

Westgate on Sea Town Council  
78 St Mildreds Road  
Westgate on Sea  
Kent CT8 8RF  
Tel: 01843 836182



Sir/Madam,

You are hereby summoned to attend a meeting of the Town Council of Westgate-on-Sea at 7 pm, Tuesday 3<sup>rd</sup> October 2023 in Town Council Office, 78 St Mildreds Road, Westgate-on-Sea CT8 8RF for the purposes of considering and passing such resolutions as may be deemed necessary or desirable in respect of the matters contained within the agenda.

*If you are unable to attend this meeting will you, please advise the Town Clerk's Office in advance by email so that your apologies and reasons for absence can be given at the meeting.*

Members of the public are welcome.

### AGENDA

**1. APOLOGIES FOR ABSENCE**

To receive apologies for absence, if any.

**2. MEMBERS' INTERESTS**

Members are requested to disclose any interest they may have in any of the items contained within the agenda.

**3. MINUTES**

- a) To receive and approve the minutes of the Full Council meeting held on 5<sup>th</sup> September 2023 (**copy attached**)
- b) To receive the minutes of the Planning, Highways & Environment Committee held on 12<sup>th</sup> September 2023 (**copy attached**)
- c) To receive the minutes of the Events, Tourism & Development Committee held on 19<sup>th</sup> September 2023 (**copy attached**)

**4. PUBLIC RIGHT TO SPEAK**

The meeting will be adjourned for a maximum of 15 minutes to allow for members of the public from Westgate-on-Sea to speak and address Council. The public right to speak includes non-residents with Westgate-on-Sea residents having priority.

**5. INTERIM CLERK REPORT**

Update from the Interim Town Clerk.

**6. COUNTY AND THANET DISTRICT WARD COUNCILLORS' REPORT**

KCC and/or TDC Ward Councillors to report on issues affecting Westgate-on-Sea.

**7. COUNCILLORS' REPORTS**

Councillors to report on any matters dealt with since the last meeting, if appropriate.

**8. REPORT FROM COMMUNITY WARDEN AND PC**

Reports to be shared with Members in person or via email from the Community Warden and/or PC for Westgate on Sea if available.

## **9. FINANCE REPORTS**

Finance reports to be received.

### **a) August 2023**

- Current Account – Bank Reconciliation and Payment and Receipts Reports.
- Deposit Account – Bank Reconciliation and Payment Report.
- Petty Cash Account – Bank Reconciliation and Payment Report.

## **10. WESTGATE LIGHTING AND IMPROVEMENTS COMMITTEE**

Members to be updated by representatives of the Westgate Lighting and Improvements Committee on the plans for the 2023 Christmas Fair.

## **11. WESTGATE AND GARLINGE ACTION GROUP AGAINST HOUSING DEVELOPMENT (WAGAGAHD)**

Members to be updated on the discussion and agreed actions from the Finance and General Purposes Committee meeting held on 25<sup>th</sup> July 2023 and the Full Council Meeting held on 5<sup>th</sup> September 2023.

## **12. WESTGATE-ON-SEA TICKET OFFICE CLOSURE CONSULTATION**

Members to discuss the upcoming consultation on the Southeastern Ticket office closures in Kent.

## **13. REMEMBRANCE 2023**

Members to be updated on the Remembrance parade and service and to discuss and decide roles on the day. **Decision requested.**

## **EXCLUSION OF PRESS AND PUBLIC**

Council is 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 will be asked to leave the meeting during consideration of the following items: staffing matters.

## **14. STAFFING MATTERS**

To receive a report from the Interim Town Clerk on staffing matters including:

- Town Clerk and RFO Vacancy.
- Update on Co-Option Vacancy.
- Resignation of the Deputy Town Clerk/Interim Town Clerk and provision of interim financial and administrative cover.
- Update on previous Town Clerk role.

