



**Minutes of the Virtual Town Council Meeting of
Westgate on Sea Town Council
Held on Tuesday 6th April 2021 at 7pm**

Present	Cllrs Cornford (Chairperson), O'Connor (Vice-chair), Donaldson, Green, Nightingale, Page, Pennington, Dr H Scott, Wallin	
Also, in attendance	Mrs Gill Gray (Town Clerk)	
26 27	To receive apologies for absence Cllr M Scott Cllr Cornford advised that Item 19 be deferred to a future meeting	
26 28	Members' Declarations of Interest There were none.	
26 29	Minutes It was moved by Cllr O'Connor and seconded by Cllr Page and RESOLVED: that the minutes of the Extra Ordinary Council meeting held on 23rd February 2021 be signed and approved as a true record of the meeting. It was moved by Cllr O'Connor and seconded by Cllr Nightingale and RESOLVED: that the minutes of the Full Council held on 2nd March 2021 be signed and approved as a true record of the meeting. It was moved by Cllr Dr H Scott and seconded by Cllr Donaldson and RESOLVED: that the minutes of the PH&E Committee held on 9th February 2021 were received.	
26 30	Town Clerk Report Town Clerk reported on the following items: <ul style="list-style-type: none"> • Train station 150th Anniversary update • Speedwatch update • Important dates for Food and Drink Fest 11-13.06; Scarecrow Fest 17-24.07 and Town Anniversary date 18.07.21 • Annual Town Meeting 22.04.2021 update • Town Council magazine update • Call for volunteers from the community • Seminars and conferences attended including Crowdfund Kent; Twenty Minutes Neighbourhoods; Celebrating Making a Buzz for the Coast and Keep Britain Tidy GB Spring Clean. • Covid-19 updates 	
26 31	KCC/TDC Councillor Reports	

	None.	
26 32	<p>Councillor Reports</p> <p>Cllr Cornford advised that recycled carpet tiles had re-covered the floor in the back office for the Town Council and that a call for evidence for virtual meetings had been launched by NALC.</p> <p>Cllr O'Connor reported that she was working with the Town Clerk and Finance Assistant and the year end processes were near completion; Cllr O'Connor added that she was available for litter picks when organised.</p> <p>Cllr Dr H Scott advised that she was available for litter picks at weekends and that there had been work undertaken by the Town Clerk, the planning consultant and Cllr Dr H Scott on the Call for Sites consultation by TDC, this will be covered in detail at Item 14.</p> <p>Cllr Green gave his apologies for the ATM on 22.04.21.</p>	
26 33	<p>Public Participation Session</p> <p>There were no requests to speak.</p>	
26 34	<p>Guest Speaker – Dusty Gedge – President of the European Federation of Green Roof and Wall Associations – Board Member of GRO – UK Green Roof Trade Body</p> <p>Dusty Gedge spoke and presented to Members on the work he has accomplished and the benefits of green roofs with established examples of successful installations. The presentation and information was well received and Members felt that it would be a welcome opportunity to research using a green roof on the newly acquired pavilion at the Recreation Ground once the Community Asset Transfer was completed with TDC. The Tree/Biodiversity Warden is trained in the installation of green roofs and this would make an ideal community project. This could be an investment for the Town Council and achieve carbon neutrality for the facilities on site. Dusty offered to provide consultation for any proposed policies needed by TDC.</p>	
26 35	<p>Finance Reports</p> <p>A) Bank Reconciliations 28.02.21</p> <p>B) Payment and Receipt Reports 28.02.21</p> <p>C) Receipts and Payments by Budget Heading 28.02.21</p> <p>D) Annual Budget by Combined Account Code</p> <p>E) Proposed Capital Expenditure Projects for next Financial Year: Decision required</p> <p>It was moved by Cllr Pennington and seconded by Cllr Donaldson and RESOLVED: that the Bank Reconciliations, Payment and Receipt Reports, Receipts and Payments by Budget Heading and</p>	

