

Hawkinge Town Council

www.hawkinge-tc.gov.uk

Town Mayor: Councillor Philip Martin



Town Clerk

Mrs Tina Wiles
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TO: MEMBERS OF HAWKINGE TOWN COUNCIL

YOU ARE HEREBY SUMMONED to attend a virtual Meeting of HAWKINGE TOWN COUNCIL to be held on **WEDNESDAY 10 FEBRUARY 2021 at 6.00pm.**

Please note earlier start time

The meeting will be open to the press and public who are requested to contact the Town Clerk for details of how to access the meeting. Any member who wishes to have information on any matter arising on the agenda which is not fully covered within this summons is requested to give prior notice to the Town Clerk.

A handwritten signature in black ink that reads 'Tina Wiles'.

Tina Wiles
Town Clerk

A G E N D A

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Members of the Council should declare any disclosable pecuniary interest or any other significant interests in any items/s on this agenda.

Disclosable Pecuniary Interests (DPI) under the Localism Act 2011; the nature as well as the existence of any such interest must be declared.

Other Significant Interests (OSI) under the Kent Code of Conduct adopted by the Town Council on 12 September 2012; The nature as well as the existence must be declared.

Whenever possible, and if in doubt, advice should be sought from the Clerk prior to the meeting.

3. MINUTES

To approve and sign the minutes of the meeting held on 13 January 2021.

4. TOWN MAYOR'S COMMUNICATIONS

To be reported at the meeting.

5. FINANCIAL MATTERS

The Clerk will report on the schedule of payments to be made following the meeting. A copy of the schedule is attached.

Please contact the Clerk before the meeting if you have any queries on the items listed.

RECOMMENDATION: To approve the schedule of payments attached at Appendix 1.

6. MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE

To approve and sign the minutes of the meeting held on 26 January 2021.

7. ANNUAL REVIEW OF STANDING ORDERS

REPORT: The standing orders have been reviewed. During the year NALC have issued no amendments to the model which has been adopted.

The Standing Orders are available on the Town Council Website.

<http://www.hawkinge-tc.gov.uk/ UserFiles/Files/HTC-Standing-Orders.pdf>

RECOMMENDATION: To receive and note the Report.

8. ANNUAL REVIEW OF FINANCIAL REGULATIONS

REPORT: The Financial Regulations have been reviewed, there have been no changes made to the model which has been adopted.

The Financial Regulations are available on the Town Council Website.

<http://www.hawkinge-tc.gov.uk/ UserFiles/Files/Policies%20and%20Procedures/Financial%20Regulations%202019.pdf>

RECOMMENDATION: To receive and note the Report.

9. ANNUAL REVIEW OF RISK ASSESSMENT

REPORT: The Risk Assessment Report has been reviewed, there have been no changes to the model which has been adopted, copy attached at Appendix 2.

RECOMMENDATION: To receive and note the Risk Assessment.

10. REVIEW OF THE TOWN COUNCIL ASSET REGISTER AND INSURANCE

REPORT The insurance cover is part of a five year contract which is due to expire in April 2021. Quotes are currently being sort for submission to the Finance & General Purposes Committee.

A review of the asset register was undertaken, there have been no changes to the model which has been adopted.

RECOMMENDATION:

1. To receive and note the Report.
2. To delegate authority to the Finance and General Purposes Committee to enter into a contract to renew the Council's Insurance Policy from 1 April 2021.

11. VACANCIES ON FINANCE AND GENERAL PURPOSES COMMITTEE AND THE PLANNING AND DEVELOPMENT COMMITTEE

REPORT: The recent resignation of two councillors from the Council means two vacancies have arisen on the on the Finance and General Purposes Committee and one on the Planning and Development Committee.

RECOMMENDATION: The Council is asked to make nominations to fill the vacancies.

12. CORRESPONDENCE

13. EXCLUSION OF THE PUBLIC

To exclude the public and press from the meeting for the following items of business by virtue of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business to be transacted.

14. HAWKINGE COMMUNITY CENTRE

REPORT: The Clerk will give an update at the meeting.

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NB: This is printed on white paper

Minutes of a Meeting of Hawkinge Town Council

Held at: Virtual meeting

Date: 13 January 2021

Present: Councillors Philip Martin (in the Chair) Councillors, Andy Csiszar, David Godfrey, Glyn Hibbert, Chris Johnson, Richard Moffatt, David Monk, Les Palliser, Dick Pascoe, Stuart Peall, Peter Roy (minute 2163 – end) and Nabin Siwa.

Officer Present: Mrs Tina Wiles, Town Clerk & Responsible Financial Officer

2159. **DECLARATIONS OF INTEREST**

Councillor Glyn Hibbert declared an Other Significant Interest in minute 2167, (Schedule of Repairs - Hawkinge Community Centre) as he is a Trustee of Folkestone Sports Centre Trust. He remained in the meeting but did not take part in the voting on this item.