**Decisions Required.**

*C. Wheatley*

**Signed: Chloe Wheatley**

**Interim Town Clerk - Westgate-on-Sea Town Council**

**28.09.2023**



**Minutes of the Full 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 5<sup>th</sup> September 2023 at 7.00pm**

Present	Cllrs Donaldson (Chair); Veck (Vice Chair), D'Abbro; King; Mulyina; Wallin	
Also, in attendance	Mrs Chloe Wheatley (Interim Town Clerk) and eight residents.	
	<b>To receive apologies for absence</b> Cllr Crow-Brown (KCC), Cllr Wright (KCC), Cllr Braidwood (TDC), Cllr Fenning, Cllr Scott and Cllr Green	
	<b>Members' Declarations of Interest</b> Cllr King declared a potential interest in agenda Item 10 as he is sits on the Westgate-on-Sea Community Centre Association (WOSCCA) committee.	
	<b>Minutes</b>  It was moved by Cllr Wallin and seconded by Cllr Veck and <b>RESOLVED:</b> that the minutes of the Full Council held on 4 <sup>th</sup> July 2023 be signed and approved as a true record of the meeting.  It was moved by Cllr Wallin and seconded by Cllr Mulinya and <b>RESOLVED:</b> that the minutes of the PH&E Committee held on 13 <sup>th</sup> June 2023 were received.  It was moved by Cllr Wallin and seconded by Cllr Donaldson and <b>RESOLVED:</b> that the minutes of the PH&E Committee held on 17 <sup>th</sup> July were received.  It was moved by Cllr Wallin and seconded by Cllr D'Abbro and <b>RESOLVED:</b> that the minutes of the ET&D Committee held on 20 <sup>th</sup> June 2023 were received.  It was moved by Cllr Wallin and seconded by Cllr Donaldson and <b>RESOLVED:</b> that the minutes of the ET&D Committee held on 18 <sup>th</sup> July were received.  It was moved by Cllr Wallin and seconded by Cllr King and <b>RESOLVED:</b> that the minutes of the LT Sub-Committee held on 22 <sup>nd</sup> June 2023 were received.  It was moved by Cllr Wallin and seconded by Cllr D'Abbro and <b>RESOLVED:</b> that the minutes of the LT Sub-Committee held on 20 <sup>th</sup> July 2023 were received.  It was moved by Cllr Wallin and seconded by Cllr Donaldson and <b>RESOLVED:</b> that the minutes of the F&G Committee held on 25 <sup>th</sup> July 2023 were received.  It was moved by Cllr Wallin and seconded by Cllr Mulinya and <b>RESOLVED:</b> that the minutes of the HR Committee held on 3 <sup>rd</sup> July were received.	

	<p><b>Public Participation Session</b></p> <p>Representatives from the Westgate and Garlinge Action Group Against Housing Development (WAGAGAHG) requested the following support from the Town Council:</p> <ul style="list-style-type: none"> <li>▪ To employ a Planning Consultant to look in depth at the planning application OL/TH/20/1400 and create a report identifying any noncompliance with the Local Plan and Westgate Neighbourhood Plan.</li> <li>▪ To support the Action Group in collection of objections by promoting and attending Action Group organised events.</li> <li>▪ To fund the printing of leaflets to be sent to residents of Westgate.</li> </ul>	
	<p><b>Interim Clerk Report</b></p> <p><u>Community Picnic</u> On Saturday 22<sup>nd</sup> July 2023 we held the second annual Westgate Community Picnic at the Community Centre and green. Despite the weather the event was a great success and enjoyed by all who attended. Thanks go to all the Councillors and staff who supported the event on the day, to Cllr Fenning for organising and providing street football, for the Westgate and Garlinge Action Group Against Housing for providing refreshments and to Bronwen and the Community Centre for hosting the event.</p> <p><u>Skate Skills</u> Over the summer holidays Sorcha Skate School have been running their very popular Skate Skills sessions. As always, the sessions have been well attended and very much enjoyed by our younger Westgate residents.</p> <p><u>Allotments</u> Allotment renewals are due to be sent out by week ending 8<sup>th</sup> September 2023. Thank you to Caroline, our Interim RFO, for all her hard work in preparing over 150 tenancies/invoices.</p> <p><u>Lymington Road Recreation Ground</u> On Thursday 24<sup>th</sup> August 2023 the gates to both the playground and skate park were serviced and fitted with soft closers.</p>	
	<p><b>KCC/TDC Ward Councillor Reports</b></p> <p>Cllr Crown-Brown from KCC updated that:</p> <ul style="list-style-type: none"> <li>▪ Alongside Cllr Binks, they had both lobbied the Thanet MPs to change legislation for the amount of time roads are closed due to utility works going into new developments on the isle.</li> <li>▪ There has been a change in cabinet responsibility for Highways, as a result Cllr Neil Baker is the new cabinet member.</li> <li>▪ As a member of the Richborough Household Waste informal working group he had lobbied strongly for Richborough's retention and subsequently the proposed Household Waste consultation has been delayed.</li> <li>▪ He had approached the Thanet Highways Manager in response to complaints received about the shop at 64 St Mildreds Road, Westgate-on-Sea causing an obstruction on the pavement by placing goods for sale outside the front of the shop and were working on a resolution.</li> </ul>	

