



**Minutes of the Town Council Meeting of  
Westgate on Sea Town Council held in Town Council  
Office, 78 St Mildreds Road, Westgate on Sea CT8 8RF**

**Held on Tuesday 2nd November 2021 at 7pm**

Present	Cllrs Cornford (Chair), Donaldson, Nightingale, O'Connor, Dr H Scott, Wallin	
Also, in attendance	Mrs Gill Gray (Town Clerk) and three residents	
2912	<b>To receive apologies for absence</b> Cllr Crow-Brown (KCC), Cllr Wright (KCC), Cllr M Scott and Cllr Green	
2913	<b>Members' Declarations of Interest</b> There were none.	
2914	<b>Minutes</b> It was moved by Cllr O'Connor and seconded by Cllr Donaldson and <b>RESOLVED: that the minutes of the Full Council meeting held on 5<sup>th</sup> October 2021 be signed and approved as a true record of the meeting.</b> It was <b>RESOLVED: that the minutes of the PH&amp;E Committee held on 14<sup>th</sup> September 2021 were received.</b> It was <b>RESOLVED: that the minutes of the HR Committee held on 3<sup>rd</sup> August 2021 were received.</b>	
2915	<b>KCC/TDC Councillor Reports</b> None.	
2916	<b>Councillor Reports</b> Cllr Donaldson reported on various items including attending the recent Thanet Area Committee meeting, Energy Efficiency Standards Grants meeting, Public Sector Housing meeting, Social Enterprise Kent Conference and Community Land Trust meeting. Cllr Donaldson added he has engaged in various funding activities and ideas for St Saviours Community Hub and facilitated a Business Forum meeting. Cllr Nightingale reported on his progress with assisting local residents with benefit queries. Cllr Dr H Scott reported on the recent face to face Neighbourhood Plan consultation that also took place live on Facebook. Cllr Cornford reported on the preparations for the forthcoming Remembrance Sunday and the important NALC updates following COP26 with tips for recycling and repairs.	
2917	<b>Town Clerk Report</b> Town Clerk reported on the following items:	

	<ul style="list-style-type: none"> <li>• Westgate in Bloom</li> <li>• Events</li> <li>• Saturday Surgery</li> <li>• Christmas Lights</li> <li>• Town Council Magazine</li> <li>• Neighbourhood Plan Consultation</li> <li>• War Memorial Recreation Ground</li> </ul>	
2918	<b>Public Participation Session</b> No requests received.	
2919	<b>Finance Reports</b> A) Bank Reconciliations 30.09.21 B) Payment and Receipt Reports 30.09.21 C) Receipts and Payments by Budget Heading 30.09.21 be received D) Annual Budget by Combined Account Code 30.09.2021 E) Budget Forecast Report to end of March 2022 <b>It was RESOLVED: that the Bank Reconciliations, Payment and Receipt Reports 30.09.2021; Receipts and Payments by Budget Heading and Annual Budget by Combined Account Code for 30.09.21 and Budget Forecast Report be received.</b>	
2920	<b>Renewal of Data Protection Officer Service for 2021/22</b> <b>It was moved by Cllr O'Connor and seconded by Cllr Donaldson and RESOLVED: that the DPO Service provided by Satswana is renewed for 2021/2022 at a cost of £500.00 for the year.</b>	
2921	<b>Town Council Vacancies</b> Town Clerk provided an update on the proposed process for the Co-Option as recommended by the HR Committee. <b>It was moved by Cllr Dr H Scott and seconded by Cllr Donaldson and RESOLVED: that if a shortlist was required this should be undertaken without identifying data to ensure an equal opportunity process and a robust scoring method used for the interview stage.</b>	
2922	<b>KALC AGM – Saturday 13<sup>th</sup> November</b> Town Clerk shared details of the Notice of the KALC AGM and advised that the Town Council can nominate two representatives to attend on Zoom. <b>It was moved by Cllr O'Connor and seconded by Cllr Dr H Scott and RESOLVED: that Cllr Cornford and Cllr Donaldson were nominated to attend the KALC AGM to represent the Town Council.</b>	
2923	<b>Community Centre, Lymington Road, Westgate on Sea</b>	

