

MINUTES
of
A Meeting of New Romney Town Council
Held in the Assembly Rooms, New Romney
on Monday 9th June 2025
Commencing at 6.45pm

PRESENT: The Right Worshipful the Mayor of New Romney,
Councillor John Rivers

Town Ward:

Councillors: J Davies, P Carey, J Houston and L Phillips

Coast Ward:

Councillors: P Thomas, P Coe, K Terry, S O'Hare,
E Carr and P Peacock

In Attendance:

Deputy Town Clerk	-	Mrs C T Morris
Mayor's Chaplain		
Members of the Public	-	1

IN THE CHAIR

The Mayor – Councillor J Rivers

The Mayor's Chaplain led the Council in prayer.

The formal business of the meeting commenced **@6.45PM.**

061/2025-26 APOLOGIES FOR ABSENCE

Apologies for absence were received and noted, as follows:

Councillor Rev Cn McLachlan	-	for personal reasons
Councillor J Hiscock	-	for personal reasons
Councillor A Meredith	-	for personal reasons
Councillor S Hodges	-	for personal reasons
Councillor D Wimble	-	who was attending a KCC Cabinet meeting

062/2025-26 DISPENSATION TO PARTICIPATE

No new applications for Dispensation to Participate had been processed by the Town Clerk.

063/2025-26 DECLARATIONS OF INTEREST

None.

064/2025-26 **REPORT OF THE KENT COUNTY COUNCILLOR**

The report of the newly elected KCC Councillor, which advised of his appointment as Cabinet Member holding the portfolio for the Environment along with his attendance at training sessions, was received and noted.

065/2025-26 **REPORTS OF THE DISTRICT COUNCILLORS**

FHDC Councillor Thomas had previously advised that his report was not available on this occasion, but would be presented together with the report for July 2025, at the next ordinary Full Council Meeting.

066/2025-26 **ADJOURNMENT OF MEETING**

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

067/2025-26 **PUBLIC QUESTIONS**

None.

068/2025-26 **RE-CONVENING OF MEETING**

Not applicable.

069/2025-26 **MINUTES**

(i) The Chairman presented the minutes of the **Especial Full Council Meeting** held on **7th April 2025**, copies of which had been previously circulated to all Councillors, and it was:

PROPOSED BY: Councillor O'Hare

SECONDED BY: Councillor Davies

RESOLVED – that the minutes of the Especial Full Council Meeting held on 7th April 2025 be approved and signed as a true and correct record.

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

The Chairman subsequently signed the afore-mentioned minutes.

(ii) The Chairman presented the minutes of the **Full Council Meeting** held on **14th April 2025**, copies of which had been previously circulated to all Councillors, and it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Terry

RESOLVED – that the minutes of the Full Council Meeting held on 14th April 2025 be approved and signed as a true and correct record.

Councillors Houston, Carr and Phillips abstained from voting as they had not been present at the afore-mentioned meeting.

The Chairman subsequently signed the afore-mentioned minutes.

(iii) The Chairman presented the minutes of the **Especial Full Council Meeting** held on **29th April 2025**, copies of which had been previously circulated to all Councillors, and it was:

PROPOSED BY: Councillor Coe

SECONDED BY: Councillor Davies

RESOLVED – that the minutes of the Especial Full Council Meeting held on 29th April 2025 be approved and signed as a true and correct record.

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

The Chairman subsequently signed the afore-mentioned minutes.

(iv) The Chairman presented the minutes of the **Annual Council Meeting** held on **12th May 2025**, copies of which had been previously circulated to all Councillors, and it was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Houston

RESOLVED – that the minutes of the Especial Full Council Meeting held on 9th June 2025 be approved and signed as a true and correct record.

Councillor Peacock abstained from voting as he had not been present at the afore-mentioned meeting.

The Chairman subsequently signed the afore-mentioned minutes.

(v) The Chairman presented the minutes of the **Especial Full Council Meeting** held on **19th May 2025**, copies of which had been previously circulated to all Councillors, and it was:

PROPOSED BY: Councillor Terry

SECONDED BY: Councillor Davies

RESOLVED – that the minutes of the Especial Full Council Meeting held on 19th May 2025 be approved and signed as a true and correct record.

Councillors Thomas, Carr, Peacock, O'Hare, Phillips and Carey abstained from voting as they had not been present at the afore-mentioned meeting.

The Chairman subsequently signed the afore-mentioned minutes.

