

MINUTES
of
The Annual Meeting
of New Romney Town Council
held remotely on
Wednesday 5th May 2021 commencing at 6.45 pm

PRESENT: **The Right Worshipful the Mayor of New Romney,**
Councillor P D Thomas

Town Ward Councillors:

Mrs P S Rolfe, A Rodriguez, Rev Canon S McLachlan,
J Rivers, P Carey, J Davies

Coast Ward Councillors:

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

In Attendance:

Town Clerk	-	Mrs C Newcombe
Finance Clerk	-	Mrs C T Morris
Mayor's Chaplain		
Members of Public	-	6

IN THE CHAIR: **Councillor P D Thomas**

PRAYERS

The Mayor's Chaplain opened the proceedings with prayers.

@6.52PM following a roll call, the formal business of the meeting then commenced.

**001/2021-22 ELECTION OF CHAIRMAN OF THE COUNCIL AND TOWN
MAYOR**

The Mayor called for nominations for Town Mayor and Chairman of the Council and it was

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Mrs Metcalfe

That Councillor Thomas be elected to the office of Chairman of the Council and Town Mayor for the ensuing year.

The Mayor called for any further nominations. There being no further nominations, the Proposer and Seconder, having both

reserved their right to speak, each spoke in favour of their nomination, following which a vote ensued, the result of which was as follows:

FOR	11
AGAINST	0
ABSTAIN	2

It was, therefore:

RESOLVED – that Councillor P D Thomas be and is hereby elected to the position of Chairman of New Romney Town Council and Town Mayor for the ensuing year.

@7.02PM Councillor Mrs Rolfe then left the meeting to join the District Council Annual Meeting.

Councillor Thomas read and electronically signed the Declaration of Acceptance of Office declaring his agreement to observe the Council's Code of Conduct and to fulfil his role to the best of his ability.

Councillor Thomas then took the Oath of Allegiance and Official Oath.

It was then:

PROPOSED BY: Councillor Rivers
SECONDED BY: Councillor Rodriguez

RESOLVED UNANIMOUSLY – that, the Declaration of Acceptance of Office having been signed electronically, wet signature be effected within seven working days of this meeting in the presence of the Town Clerk.

Councillor Thomas then thanked Councillors for his re-election to office and confirmed that his wife, Mrs Janet Thomas, will be his Mayoress for the ensuing year.

002/2021-22 **ELECTION OF VICE-CHAIRMAN OF THE COUNCIL AND DEPUTY TOWN MAYOR**

The Mayor called for nominations for Vice-Chairman and Deputy Mayor and it was:

PROPOSED BY: Councillor Thomas
SECONDED BY: Councillor Tillson

That Councillor Mrs Metcalfe be elected Vice-Chairman of the Council and Deputy Town Mayor for the ensuing year.

The Mayor called for any further nominations. There being no further nominations, the Proposer and Seconder, having both reserved their right to speak, each spoke in favour of their nomination, following which a vote ensued, the result of which was as follows:

FOR	12
AGAINST	0
ABSTAIN	0

It was, therefore:

RESOLVED UNANIMOUSLY – that Councillor Mrs P Metcalfe be and is hereby elected to the position of Vice-Chairman of New Romney Town Council and Deputy Mayor for the ensuing year.

Councillor Mrs Metcalfe read and electronically signed the Declaration of Acceptance of Office, declaring her agreement to observe the Council's Code of Conduct and to fulfil her role to the best of her ability.

Councillor Mrs Metcalfe then took the Oath of Allegiance and Official Oath.

It was then:

PROPOSED BY: Councillor Picco
SECONDED BY: Councillor Miss Hiscock

RESOLVED UNANIMOUSLY – that, the Declaration of Acceptance of Office having been signed electronically, wet signature be effected within seven working days of this meeting in the presence of the Town Clerk.

Councillor Mrs Metcalfe thanked Councillors for her re-election to office.

003/2021-22 **APOLOGIES FOR ABSENCE**

It had been earlier confirmed that Councillor Wimble had dropped his zoom connection and failed to re-connect prior to commencement of the official business of the meeting at 6.52PM.

Apologies for absence, as detailed below were duly received and noted.

- Councillor Wimble - due to technical issues and, subsequently, due to attendance at the District Council Annual Meeting
- Councillor Hardy - due to work commitments
- Councillor Mrs Lonbay Kapoor - for personal reasons

It was:

PROPOSED BY: Councillor Tillson

SECONDED BY: Councillor Picco

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

004/2021-22 **DISPENSATION TO PARTICIPATE**

The Clerk advised that no new Dispensations to Participate had been granted.