	<p>Town Clerk reported on the approach from WOSCCA in relation to the position with the lease for the Community Centre with TDC. WOSCCA are requesting that the Town Council explore options for the future of the Community Centre.</p> <p><b>It was moved by Cllr O'Connor and seconded by Cllr Donaldson and RESOLVED: that the Town Clerk is instructed to explore the legalities and liabilities of the Town Council becoming Custodian Trustees for the Community Centre on Lymington Road and approach TDC about the process that is required to progress this idea. Town Clerk to report back to Council at a future meeting.</b></p>	
2924	<p><b>Training Opportunities</b> Town Clerk shared a training update with Members and an update on the position for this fiscal year for the training budget.</p>	
2925	<p><b>HIPS and Traffic Survey Results</b> Town Clerk shared the recent traffic surveys data and advised on the next stage of the process for progressing with any proposed traffic improvement project. The budget for the next fiscal year was being draft and any proposed HIPS should be consulted upon with the community.</p> <p><b>It was moved by Cllr Dr H Scott and seconded by Cllr Nightingale and RESOLVED: that the budget for next year will not incorporate any provision for a HIPS project and that a consultation exercise will be undertaken before any decisions are taken by Council for progressing a HIPS project.</b></p>	
2926	<p><b>Action Plan Update</b> Town Clerk shared a six-month update report on the Town Council Action Plan for this year.</p>	
2927	<p><b>Planning Applications for Tree Works</b></p> <p>A. TPO/TH/21/1632 – Questeds, 76 Canterbury Road, Westgate on Sea: <b>It was RESOLVED: that the Town Council comments – The proposed tree works are supported and the Town Council would like to suggest that for every tree felled that there should be 2 or 3 new trees planted to compensate for the loss of biodiversity on the site.</b></p> <p>Cllr Wallin joined the meeting.</p> <p>B. TCA/TH/21/1602 – Piggybank Nursery, 47 Station Road, Westgate on Sea: <b>It was RESOLVED: that the Town Council comments – The recommendations of the Thanet District</b></p>	

	<b>Council Biodiversity and Horticulture Officer are supported by the Town Council and the suggestion is a sound solution to the issue of bird excreta being contained and dealt with on the site. The tree is a valued addition to the street scene and a haven for local birds.</b>	
2928	<b>Police and Crime Plan Survey – Deadline 12.11.2021</b> Town Clerk shared details of the survey and how the community can access to get their views heard about how to help shape the priorities of Kent Police going forward.	
2929	Committee Members were requested to pass a resolution to exclude Press and Public from the remainder of the meeting pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, because of the confidential nature of the business to be transacted, the public were excluded from the meeting during consideration of the next items in respect of matters relating to the employment of staff. <b>It was moved by Cllr O'Connor and seconded by Cllr Donaldson and RESOLVED: that press and public were excluded from the remainder of the meeting.</b>	
2930	<b>Human Resources Committee Report</b> A) It was <b>RESOLVED: that the new role of Maintenance/Grounds person as recommended by the HR Committee was created to support the acquisition of the War Memorial Recreation Ground and the Town Clerk to commence with the advertisement and recruitment process immediately.</b> B) It was <b>RESOLVED: that the review of the job description for the role of Town Clerk as recommended by the HR Committee was complete and the revised job description was adopted by Council. There was an incremental band increase in salary to reflect the increased responsibilities for the post.</b>	
2931	<b>Next Meeting</b> The next meeting is 7th December 2021	
2932	<b>Meeting Closed at 20.46pm</b>	

Signed..........

Dated...7/12/21.....

Chair of the Council