070/2025-26 **MAYOR'S REPORT AND COMMUNICATIONS**

The Mayor's report regarding civic engagements attended since the last meeting was duly received and noted.

071/2025-26 **TOWN CLERK'S REPORT**

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

MEETING OF FULL COUNCIL – 9th JUNE 2025
TOWN CLERK'S REPORT

Actions completed since the Full Council meeting held on 14th April 2025

- 1) Subsequent to approval of a schedule of FHDC assets to be presented to the District Council together with a request for transfer to New Romney Town Council, a further meeting of a number of local Town Councils took place in the Assembly Rooms on 2nd June 2025, in order to agree a unified approach to lobbying the District Council in respect of **asset transfers**. Further updates are to be provided in due course.
- 2) The **annual internal audit process** took place on 4th June 2025; the output report will be presented to Full Council for approval at an Especial Meeting of Full Council ahead of signing of the Annual Governance and Accountability Return
- 3) The **VE80 celebrations**, which included the official proclamation, church bell-ringing, charity fish and chip luncheon and evening beacon lighting event, went ahead on 8th May 2025 and were a real success, including the beacon lighting event on The Greens, despite the loss of parking at the nearby District Council Coast Drive Car Park.
- 4) The signed and sealed **lease for the Maude Community Centre Annex** has been returned to the solicitor for execution and Land Registry registration.

Town Clerk 02-06-25

072/2025-26 **STANDING ORDER NO.14**

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

073/2025-26 **STANDING COMMITTEES**

- (i)(a) Councillor Terry presented the minutes of the **Planning & Environment Committee** meeting held on **2nd April 2025**, which were duly received and noted.
- (b) Councillor Terry presented the minutes of the **Planning & Environment Committee** meeting held on **23rd April 2025**, which were duly received and noted.

(c) Councillor Terry presented the minutes of the **Planning & Environment Committee** meeting held on **21st May 2025**, which were duly received and noted.

(ii) Councillor Rivers presented the minutes of the **Health & Wellbeing Committee** meeting held on **20th May 2025**, which were duly received and noted.

(iii) The minutes of the Finance & General Purposes Committee meeting held on 28th May 2025 were not yet available. It was reported that they will now be presented at the next ordinary meeting of Full Council.

(iv) The Town Council duly considered the requirements of the Terms of Reference in respect of the Town Council's **Personnel Committee**, which requires that the Chairman of the Council and the Chairman of the Finance & General Purposes Committee, together with a further three Councillors – to a maximum of five Committee Members – shall form the Committee. Following a ballot, the outcome of which was that the three additional Members, from a list of those Members who had put themselves forward to sit on the Personnel Committee, with the greatest number of votes were:

Councillor Coe
Councillor Peacock
Councillor Davies

It was, therefore:

PROPOSED BY: Councillor Rivers
SECONDED BY: Councillor Houston

RESOLVED – that the New Romney Town Council Personnel Committee for 2025-26 shall comprise councillors Rivers, Thomas, Coe, Peacock and Davies.

074/2025-26 **RFO'S FINANCIAL REPORTS FOR 2024-25**

The RFO presented final payments and receipts and final bank reconciliation for the month of **March 2025**, which were duly received and noted and the RFO advised that Financial Reports for 2025-26 were not yet available as she had been focussing on 2024-25 audit preparation.

It was:

PROPOSED BY: Councillor Rivers
SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that i) the finance reports for the month of March 2025 be hereby received and approved; ii) a vote of thanks be given to the RFO for all of her hard work in preparing for the 2024-25 audit.

Payments and receipts for the month of **March 2025** being in the amounts as detailed below:

	Receipts:	Payments:
NatWest Current Account	£1,689.30	£1,689.30
Unity Trust Current Account:	£38,977.91	£1,049.60
Lloyds Bank Business Account:	£351,777.50	£400,312.29
NatWest Business Reserve Account:	£1,289.31	£470.30
Petty Cash:	£300.00	£168.11
Lloyds Bank Corporate Card:	£1,017.20	£3.00
Lloyds Bank Instant Access O/L Saver:	£2,334.83	£350,000.00
NSIB:	£0.00	£0.00

075/2025-26 **COUNCIL REPRESENTATIVES REPORTS AND APPOINTMENTS FOR 2025-26**

(i) None.

(ii) Having duly considered appointments for Town Council Representatives on Outside Bodies for 2025-26, it was:

PROPOSED BY: Councillor Terry

SECONDED BY: Councillor O'Hare

RESOLVED UNANIMOUSLY that the Town Council Representatives on Outside Bodies for 2025-26 as detailed below, be hereby confirmed and approved.