005/2021-22 **DECLARATIONS OF INTEREST**

@7.21PM Councillor Miss Hiscock declared a Personal Interest in matters pertaining to Council Finances as she employs a contractor who is also employed by the Town Council. (Minute ref: 016/2021-22 refers.)

006/2021-22 **CONFIRMATION OF SERGEANTS-AT-MACE**

It was reported that the Town Mayor's Sergeant and the Town Sergeant had confirmed their willingness to continue in post for the ensuing year.

007/2021-22 **CONFIRMATION OF MAYOR'S CHAPLAIN**

The Reverend John Richardson confirmed his willingness to continue as Mayor's Chaplain for the ensuing year.

008/2021-22 **ADJOURNMENT OF MEETING**

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

009/2021-22 **PUBLIC QUESTIONS**

None.

010/2021-22 **RE-CONVENING OF MEETING**

Not applicable.

@7.24PM approx. one member of public left the meeting.

011/2021-22 **MINUTES**

(i) Having duly considered the minutes of the Full Council meeting held on 14th April 2021, it was:

PROPOSED BY: Councillor Rev Cn McLachlan
SECONDED BY: Councillor Mrs Metcalfe

RESOLVED UNANIMOUSLY – that the minutes of the Full Council meeting held on 14th April be hereby approved as a true and correct record, subject to an amendment under minute ref. 560/2020-21 to read as below:

‘In light of an existing caveat that required removal of a summerhouse / over-sized shed should group activities / community use cease for any reason, a discussion ensued on shed size compliance.’

@7.30PM approx. one member of public left the meeting.

(ii) Having duly considered the minutes of the Especial Full Council meeting held on 22nd April 2021, it was:

PROPOSED BY: Councillor Tillson
SECONDED BY: Councillor Rodriguez

RESOLVED – that the minutes of the Especial Full Council Meeting held on 22nd April 2021 be hereby received and approved as a true and correct record.

Councillors Thomas, Carey and Rivers abstained from voting as they had not been present at the afore-mentioned meeting.

012/2021-22 **MAYOR’S REPORT AND COMMUNICATIONS**

The Town Mayor presented a response from Buckingham Palace to the letter of condolence that had been sent from the Town Council following the death of His Royal Highness, the Duke of Edinburgh.

013/2021-22 **TOWN CLERK’S REPORT**

The Town Clerk’s written report, which had been previously circulated to all Councillors, was duly received and noted and read as below:

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

Further Items of Report

The Clerk advised that, in accordance with the septennial revolution of the Speakership of the Cinque Ports Confederation, New Romney would accede to the Speakership on 21st May 2021 and the newly appointed Town Mayor would, at that time, become Speaker of the Cinque Ports for the ensuing civic year.

014/2021-22 STANDING ORDER NO.14

No questions had been raised in accordance with the provisions of Standing Order No.14.

015/2021-22 STANDING COMMITTEES

Having considered the minutes of the **Planning and Environment Committee** meeting held on **21st April 2021**, the afore-mentioned minutes were duly received and noted.

016/2021-22 TOWN CLERK'S FINANCIAL REPORTS

Final Payments and Receipts and final bank reconciliation for the month of March 2021 were duly considered. There were no questions arising.

It was:

PROPOSED BY: Councillor Coe
SECONDED BY: Councillor Tillson

RESOLVED UNANIMOUSLY – that the finance reports for the month of March 2021 be hereby received and approved.

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

March 20201 Payments: £24,713.71 Receipts: £38,539.76

017/2021-22 **CONFIRMATION OF TOWN COUNCIL STANDING COMMITTEES**

The draft composition of Standing Committees, a copy of which had been previously circulated, was received and noted.

(i)(a) Planning & Environment Committee

It was:

PROPOSED BY: Councillor Picco
SECONDED BY: Councillor Rivers

RESOLVED UNANIMOUSLY – that the composition of the Planning and Environment Committee for 2021-22, as presented, be hereby confirmed and approved.

(b) Nominations for Chairman of the afore-mentioned committee for the year 2021-22 were then sought.

It was:

PROPOSED BY: Councillor Coe
SECONDED BY: Councillor Tillson

that Councillor Thomas be appointed Chairman of the Planning and Environment Committee for 2021-22.

There being no further nominations, a vote ensued, the results of which were as follows:

FOR	11
AGAINST	0
ABSTAIN	1

Therefore, it was:

RESOLVED – that Councillor Thomas be hereby appointed as Chairman of the Planning and Environment Committee for 2021-22.

(c) Nominations for Vice-Chairman of the afore-mentioned committee for the year 2021-22 were then sought.

It was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Tillson

that Councillor Picco be appointed Vice-Chairman of the Planning and Environment Committee for 2021-22.