	<p>Cllr Bertie Braidwood's report asked members to approve the Town Council financially contributing towards the Action Against Housing of Farmland Action Group's go fund me page. He highlighted how tirelessly the Action Group had worked to prevent the building on Farmland.</p> <p>Cllr Mathew Scott updated members on:</p> <ul style="list-style-type: none"> <li>▪ Fly tipping – Station Road issues were currently resolved but was still being monitored.</li> <li>▪ Seaweed –this season had seen extreme volumes of seaweed washed up on Westgate beaches and confirmed TDC are looking at additional options for seaweed removal next year.</li> <li>▪ Housing Group – Cllr Scott recommended a double-sided flyer be created and delivered to the doors of residents to help make them aware of the Action Group and their cause. He noted agenda item 13 would be to discuss how to 'financially support the action group' and requested that the Council assist in funding the production of this information flyer. He noted the Council would be supporting an important cause that will affect the whole of Westgate.</li> </ul>	
	<p><b>Councillor's Report</b></p> <p>Cllr Wallin, Cllr King and Cllr Donaldson spoke to members about issues and projects they had been working on, these included:</p> <ul style="list-style-type: none"> <li>▪ A clarification request on the procedure for nominating a member of the community for an award recognising their voluntary work.</li> <li>▪ Updates on donations given by the Westbrook and Westgate Residents Association to the Housing Action Group and to the Lighting and Improvements Committee for the 2023 Christmas Fair.</li> <li>▪ An update on the process of setting up the Community Interest Company.</li> </ul>	
	<p><b>Report from Community Warden and PC</b></p> <p>Kent County Council are currently holding a consultation on the Kent Community Warden Service. The Service has been asked to reduce its Annual Budget by £1 Million by 2024-25. To achieve this level of saving, they are consulting on a proposed reorganisation of staff which would result in a large reduction in Community Wardens and a reduced service in Westgate. The consultation opened on 12<sup>th</sup> July and is due to close on 3<sup>rd</sup> October 2023.</p> <p>During this time the Community Warden has continued to be a strong presence in the community supporting the Town Council, businesses and residents.</p> <p>Jason Gordon highlighted the need for Traffic Enforcement Officers to attend Station Road/St Mildreds Road in Westgate to discourage those parking and staying longer than the 1 hour restriction.</p>	
	<p><b>Finance Reports</b></p> <p>June 2023</p> <ul style="list-style-type: none"> <li>▪ Current Account – Bank Reconciliation and Payment and Receipts Reports.</li> <li>▪ Deposit Account – Bank Reconciliation and Payment and Receipts Reports.</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ Petty Cash Account – Bank Reconciliation and Payment Report.</li> </ul> <p>July 2023</p> <ul style="list-style-type: none"> <li>▪ Current Account – Bank Reconciliation and Payment and Receipts Reports.</li> <li>▪ Deposit Account – Bank Reconciliation and Payment and Receipts Reports.</li> <li>▪ Petty Cash Account – Bank Reconciliation and Payment Report.</li> </ul> <p><b>It was RESOLVED: that the Bank Reconciliations and Payment and Receipt Reports for June and July 2023 be received.</b></p>	
	<p><b>Temporary Mast</b></p> <p>Members were informed of the offer made to Thanet District Council for the occupation of land at Lymington Road Community Centre playing field for a temporary phone mast by way of an 18 month licence.</p> <p>ACTION: Interim Town Clerk to update members on progress of the matter at the Full Council on Tuesday 3<sup>rd</sup> October 2023.</p>	
	<p><b>Co-option Vacancy Update</b></p> <p>After the withdrawal of an application for Town Councillor, the vacancy had been readvertised with a new deadline for applications of 29<sup>th</sup> September 2023.</p>	
	<p><b>Neighbourhood Plan Referendum</b></p> <p>The Westgate-on-Sea Neighbourhood Plan referendum was held on Thursday 31<sup>st</sup> August 2023. The Vice Chair and Interim Town Clerk were present at the Count.</p> <p>It was declared more than half of those voting had voted in favour of using the Neighbourhood Plan for Westgate to help it decide planning applications in the Neighbourhood Plan area.</p> <p>Number of votes cast in favour of YES – 553  Number of votes cast in favour of NO – 135  Number of ballot papers rejected - 3</p>	
	<p><b>Westgate and Garlinge Action Group Against Housing Development (WAGAGHD)</b></p> <p>Members were updated on the actions set at the Finance and General Purposes Committee meeting held on Tuesday 25<sup>th</sup> July 2023.</p> <p>Cllr Donaldson and Cllr Veck confirmed they would be speaking at the next Thanet Area Committee to gauge interest from other local parish and town councils in providing financial support to the Action Group.</p>	
	<p><b>Town Council Community Space – Alterations to Entrance</b></p> <p>The Interim Town Clerk provided members with three quotes for the replacement of the internal entrance door. <b>It was moved by Cllr Wallin and seconded by Cllr</b></p>	

	<b>Donaldson and RESOLVED: that Quote B – a single fully glazed door giving clear access of 1050mm be purchased.</b>	
	<b>EXCLUSION OF PRESS AND PUBLIC</b>  <b>It was RESOVLED: 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 will be asked to leave the meeting during consideration of the following items: staffing matters.</b>	
	<b>Staffing Matters</b>  Members were updated on the vacancy of the Town Clerk/RFO and previous Town Clerk role. The resignation of the Interim RFO was received.	
	<b>Next Meeting</b>  The next meeting is 3 <sup>rd</sup> October 2023.	
	<b>Meeting Closed at 9.20pm</b>	

Signed..... Dated.....