Councillor Richard Moffatt declared a Disclosable Pecuniary Interest in minute 2168 (Kettle Drive – Award of Contract) and was absent from the meeting during discussion and voting on this item.

2160. **MINUTES**

The minutes of the meeting held on 9 December 2020 were submitted and subject to an amendment to delete “up to” in minute 2156, were approved as a correct record and signed by the Town Mayor.

2161. **TOWN MAYOR’S COMMUNICATIONS**

The Town Mayor gave an update on the events attended since the last meeting of the Council.

2162. **FINANCIAL MATTERS**

The schedule of payments to be made as circulated with the agenda as Appendix 1.

Proposed by Councillor Les Palliser
Seconded by Councillor Richard Moffatt and

RESOLVED: To receive and adopt the schedule of payments attached as Appendix 1.

(Voting: For 12 , Against, 0; Abstentions, 0;)

NOTE: Councillor Peter Roy joined the meeting.

2163. **MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE**
The Minutes of the Planning and Development Committee of 22 December 2020 were submitted.

Proposed by Councillor Les Palliser
Seconded by Councillor Chris Johnson and

RESOLVED: To receive and note the minutes of the Planning and Development Committee of 22 December 2020.

(Voting: For 9, Against, 0; Abstentions 4,)

2164. **MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE**
The Minutes of the Finance and General Purposes Committee of 16 December 2020 were submitted.

Proposed by Councillor David Monk
Seconded by Councillor David Godfrey and

RESOLVED: To receive and note the minutes of the Finance and General Purposes Committee of 16 December 2020.

(Voting: For 13, Against, 0; Abstentions, 0)

2165. **CORRESPONDENCE**

i) email from Councillor Glyn Hibbert advising that he was unable to take up the role of speedwatch co-ordinator.
ii) email from KCC Susan Carey advising that two trees had been provided in Canterbury Road and a third requested had not been possible.

The Council noted the memorial plaque for Councillor John Heasman would be placed with the second tree.

2166. **EXCLUSION TO THE PUBLIC**

Proposed by Councillor Les Palliser
Seconded by Councillor Dick Pascoe and

RESOLVED:
To exclude the public and press from the meeting for the following items of business by virtue of the Public Bodies (Admission to Meetings) Act 1960, by reason of the confidential nature of the business to be transacted.

(Voting: For 13, Against 0; Abstentions, 0;)

2167. HAWKINGE COMMUNITY CENTRE

REPORT : On 9 December 2020, minute 2156, the Council resolved to undertake a schedule of repairs at the Centre and to fund these by way of a grant in the current year and from the 2021/22 budget to Folkestone Sports Centre Trust.

An update was given and the Council noted a grant had been paid in two stages, £16,800 from the current year's budget and £4,900 advanced from the 2021/22 budget. This has facilitated the first phase of the works set out in the schedule.

The Council discussed the on-going repairs required and asked the Clerk to liaise with the Manager of the Centre to bring a report on phase 2 of the repairs schedule to the agenda for the February meeting of the Finance and General Purposes Committee.

2168. LAND AT HAWKINGE COMMUNITY CENTRE

REPORT: On 11 November 2020 minute 2144, the Council considered Report HTC/20/11 and resolved;

1. To prepare a specification for a scheme based on the drainage requirement specified in the feasibility study and surface based on the lower costs quotation.
2. To delegate authority to the Clerk, Chairman and Vice-Chairman of the Council to draw up the specification.

The specification has been drawn up from the documents provided by contractors which the Council has considered. A copy of the specification had been circulated with the agenda.

An update was given which included a response received in respect of the revised specification. The Council discussed how to take the matter forward.

Proposed by Councillor David Monk
Seconded by Councillor Richard Moffatt and

RESOLVED:

1. **To receive and note the update.**
2. **To ask the Clerk to seek clarification regarding other specifications referred to at the meeting and referred these to the Finance and General Purposes Committee.**

(Voting: 12 , Against, 0; Abstentions, 1;)

2169. AWARD OF CONTRACT – KETTLE DRIVE OPEN SPACE

REPORT: On 16 December 2020, minute 761 the Committee considered Report FC/20/19 and **RESOLVED TO RECOMMEND TOWN COUNCIL TO;** Award the contact to contractor KDOS/20/12.

Proposed by Councillor David Monk
Seconded by Councillor Stuart Peall and

RESOLVED: To award the contract to contractor KDOS/20/12.