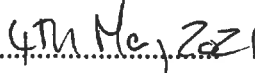
	<p>Annual Budget by Combined Account Code for 28.02.21 be received.</p> <p>There was a short debate on the locations proposed for new litter bins; locations suggested were on the boundary of Westgate near to Westgate Bay Avenue and Cllr Cornford agreed to provide photographs of proposed location. Cllr Dr H Scott requested that consultation should be undertaken for the proposed bin on Belmont Road. The investment for Solar Panels information will be sourced by Cllr Dr H Scott for Members for a future meeting.</p> <p>It was moved by Cllr Dr H Scott and seconded by Cllr Donaldson and RESOLVED: that the proposed list of capital projects shared by the Town Clerk with Members for the Earmarked Reserves of £15,000.00 for the 2021/2022 financial year were agreed; consultation with the community is ongoing for prioritising projects.</p>	
26 36	<p>Meeting Dates for 2021/22</p> <p>Town Clerk provided a report to Members with a proposed schedule for meetings for the Town Council for the year 2021/2022; the one date that may need to be altered in due course is the meeting scheduled for 1st June 2021 due to Covid-19 restrictions.</p> <p>It was moved by Cllr Page and seconded by Cllr O'Connor and RESOLVED: that the proposed meeting schedule for the Town Council for 2021/2022 was adopted with the one possible exception of 01.06.2021; Town Clerk to advise in due course.</p>	
26 37	<p>New Policies for the Town Council</p> <p>Following recommendation from the HR Committee the Town Clerk shared four new proposed draft policies with Members for debate.</p> <ul style="list-style-type: none"> a) Retention and Record Management Policy b) Procurement Policy c) Disciplinary Policy d) Grievance Policy <p>Town Clerk to provide clarification for Members on the Procurement Threshold by email.</p> <p>It was moved by Cllr Dr H Scott and seconded by Cllr O'Connor and RESOLVED: that the Retention and Record Management Policy was adopted by the Town Council.</p> <p>It was moved by Cllr Page and seconded by Cllr O'Connor and RESOLVED: that the Procurement Policy with the addition of wording for number 15 at the end of the sentence "where it is shown that it is economically advantageous" was adopted by the Town Council.</p>	

	<p>It was moved by Cllr Dr H Scott and seconded by Cllr O'Connor and RESOLVED: that the Disciplinary Policy was adopted by the Town Council.</p> <p>It was moved by Cllr O'Connor and seconded by Cllr Pennington and RESOLVED: that the Grievance Policy was adopted by the Town Council.</p>	
26 38	<p>Westgate Day Town Anniversary 18.07.21</p> <p>Town Clerk provided a report to Members on the proposed ideas for marking the date. It was agreed that Rev Yule from URC should be invited to attend the planned activities. Following debate by Members and considering the ideas proposed:-</p> <p>It was moved by Cllr Page and seconded by Cllr Wallin and RESOLVED: that the Westgate Town Anniversary will be marked with:-</p> <ul style="list-style-type: none"> • Hoisting a Town Flag and short service at the War Memorial which is dedicated to the late Dr Dawn Crouch • Heritage themed Scarecrows taking part in the Scarecrow Festival • Exhibition at the Community Centre to mark the 150th Anniversary of the Train Station • Invite residents to bring their own picnic on the green 	
26 39	<p>Statement of Community Involvement Review - Public Consultation</p> <p>Following the P,H & E Committee on 9th March where the Committee debated the Thanet District Council consultation opportunity for the SCI there were recommendations proposed for submission by 9th April 2021 which is the consultation deadline at TDC. Members debated each section of the draft Statement of Community Involvement and proposed comments.</p> <p>It was moved by Cllr Pennington and seconded by Cllr Page and RESOLVED: that the comments proposed by the PH&E Committee were to be submitted and in addition comments for Section 10 -</p> <p>The Town Council is of the opinion that larger outline and planning applications should result in the wider community being sent letters to advise of the proposals. At present only the immediate neighbours are consulted and clearly for larger developments there is a wider impact felt by the community. The Town Council advises that the experience with the early consultation has not always been a positive one, so it is hoped that in future this can be more robustly delivered. The</p>	