Chair of the Council



## Minutes of the Planning, Highways and Environment Committee

### Westgate-On-Sea Town Council

Held on Tuesday 12<sup>th</sup> September 2023 at 6.00pm at the Town Council Office, 78 St Mildreds Road, Westgate-on-Sea CT8 8RF

Present	Cllr Wallin (Chair); Cllr Donaldson and Cllr Veck	
Also, in attendance	Mrs Chloe Wheatley (Interim Town Clerk)	
	<b>Apologies for Absence</b>  Cllr D'Abbro & Cllr Scott	
	<b>Member's Interests</b>  None	
	<b>Minutes</b>  It was moved by Cllr Donaldson and seconded by Cllr Veck and <b>RESOLVED:</b> that the minutes of the Planning, Highways and Environment Committee meeting held on Monday 14 <sup>th</sup> August 2023 were signed and approved as an accurate record of the meeting.	
	<b>Public Participation Session</b>  None.	
	<b>Planning Decisions by Thanet District Council</b>  a) FH/TH/23/0484 – Land Rear of 125A Canterbury Road, Westgate-on-Sea, Kent CT8 8NW Erection of 2No 2-bed semi-detached bungalows, together with associated parking and landscaping following demolition of existing outbuildings. <b>WOSTC Comment:</b> Objection with material planning considerations cited as highway safety issues, over massing and potential detrimental impact on the appearance of the area, loss of biodiversity and negative impact on wildlife. 31.05.23 <b>TDC Decision:</b> Grant Permission b) F/TH/20/1030 – 123 Canterbury Road, Westgate-on-Sea CT8 8NW Change of use from Residential Institution (use class C2) to 12No. 1 Bed flats and 15No. 2 Bed flats and the erection 12No 2bed dwellings (use class C3) with associated parking and landscaping together with alterations to fenestration and refurbishment following part demolition of existing building.	



	<p><b>WOSTC Comment:</b> Supported – This is a welcomed, well designed, sympathetic development in a key area of the Town. 26.10.20</p> <p><b>TDC Decision:</b> Grant Permission</p> <p>c) L/TH/20/1031 – 123 Canterbury Road, Westgate-on-Sea CT8 8NW Application for listed building consent for part demolition and internal and external alterations and refurbishment including alterations to fenestration to facilitate the change of use from Residential Institution (use class C2) to 12No. 1 Bed flats and 15No. 2 Bed flats and the erection 12No 2bed dwellings (use class C3) with associated parking and landscaping.</p> <p><b>WOSTC Comment:</b> <b>Supported</b> – This is a welcomed, well designed, sympathetic development in a key area of the Town. 26.10.20.</p> <p><b>TDC Decision:</b> Grant Permission</p> <p>d) F/TH/23/0506 – 14 Suffolk Avenue, Westgate-on-Sea CT8 8JG, Erection of 4No two storey 1-bed terraced dwellings, with associated access, parking, and landscaping.</p> <p><b>WOSTC Comment:</b> Objection to the planning application citing the material planning considerations of potential overdevelopment and highways issues. 18.06.23</p> <p><b>TDC Decision:</b> Grant Permission</p>	
	<p><b>Planning Applications for Consultation</b></p> <p>a) FH/TH/23/1098 – 11 Cliff Field, Westgate-On-Sea, Kent, CT8 8PY, erection of a single storey rear extension following demolition of existing garage to habitable room with aluminium cladding together with alterations to fenestration. <b>It was moved by Cllr Donaldson and seconded by Cllr Veck and RESOLVED: that the Town Council comments – Support application with condition the completed cladding is in keeping with properties in the area.</b></p> <p>b) TH/TPO/12(1989) T1 – 79 Minster Road, Westgate-On-Sea, Kent CT8 8DA, 1No Beech (T1) – crown reduce by approx. 3-5m. <b>It was moved by Cllr Donaldson and seconded by Cllr Veck and RESOLVED: that the Town Council comments – No objections.</b></p>	
	<p><b>Next Meeting</b> The next meeting is Tuesday 10<sup>th</sup> October 2023 at 6.00pm</p>	
	<p><b>Meeting closed</b> 6.15pm</p>	

Signed.....

Dated.....



## Minutes of the Events, Tourism and Development Committee

### Westgate-On-Sea Town Council

Held on Tuesday 19<sup>th</sup> September 2023 at 6.00pm at the Town Council Office, 78 St Mildreds Road, Westgate on Sea CT8 8RF

Present	Cllrs Mulinya (Vice Chair); Donaldson; King; Scott	
Also, in attendance	Mrs Chloe Wheatley (Deputy Town Clerk)	
	<b>Apologies for Absence</b>  Cllr D'Abbrow and Cllr Fenning	
	<b>Member's Interests</b>  None	
	<b>Minutes</b>  It was moved by Cllr Donaldson and seconded by Cllr King and <b>RESOLVED:</b> that the minutes of the E,T&D Committee meeting held on Tuesday 18 <sup>th</sup> July 2023 were signed and approved as an accurate record of the meeting.	
	<b>Public Participation Session</b>  Totally Locally updated the Committee on the upcoming Magic Tenner promotion due to take place between 7 <sup>th</sup> and 21 <sup>st</sup> October 2023.	
	<b>Deputy Town Clerk Report</b>  The Deputy Town Clerk updated members on the actions from the previous meeting.  To inform CMK that WOSTC agree part funding skate sessions. To create poster and advertise – <b>completed</b> .  Article Ideas for Magazine - Competition, puzzle page, where in Westgate - Sept issue – <b>ongoing</b> .	

