Ms W Nevard	
New Romney Allotment Association	Cllr Rev Cn S McLachlan	
Romney Marsh Forum	Cllr Mrs P Metcalfe, Cllr Miss J Hiscock	
Mayoral Representative	No permanent representative – appointed as and when required at the discretion of the Mayor	No permanent representative – appointed as and when required at the discretion of the Mayor
New Romney Coastal Communities Team	Cllr Mrs P Rolfe Cllr P Thomas Cllr R Tillson	Cllr Mrs P Rolfe Cllr P Thomas Cllr R Tillson

NEW ROMNEY TOWN COUNCIL WORKING PARTIES REPORTING TO FULL COUNCIL

EMERGENCY PLAN WORKING PARTY

Councillor John Rivers
Councillor Rev Cn Sheila McLachlan
Councillor Miss Jane Hiscock
Councillor David Wimble
Finance Clerk

NEW ROMNEY LITTER STRATEGY WORKING PARTY

Councillor John Rivers
Councillor Paul Thomas
Councillor Mrs Patricia Rolfe
Romney Marsh Litter Pickers Representative

CLIMATE CHANGE EMERGENCY WORKING PARTY

Councillor Paul Thomas
Councillor Miss Jane Hiscock

DEMENTIA PLANNING WORKING PARTY

Councillor Mrs Pip Metcalfe
Councillor Rev Cn Sheila McLachlan
Councillor John Rivers
Councillor Russell Tillson
Councillor David Wimble
Councillor Paul Thomas

ACCESSIBILITY WORKING PARTY

Councillor Paul Thomas
Councillor John Picco
Councillor John Rivers
Councillor Miss Jane Hiscock
Councillor Rev Cn Sheila McLachlan

END