ORGANISATION	NRTC REPRESENTATIVE
Steward for Tony Vaughan MP	Cllr K Terry (Reserve: Cllr P Coe)
Attendants – Town and Coast Ward Surgery Attendants	Replaced with a Councillor rota
Emergency Contacts for Folkestone & Hythe District Council (FHDC)	Town Mayor – Cllr J Rivers Deputy Mayor – Cllr P Coe
Floodline Contacts for Environment Agency	Cllr P Thomas, Cllr J Rivers, Cllr J Hiscock, Cllr P Carey
Shepway Committee of Kent Association of Local Councils	Cllr J Rivers, Cllr P Coe
Shepway District and Parish Councils Joint Committee	(Decided by Members of Above)
Lydd Airport Consultative Committee	Cllr P Coe, Cllr J Davies
Dungeness Site Stakeholder Group	Cllr P Coe, Cllr D Wimble, Cllr Meredith
NHS/ South Kent Coast Clinical Commissioning Group	Cllr J Rivers, Cllr J Hiscock
Southlands Almshouse Charity	Cllr P Coe
Confederation of Cinque Ports	Town Mayor – Cllr John Rivers Town Clerk – Mrs C Newcombe Cinque Ports Champion (4 year term): Cllr Rev Cn S McLachlan
Romney Marshes Area Internal Drainage Board	Cllr P Coe, Cllr P Carey
Environment Agency	Cllr P Coe, Cllr P Carey
Allotment Association	Cllr A Meredith, Cllr J Hiscock
Romney Marsh Forum	Cllr J Hiscock, Cllr D Wimble
Mayoral Representative	No permanent representative- appointed as and when required at the discretion of the Town Mayor
New Romney in Bloom	Vacant

076/2025-26 **CAPITAL PROJECTS REPORT**

(i) The Maude Community Centre Project Update Report was duly received and noted.

(ii) The Maude Community Centre Project Financial Update Report was duly received and noted.

077/2025-26 **REVIEW OF NRTC STANDING ORDERS & FINANCIAL REGULATIONS**

Having duly received and noted the Clerk's report regarding proposed amendments to Standing Orders and Financial Regulations due to internal procedural, financial and personnel matters, and having duly considered all proposed amendments, it was:

PROPOSED BY: Councillor O'Hare

SECONDED BY: Councillor Houston

RESOLVED UNANIMOUSLY – that (i) it be hereby confirmed that the Town Council has undertaken a review of its Standing Orders and Financial Regulations; (ii) noting the revisions detailed below, all amendments to Standing Orders and Financial Regulations be hereby approved and adopted with immediate effect, as presented:

11. f) Remove '*reject*' and insert '*liaise with the mover to reword the motion*'

42. Insert '*(c) The Clerk shall refer every query received from a FH&DC planning officer relating to any planning application received to the Chairman of the Planning Committee or, in the Chairmans absence, to the Vice-Chairman.*'

And (iii) that the Clerk be requested to clarify the working meaning of Standing Order 5. (a).

@ 7.35PM The Mayor's Chaplain left the meeting.

078/2025-26 **NRTC STRATEGIC PLAN 2023-27**

Having duly considered the purchase of a caretaker van, it was:

PROPOSED BY: Councillor Peacock

SECONDED BY: Councillor Terry

RESOLVED UNANIMOUSLY – that (i) expenditure in the amount of up to £5,000.00 relating to purchase, tax and insurance – and any additional oncosts – of a caretaker van in accordance with Objective RA7 of the Strategic Plan 2023-27, to be purchased from the Romney Marsh Community Hub at a purchase price of £4,000.00; all costs to be funded from the 2025-26 Caretaker Vehicle Budget and (ii) authorise the Clerk to complete the purchase transaction and associated actions to provide for a fully road legal vehicle to be used by the Parish Caretaking Team.

079/2025-26 **EXCLUSION OF PUBLIC AND PRESS**

The RFO confirmed that it was not necessary to exclude members of public and press on this occasion.

080/2025-26 **ON-GOING MATTERS**

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

081/2025-26 **PERSONNEL MATTERS**

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

082/2025-26 **LAND AND TENANCY MATTERS**

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

083/2025-26 **CONCLUSION OF PRIVATE SESSION**

Not applicable.

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 RFO