	<p><b>Westgate Community Picnic</b></p> <p>The Community Picnic was a great success. Thanks was given to all the Councillors and staff who supported the event on the day. Cllr Fenning for organising and providing street football, to the Westgate and Garlinge Action Group Against Housing for providing refreshments and to Bronwen and the Community Centre for hosting the event.</p> <p><u>2024</u></p> <p>An idea was put to members to expand the family event and theme the picnic – <i>The Westgate Teddy Bear Picnic</i>. National Teddy Bears Picnic Day is on 10<sup>th</sup> July 2024 the event could be held on either weekend 6/7<sup>th</sup> or 13<sup>th</sup>/14<sup>th</sup> July 2024. These dates would not then clash with the Minster Flower Show.</p> <p><b>It was proposed by Cllr DD and seconded by Cllr Scott and RESOLVED: to theme next year's picnic – <i>The Westgate Teddy Bear Picnic</i>.</b></p> <p><u>Costings</u></p> <ul style="list-style-type: none"> <li>▪ The original budget for the event was set at £1000.00</li> <li>▪ A further £1000.00 was given to the budget at the F&amp;GP committee meeting on 25<sup>th</sup> July 2023.</li> <li>▪ In total the Picnic cost £1332.98 (£705.00 on entertainment, £493.50 on event fees/first aid etc and £134.48 on decorations/craft materials).</li> </ul> <p><b>It was proposed by Cllr DD and seconded by Cllr Scott and RESOLVED: to set aside £1500.00 in the 2024-2025 budget for the 2024 Community Picnic.</b></p>	
	<p><b>The Pulse, Photography Project</b></p> <p>Mareike Guensche completed the work on her project. The exhibition which includes the stories and photos of 19 Westgate businesses/individuals will be exhibited from 22<sup>nd</sup> July 2023. Members were invited to the opening event at the Little Brown Fairy Cake shop from 6pm.</p> <p>Mareike has been able to source private sponsorship for the cost of printing etc for the exhibition but was disappointed with the support she had received so far from the Town Council. The Interim Clerk apologised on behalf of the Council and explained the Council fully supported the project. <b>It was proposed by Cllr Donaldson and seconded by Cllr King and RESOLVED: to fund the cost of printing a booklet of the exhibition to share with the community.</b></p>	

	<p><b>Remembrance 2023</b></p> <p>An update was given to members on the Remembrance Parade and Service due to be held on Sunday 12<sup>th</sup> November 2023.</p> <p><u>Confirmed</u></p> <ul style="list-style-type: none"> <li>▪ Event Application submitted.</li> <li>▪ Road Closure application submitted.</li> <li>▪ Road Traffic Management – booked.</li> <li>▪ First Aid – booked.</li> <li>▪ Bugler - booked.</li> <li>▪ Wreaths – purchased and received.</li> <li>▪ Parade and wreath laying order – draft finalised.</li> </ul> <p><u>Outstanding:</u></p> <ul style="list-style-type: none"> <li>▪ Event Application submitted – awaiting approval.</li> <li>▪ Road Closure application submitted – awaiting approval.</li> <li>▪ Poppy displays. Set a date to put up and take down.</li> <li>▪ Volunteers. Required 10.</li> <li>▪ Testing of the PA System.</li> <li>▪ Printing of service booklets.</li> </ul>	
	<p><b>Christmas Fair</b></p> <p>Due to unforeseen circumstances the Lighting and Improvements Committee were unable to attend the meeting.</p>	
	<p><b>D-Day 80th Anniversary 6<sup>th</sup> June 2024</b></p> <p><b>It was proposed by Cllr Scott and seconded by Cllr Donaldson and RESOLVED: to take part in the 80<sup>th</sup> Anniversary of D-Day in 2024.</b></p> <p><b>ACTION:</b> To put the item on the Agenda for the next committee meeting to discuss in more detail.</p>	
	<p><b>Town Council Magazine</b></p> <p>Issue 20 of the Town Council Magazine will be distributed from week beginning 2<sup>nd</sup> October 2023. Some of the topics in this issue include:</p> <ul style="list-style-type: none"> <li>▪ Updates from the Chairs on committee/sub-committees</li> <li>▪ St Crispins 60<sup>th</sup> Birthday</li> <li>▪ The Pulse Photography Project</li> <li>▪ Highways Improvement Plan</li> <li>▪ Skate Skills Sessions</li> <li>▪ Neighbourhood Plan Referendum Update</li> <li>▪ Community Picnic Event</li> <li>▪ Advertising for the Christmas Fair, football pitch hire and puzzle exchange</li> </ul>	

	<b>Next Meeting</b>  17 <sup>th</sup> October 2023 at 6.00pm	
	<b>Meeting closed</b>  7.30pm	

Signed.....