There being no further nominations, a vote ensued, the results of which were as follows:

FOR	12
AGAINST	0
ABSTAIN	0

Therefore, it was:

RESOLVED UNANIMOUSLY – that Councillor Picco be hereby appointed as Vice-Chairman of the Planning and Environment Committee for 2021-22.

@7.59PM approx. two members of public left the meeting.

(ii)(a) Finance & General Purposes Committee

It was:

PROPOSED BY: Councillor Picco

SECONDED BY: Councillor Mrs Metcalfe

RESOLVED UNANIMOUSLY – that the composition of the Finance and General Purposes Committee for 2021-22, as presented, be hereby confirmed and approved.

(b) Nominations for Chairman of the afore-mentioned committee for the year 2021-22 were then sought.

It was:

PROPOSED BY: Councillor Picco

SECONDED BY: Councillor Mrs Metcalfe

that Councillor Tillson be appointed Chairman of the Finance and General Purposes Committee for 2021-22.

There being no further nominations, a vote ensued, the results of which were as follows:

FOR	12
AGAINST	0
ABSTAIN	0

Therefore, it was:

RESOLVED UNANIMOUSLY – that Councillor Tillson be hereby appointed as Chairman of the Finance and General Purposes Committee for 2021-22.

(c) Nominations for Vice-Chairman of the afore-mentioned committee for the year 2021-22 were then sought.

It was:

PROPOSED BY: Councillor Coe
SECONDED BY: Councillor Tillson

that Councillor Rivers be appointed Vice-Chairman of the Finance and General Purposes Committee for 2021-22.

There being no further nominations, a vote ensued, the results of which were as follows:

FOR	12
AGAINST	0
ABSTAIN	0

Therefore, it was:

RESOLVED UNANIMOUSLY – that Councillor Rivers be hereby appointed as Vice-Chairman of the Finance and General Purposes Committee for 2021-22.

(iii)(a) Personnel Panel

Noting Terms of Reference for the Personnel Panel, which restricts membership numbers due to the confidential and sensitive nature of business considered, and which provides that the maximum membership shall be 5 Members – of which one must be the Chairman of the Council and one must be the Chairman of the Finance & general Purposes Committee, a vote ensued to appoint the remaining three Members of the Committee, the result of which was as follows:

COUNCILLOR COE	8
COUNCILLOR DAVIES	9
COUNCILLOR MRS METCALFE	10
COUNCILLOR MISS HISCOCK	9

Therefore, it was:

PROPOSED BY: Councillor Rev Cn McLachlan
SECONDED BY: Councillor Tillson

RESOLVED UNANIMOUSLY – that the composition of the Personnel Panel for 2021-22, comprising Councillors Thomas, Tillson, Davies, Mrs Metcalfe and Miss Hiscock be hereby confirmed and approved.

(b) Nominations for Chairman of the afore-mentioned committee for the year 2021-22 were then sought.

It was:

PROPOSED BY: Councillor Coe
SECONDED BY: Councillor Picco

That Councillor Mrs Metcalfe be appointed Chairman of the Personnel Panel for 2021-22.

It was further:

PROPOSED BY: Councillor Mrs Metcalfe
SECONDED BY: Councillor Rev Cn McLachlan

that Councillor Miss Hiscock be appointed Chairman of the Personnel Panel for 2021-22.

A vote ensued, the results of which were as follows:

COUNCILLOR MRS METCALFE	5
COUNCILLOR MISS HISCOCK	7

Therefore, it was:

RESOLVED – that Councillor Miss Hiscock be hereby appointed as Chairman of the Personnel Panel for 2021-22.

018/2021-22 **REPRESENTATIVES ON OUTSIDE BODIES**

Having duly considered appointments for Town Council Representatives on Outside Bodies, it was:

PROPOSED BY: Councillor Rodriguez
SECONDED BY: Councillor Mrs Metcalfe

RESOLVED UNANIMOUSLY – that Town Council Representatives on Outside Bodies for 2021-22, as detailed below, be hereby confirmed and approved.