	<p>following points are for consideration for future community involvement opportunities:-</p> <ul style="list-style-type: none"> • How can they be better communicated? • Can the timing of early consultation be improved? • Can the delivery of information be more robust? • Can the Local Councils be utilised to provide support for alerting hard to reach parts of the community? • Can the proportion and scale of an application have an impact in how widely the consultation process is undertaken. 	
26 40	<p>Thanet Local Plan Review – Call for Sites Consultation</p> <p>a) Town Clerk shared details of the TDC Thanet Local Plan Review call for sites consultation. Cllr Dr Scott gave an overview of the proposal to propose two distinct sites following the advice from the planning consultant on the process and correct approach.</p> <p>It was moved by Cllr Pennington and seconded by Cllr Page and RESOLVED: that the draft proposed response was agreed and the two distinct areas would be submitted for consideration by TDC.</p> <p>b) Town Clerk shared a draft response with Members to the email received from the Planning Policy & Reform Team on behalf of the Secretary of State for Housing, Communities & Local Government. There followed a short debate and consideration of the draft response shared by the Town Clerk following advice from the planning consultant.</p> <p>It was moved by Cllr Pennington and seconded by Cllr O'Connor and RESOLVED: that the Town Clerk and Cllr Dr H Scott would work together to finalise the response on behalf of the Town Council.</p>	
26 41	<p>Draft Action Plan for Town Council 2021/22</p> <p>Town Clerk shared a draft Action Plan with Members for 2021/22 for debate.</p> <p>It was moved by Cllr Page and seconded by Cllr Donaldson and RESOLVED: that the draft Action Plan was adopted by the Town Council for 2021/22.</p>	
26 42	<p>Christmas Lighting Update</p> <p>Town Clerk reported that the new Christmas lighting has now been purchased and will be due to be delivered in the next few weeks. There will be a further update with the proposed scheme to follow once the contractor undertaking the installation is consulted.</p>	

26 43	It was moved by Cllr Dr H Scott and seconded by Cllr Nightingale and RESOLVED: that the meeting would continue for a further 15 minutes if required.	
26 44	NHS, Social Care and Frontline Workers Day Town Clerk shared details of the nationally organised event planned to recognise the NHS, social care and frontline workers on 5 th July 2021. Town Clerk to research if the church bells can be rung on the 5 th of July. It was moved by Cllr O'Connor and seconded by Cllr Wallin and RESOLVED: that the Town Council should purchase the NHS Flag to fly from the flagpole and honour the two-minute silence on 5th July 2021.	
26 45	Proposal for Youth Council for Westgate on Sea Town Clerk reported on actions undertaken since the last meeting and progress; more details to follow at the next meeting.	
26 46	Community Asset Transfer of War Memorial Recreation Ground and Two Shelters on Sea Road Town Clerk shared details of a report and documentation received from the solicitors acting on behalf of the Town Council in relation to the Community Asset Transfer of the War Memorial Recreation Ground and two shelters on Sea Road. The information included a Local Search report, register of local land charges, land registry titles and plans. Following a short debate Members were invited to consent that the Community Asset Transfer is completed ; Chairman and Town Clerk to execute the two Transfer Deeds and sign the Transfer Plans in preparation for completion of the legal process on behalf of the Town Council. It was moved by Cllr Page and seconded by Cllr Donaldson and RESOLVED: that the Transfer Deeds are executed by the Chairman and Town Clerk on behalf of the Town Council, the Transfer Plans are signed in preparation for completion of the legal process for the Community Asset Transfer of the War Memorial Recreation Ground and two shelters on Sea Road.	
26 47	Next Meeting The next meeting is 4 th May 2021	
26 48	Meeting Closed at 21.05pm	

Signed.....

Dated..... 4th May 2021

Chairman of the Council