Dated.....



## Full Council – Tuesday 3<sup>rd</sup> October 2023

INTERIM CLERK REPORT	Date written: 28.09.23
Interim Clerk Update	
<p><u>Temporary Mast</u></p> <p>Since the last Full Council meeting, I am informed a public meeting will be held with Waldon Communications. The date for this meeting has not yet been confirmed but will update members as soon as this information is available.</p> <p><u>Westgate-on-Sea Neighbourhood Plan</u></p> <p>Thanet District Council confirmed the Westgate Neighbourhood Plan was <i>made</i> at the Cabinet meeting held on Thursday 21<sup>st</sup> September 2023.</p> <p><u>Entrance Update</u></p> <p>It was agreed at the Finance and General Purposes meeting held on Tuesday 25<sup>th</sup> July 2023 that the internal UPVC Double Glazed door unit be removed and at the Full Council meeting. I confirm the new door has been ordered and should be fitted by the end of October.</p>	
Agenda Item 11 - Westgate and Garlinge Action Group Against Housing Development of Farmland	
<p>At the Finance and General Purposes Committee meeting held on Tuesday 25<sup>th</sup> July 2023, Cllr King suggested to members that the Town Council could financially support the WAGAAH Action Group by providing them with funds to obtain legal advice in relation to potentially applying for a Judicial Review on the decision to build 2000 houses on the farmland in Westgate. The suggestion was discussed by members and</p> <p>The following actions arose from the Tuesday 25<sup>th</sup> July Finance and General Purposes meeting and Full Council meeting held on 25<sup>th</sup> September 2023:</p> <ul style="list-style-type: none"><li>▪ To add an agenda item to the Full Council meeting on 5<sup>th</sup> September 2023 to update all Council Members. <b>-Completed</b></li><li>▪ Cllr Veck and Cllr Donaldson to speak at the next Thanet Area Committee to gauge interest from other local parish and town councils in providing financial support to the WAGAAH Action Group to obtain legal advice. <b>-Completed. Update to be provided by Cllr Donaldson and Cllr Veck.</b></li><li>▪ Cllr D'Abbrow to share the report commissioned by Thanet District Council, when published, ahead of the next F&amp;GP Committee. <b>-Ongoing</b></li><li>▪ To source and provide quotes for legal advice for the Town Council on the impact financially supporting the Action Group would have on the Town Council. <b>-Ongoing</b></li><li>▪ To provide 250 objection forms for the Action Group open days. <b>-Completed.</b></li><li>▪ To contact TDC to request an extension on the application for 2000 houses. <b>-Completed</b></li><li>▪ To contact potential Planning Consultants to review the application <b>-Completed</b></li></ul>	



## Agenda Item 12 – Westgate-on-Sea Ticket Office Closure Consultation

The Department for Transport and Train Operators across England have proposed major changes to rail station ticket offices. These proposals are to move staff onto station platforms and concourses, creating multi-skilled customer help roles resulting in the permanent closure of ticket offices. Consultation on the proposal has begun across the country. We requested confirmation from Southeastern that Westgate-on-Sea would be one of the stations affected. Please see their response below:

*Thank you for contacting us today about Westgate-on-Sea station, and the consultations of the proposed ticket office closures on the Southeastern network. We appreciate why you've taken the time to contact us.*

*While all 13 other Train Operating Companies in England are consulting on the closure of all their respective ticket offices in one go, we are consulting in phases, so people have a meaningful opportunity to respond to local issues.*

*The first stage of the consultation was conducted by London TravelWatch for 40 ticket offices in South East London in the Pay As You Go area where most people travel using tap in tap out technology. The consultation ran between 5 July 2023 and 1 September 2023.*

*London Travelwatch will have up to 35 days to review the closure of each ticket office on an individual basis, taking on board the feedback submitted over this period of consultation. Where the case for closing a ticket office is not evident, the ultimate decision on whether the closure will go ahead or not, will be taken by the Secretary of State for Transport.*

*It is planned that the next phase of consultation will take place later this year. This will consider the future of ticket offices on the remainder of our railway (Westgate-on-Sea station is one of these), including the upgrade of some ticket offices to Travel Centres, which will continue to sell the full range of retail products currently available in ticket offices, but in an environment which is more welcoming to customers. Phase 2 of our consultation will be overseen by the Department for Transport, Transport Focus and, where relevant, London TravelWatch, with any agreed changes to take place over the next two years.*

*Please do keep an eye out on our website for when phase 2 of the consultation begins. More information can be found at: [www.southeasternrailway.co.uk/ticketofficeconsultation](http://www.southeasternrailway.co.uk/ticketofficeconsultation)*

Please find below a section of a document provided by Southeastern giving a breakdown of ticket sales at Westgate-on-Sea train station. If you would like a copy of the full document please email.