Organisation	NRTC Representative
Steward for Damian Collins MP	Cllr Lonbay Kapoor
Town/Coast Ward Councillor Surgery Attendants	Cllr Lonbay Kapoor, Cllr Tillson, Cllr Wimble, Cllr Hardy
Folkestone & Hythe District Council Emergency Contacts	Town Mayor, Deputy Mayor
Floodline Contacts for Environment Agency	Cllr Thomas, Cllr Rivers, Cllr Picco, Cllr Hiscock
Kent Association of Local Councils	Cllr Thomas, Cllr Coe
Lydd Airport Consultative Committee	Cllr Coe, Cllr Picco, Cllr Rev Cn McLachlan
Dungeness Site Stakeholder Group	Cllr Rodriguez, Cllr Coe
NHS/South Kent Coast Clinical Commissioning Group	Cllr Rolfe, Cllr Rivers
Southlands Almshouse Trust	Cllr Coe, Cllr Rodriguez, Cllr Rev Cn McLachlan (subject to SAT approval)
Confederation of Cinque Ports	Town Mayor, Deputy Mayor, Town Clerk
Romney Marshes Area Internal Drainage Board	Cllr Coe, Cllr Nevard
Environment Agency	Cllr Coe, Cllr Nevard
New Romney Allotment Ass'n	Cllr Tillson, Cllr Hiscock
Romney Marsh Forum	Cllr Metcalfe, Cllr Hiscock
Mayoral Representative	No permanent representative – appointed as and when required at the discretion of the Mayor
New Romney Coastal Communities Team	Cllr Rolfe, Cllr Thomas, Cllr Tillson

019/2021-22 **BANK SIGNATORIES**

Details of current authorised Bank Signatories, as detailed by the Finance Clerk were duly received and noted.

It was:

PROPOSED BY: Councillor Picco
SECONDED BY: Councillor Miss Hiscock

RESOLVED UNANIMOUSLY – that current authorised bank signatories [as noted by those present] be hereby re-confirmed for 2021-22.

020/2021-22 INTERNAL FINANCE CHECKS

Having duly considered appointment of two Council Members who are not current authorised bank signatories to undertake monthly checks of internal financial procedures, it was:

PROPOSED BY: Councillor Mrs Metcalfe

SECONDED BY: Councillor Miss Hiscock

RESOLVED UNANIMOUSLY – that Councillor Tillson and Councillor Davies be hereby appointed to undertake monthly finance checks for 2021-22.

021/2021-22 WORKING PARTIES

The composition of Working Parties reporting to Full Council was reviewed, following which, it was:

PROPOSED BY: Councillor Mrs Metcalfe

SECONDED BY: Councillor Rivers

RESOLVED UNANIMOUSLY – that composition and continuation of Working Parties reporting to Full Council, as detailed below, be hereby confirmed for 2021-22.

EMERGENCY PLAN WORKING PARTY

Councillor Rivers
Councillor Thomas
Councillor Hiscock
Councillor Wimble
Finance Clerk

NEW ROMNEY LITTER STRATEGY WORKING PARTY

Councillor Rivers
Councillor Thomas
Councillor Picco
Councillor Nevard
Romney Marsh Litter Pickers Representative
FHDC Councillor Mrs Rolfe

CLIMATE CHANGE EMERGENCY & ECOLOGY WORKING PARTY

Councillor Thomas
Councillor Hiscock
Councillor Tillson
Councillor Metcalfe

DEMENTIA PLANNING WORKING PARTY

Councillor Metcalfe
Councillor Rev Cn McLachlan
Councillor Rivers
Councillor Wimble
Councillor Thomas

ACCESSIBILITY WORKING PARTY

Councillor Thomas
Councillor Picco
Councillor Rivers
Councillor Hiscock
Councillor Rev Cn McLachlan

022/2021-22 EXCLUSION OF PUBLIC AND PRESS

@8.41PM having duly considered the nature of matters to be discussed, it was:

PROPOSED BY: Councillor Tillson
SECONDED BY: Councillor Rodriguez

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.

The Mayor's Chaplain and remaining members of public left the meeting at that time.

023/2021-22 ON-GOING MATTERS

The Clerk confirmed that there were no on-going matters to be considered on this occasion.

024/2021-22 PERSONNEL MATTERS

The Clerk confirmed that there were no personnel matters to be considered on this occasion.

025/2021-22 LAND AND TENANCY MATTERS

The Clerk reported that subsequent to the Full Council meeting resolution of 14th April 2021 regarding removal of a summerhouse / over-sized shed from an identified allotment plot, a request for a deadline extension had been received from the Tenant. Having duly considered the request, it was:

PROPOSED BY: Councillor Thomas
SECONDED BY: Councillor Rodriguez

RESOLVED UNANIMOUSLY – that an extension to the deadline for removal of a summerhouse / over-sized shed from plot [*] until 31st August 2021 be approved, advising the Tenant that if not then removed by the extended deadline, the Council reserves the right to remove the summerhouse/shed and re-charge costs to the Tenant.

*Plot Number identified to those present.

026/2021-22 **CONCLUSION OF PRIVATE SESSION**

@8.53PM it was:

PROPOSED BY: Councillor Tillson

SECONDED BY: Councillor Rivers

RESOLVED UNANIMOUSLY – that the 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 freely available for perusal on the Town Council website: www.newromney-tc.gov.uk or 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