### Calendar Year 2022

Calendar Year 2022

			Ticket Office			TVM			Cash Transactions			
Station	Ticket Office Windows <sup>1</sup>	TVMs <sup>2</sup>	Tickets sold <sup>3</sup>	% of total tickets sold at station	Bookings collected <sup>3</sup>	Tickets sold <sup>3</sup>	% of total tickets sold at station	Bookings collected <sup>3</sup>	Number of cash transactions <sup>4</sup>	% of sales made by cash	Journeys booked online for station as origin <sup>5</sup>	Originating Journeys on Oyster/Contactless PAYG <sup>6</sup>
Westenhanger	0	1	0	0%	0	3,429	100%	3,983	0	0%	15,532	0
Westgate-on-Sea	1	1	4,780	28%	585	12,601	72%	11,866	3,316	19%	33,694	0
Whitstable	1	1	46,559	54%	7,903	38,889	46%	59,123	7,672	9%	170,275	0
Woolwich Arsenal	3	2	56,958	34%	6,889	109,789	66%	24,808	54,720	33%	53,579	711,704
Woolwich Dockyard	1	1	1,217	10%	282	11,527	90%	2,499	3,974	31%	8,938	151,727
Wye	1	1	4,807	17%	407	23,864	83%	6,725	2,455	9%	39,140	0
Yalding	0	1	0	0%	0	5,009	100%	1,431	0	0%	4,971	0

Date: 04/09/2023

Westgate on Sea Town Council

Page 1

Time: 12:12

Bank Reconciliation Statement as at 31/08/2023  
for Cashbook 1 - Current Bank A/c

User: CHLOE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	31/07/2023		3,759.82
Allotment Account	31/07/2023		0.00
			<u>3,759.82</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			3,759.82
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			3,759.82
		Balance per Cash Book is :-	3,759.82
		Difference is :-	0.00

Signatory 1:

Name CHLOE DECK Signed [Signature] Date 14/9/2023

Signatory 2:

Name C. Wheady Signed [Signature] Date 14/09



Westgate On Sea Town Council

Current Bank A/c - List of Payments made between 01/08/2023 and 31/08/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/08/2023	CPD Online	BACS	£ 151.20	BACS	INV:198646-3192 Training
02/08/2023	The Party Pixies	BACS	£ 200.00	BACS	INV:012 - Entertain Comm Pic
02/08/2023	Punch & Judy	BACS	£ 325.00	BACS	INV:1662-23a - P&J CommunitPic
02/08/2023	Wantsum Medical Group Ltd	BACS	£ 329.40	BACS	INV:202314 - 1stAid CommPicnic
03/08/2023	Information Comms Office	DD	£ 35.00	DD	INV:ZA267540 GDPR
07/08/2023	British Petroleum	DD	£ 9.59	DD	INV:9005647429-Fuel
08/08/2023	Gr&ss	BACS	£ 282.00	BACS	INV:WTC003 - lines & cutting
08/08/2023	Social Media Matters	BACS	£ 385.00	BACS	INV:WTC13 S.Media Management
08/08/2023	Society of Local Council Clerk	BACS	£ 388.80	BACS	INV:SD885-1:Clerk Recruitment
08/08/2023	British Petroleum	BACS	£ 9.59	BACS	INV:347499-Fuel
08/08/2023	BHIB Leicester	BACS	£ 2,117.75	BACS	INV:LCO02697 Insurance
08/08/2023	NALC (Assoc of Councils)	BACS	£ 120.00	BACS	INV:702636 Clerk Recruitment
08/08/2023	Office Window Clean	BACS	£ 12.00	BACS	INV:21825 - Window Clean
08/08/2023	Hughes & Son	BACS	£ 440.00	BACS	INV:23.0097 - Grass cutting
08/08/2023	British Petroleum	BACS	£ 88.26	BACS	INV:9005560117-Fuel
08/08/2023	Office Clean	BACS	£ 30.00	BACS	Office Clean 02.08.23
08/08/2023	British Petroleum	BACS	£ 9.60	BACS	INV:9005647417 Fuel
15/08/2023	Octopus Energy	DD	£ 61.23	DD	INV:2BF0025 - Elec Pavilion
16/08/2023	Octopus Energy	DD	£ 162.81	DD	INV:C790026 - G&E Office
16/08/2023	Royal British Legion	CC	£ 23.98	CC	INV:12001565620 Wreath CC
16/08/2023	Ebay Commerce Uk Ltd	CC	£ 25.00	CC	INV:241034677156-Animal Wreath
16/08/2023	Amazon	CC	£ 19.98	CC	INV:285311076-craft Comm Pic
16/08/2023	Amazon	CC	£ 17.98	CC	INV:Craft Comm Picnic
16/08/2023	Amazon	CC	£ 5.99	CC	Inv:Craft Comm Picnic
16/08/2023	Lloyds Bank	CC	£ 3.00	CC	CC Monthly fee
16/08/2023	Biffa Waste Services	CC	£ 72.00	CC	CC - Refuse bins for Comm Picn
21/08/2023	British Petroleum	BACS	£ 96.25	BACS	INV:9005716191
21/08/2023	P M Brills	BACS	£ 92.96	BACS	INV:95 Materials/Tools
21/08/2023	Mitec Group Ltd	BACS	£ 187.06	BACS	INV:Office 365
21/08/2023	DM Payroll Services	BACS	£ 105.00	BACS	INV:3094-Payroll Apr-Sep 23
21/08/2023	Gr&ss	BACS	£ 90.00	BACS	INV:WTC004 lines & cutting
21/08/2023	Community Works	BACS	£ 445.77	BACS	Receipts - shelter works
24/08/2023	Mitec Group Ltd	BACS	£ 75.84	BACS	Mitec Group Ltd
24/08/2023	Office Clean	BACS	£ 30.00	BACS	Office Clean 16.08.23
25/08/2023	Adobe Systems Software Ireland	DD	£ 24.26	DD	65323713-Adobe
31/08/2023	Payroll	BACS	£ 9,066.12	BACS	Payroll
			<b>£ 15,538.42</b>		

**Westgate on Sea Town Council**

**Current Bank A/c**

**Cash Received between 01/08/2023 and 30/08/2023**

<b>Date</b>	<b>Cash Received from</b>	<b>Receipt No</b>	<b>Receipt Description</b>	
07/08/2023	Gingers Football Team	FOOTWTC9	WTC93 Pitch Hire Gingers	70.00
14/08/2023	Gingers Football Team	FOOTWTC9	WTC94 Pitch Hire Gingers	70.00
22/08/2023	Gingers Football Team	FOOTWTC9	WTC95-Pitch Hire Gingers	70.00
07/08/2023	Allot 53a	ALLOTP53A	Allotment Deposit plot 53A	25.00
15/08/2023	Thanet Community Lotto	LOTTO	Fundraising August	23.00
05/08/2023	Unity Deposit Account	SWEEP	Sweep - Dep to Cur	2200.00
05/08/2023	Unity Deposit Account	SWEEP	Sweep - Dep to Cur	2500.00
15/08/2023	Unity Deposit Account	SWEEP	Sweep - Dep to cur	10000.00
				<b>14958.00</b>

Date: 04/09/2023

Westgate on Sea Town Council

Page 1

Time: 12:27

Bank Reconciliation Statement as at 31/08/2023  
for Cashbook 3 - Unity Deposit Account

User: CHLOE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Deposit Account	31/08/2023		94,865.28
	31/08/2023		0.00
			<u>94,865.28</u> ✓
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			94,865.28
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			94,865.28
		Balance per Cash Book is :-	94,865.28
		Difference is :-	0.00

Signatory 1:

Name CHLOE VEEK Signed  Date 14/9/2023

Signatory 2:

Name C. Wheatley Signed  Date 14/09

Westgate on Sea Town Council

Unity Deposit Account

List of Payments made between 01/08/2023 and 31/08/2023

Date	Payee Name	Amount Paid	Transaction Detail
05/08/2023	Current Bank A/c	£ 2,200.00	Sweep - Dep to Cur
05/08/2023	Current Bank A/c	£ 2,500.00	Sweep - Dep to Cur
15/08/2023	Current Bank A/c	£ 10,000.00	Sweep - Dep to cur
		<b>£ 14,700.00</b>	

Date: 04/09/2023

Westgate on Sea Town Council

Page 1

Time: 12:24

Bank Reconciliation Statement as at 31/08/2023  
for Cashbook 2 - Petty Cash

User: CHLOE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty Cash	31/08/2023		93.37
			<u>93.37</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			93.37
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			93.37
		Balance per Cash Book is :-	93.37
		Difference is :-	0.00

## Signatory 1:

Name CHLOE DECK Signed [Signature] Date 14/9/2023

## Signatory 2:

Name C. Wheatley Signed [Signature] Date 14/09/23

**Westgate on Sea Town Council**

**Petty Cash**

**List of Payments made between 01/08/2023 and 31/08/2023**

<b>Date Paid</b>	<b>Payee Name</b>	<b>Reference</b>	<b>Amount Paid</b>	<b>Authorized Ref</b>	<b>Transaction Detail</b>
01/08/2023	BP Express	CASH	£ 8.94	CASH	Rec: 01.08.23-Petrol Lawnmower
02/08/2023	Access Lock & Key Service	CASH	£ 40.00	CASH	Rec:02.08.23 Lock
02/08/2023	Access Lock & Key Service	CASH	£ 5.00	CASH	Rec:02.08.23 Key Pavilion
14/08/2023	Access Lock & Key Service	CASH	£ 35.00	CASH	Rec:14.8.23 10 x Allot Keys
			<b>£ 88.94</b>		

**Westgate on Sea Town Council**

**Petty Cash**

**Receipts received between 01/08/2023 and 31/08/2023**

<b>Date</b>	<b>Cash Received From</b>	<b>Receipt No</b>	<b>Receipt Description</b>	<b>Receipt Total</b>
02/08/2023	Sewing Bees	DONA	Coffee Morning Donation	£ 5.00