(Voting: For 12, Against, 0; Abstentions, 0)

Schedule of payments as at 1 February 2021

Date	Payment ID	Payee	Description	Amount
14/01/2021	card	Association of Local Council Clerks	Annual subscription	40.00
18/01/2021	DD	BT	Alarm Line	33.24
19/01/2021	DD	BNP Paribas Leasing	Photocopier lease (Quarterly)	134.40
25/01/2021	DD	Salaries	Staff Costs	7,598.14
22/01/2021	E166	Harmer & Sons	To fill pot holes in the HCC carpark	192.00
22/01/2021	E167	Harmer & Sons	Underwood Dog Run, removal of plastic chairs zip tied to the fencing	36.00
25/01/2021	DD	BT Group	Broadband (Quarterly)	610.74
27/01/2021	DD	O2	Mobile contract	91.81
27/01/2021	E168	Boiler Healthcare	Call out - fault on boiler before Christmas at Hawkinge Community Centre	91.20
22/01/2021	E169	Greenman Solar	Replace faulty inverter at Hawkinge Community Centre	980.00
29/01/2021	E170-E177	Harmer & Sons	Monthly Grounds Maintenance Contract	3,154.65
29/01/2021	E178	Harmer & Sons	Leakes Wood - Remove dangerous tree	696.00
29/01/2021	E179	Harmer & Sons	HCC repair footpath and refill gullies with shingle	249.60
29/01/2021	E180	Imperative Training/Defibshop	Replacement Defibrillation pads for Hawkinge Community Centre	199.80
				14,107.58

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Town Mayor: Councillor Philip Martin



Minutes of a virtual meeting of the Planning and Development Committee held on Tuesday 26 January 2021.

Present: Councillors Dick Pascoe (Chairman). Chris Johnson, Philip Martin, Richard Moffatt, Les Palliser.

Apologies: Councillor Peter Roy.

NOTE: Councillor Dick Pascoe expressed his thanks on behalf of the committee to Glyn Hibbert for his valued contribution to the Planning and Development Committee during his tenure as councillor and noted he would be missed.

944. **DECLARATIONS OF INTEREST**

Councillor Chris Johnson declared an OSI in minute 948(i) planning application Y21/0017/FH as he knows the applicant. He remained in the meeting but did not take part in the discussion or voting on this item.

945. **MINUTES**

The minutes of the meeting held on 22 December 2020 were submitted and approved as a correct record and signed by the Chairman.

Proposed by Councillor Les Palliser
Seconded by Councillor Chris Johnson and

(Voting: For 5, Against 0, Abstentions 0)

946. **Y20/2095/FH 30 PETREL WAY, HAWKINGE, CT18 7GZ**

Proposal: Demolition of existing conservatory to rear and replace with new single storey extension.

Proposed by Councillor Les Palliser
Seconded by Councillor Richard Moffatt and

RESOLVED: To raise no objection to the application

(Voting: For 5, Against 0, Abstentions 0)

947. **Y20/1453/FH COOMBE WOOD MANOR, COOMBE WOOD LANE, HAWKINGE, CT18 7BZ**

Proposal: Demolition of existing storage/workshop and erection of holiday accommodation. Change of use of another storage/workshop into a games room.

Proposed by Councillor Les Palliser
Seconded by Councillor Philip Martin and

RESOLVED: To raise no objection to the application

(Voting: For 5, Against 0, Abstentions 0)

948. **PLANNING APPLICATIONS RECEIVED BY THE TOWN COUNCIL**

The Committee considered applications that were received in time for the meeting, after the publication of meetings agenda.

i. **Y21/0017/FH 8 REDWING CLOSE, HAWKINGE, CT18 7RR**

Proposal: New cladding to first floor walls to match existing

Proposed by Councillor Les Palliser

Seconded by Councillor Richard Moffatt and

RESOLVED: To raise no objection to the application

(Voting: For 4, Against 0, Abstentions 1)

ii. **Y21/0106/FH 8 TEAL CLOSE, HAWKINGE, CT18 7TG**

Proposal: Extension of roof conversion including demolition of existing conservatory and conversion of existing garage to habitable room. Resubmission of planning application 20/0360/FH.

Proposed by Councillor Les Palliser

Seconded by Councillor Philip Martin

RESOLVED:

a) **To raise no objection to the application to the change of use of the garage.**

b) **To strongly oppose the changes to the conservatory and the extension due to insufficient information to allow us to make a decision on the application.**

(Voting: For 5, Against 0, Abstentions 0)

iii. **Y21/0128/FH 12 WOODCOCK GARDENS, HAWKINGE, CT18 7NE**

Proposal: Proposed first floor side extension and front porch to existing dwelling house

Proposed by Councillor Les Palliser

Seconded by Councillor Chris Johnson and

RESOLVED: To raise no objection to the application

(Voting: For 5, Against 0, Abstentions 0)

950. **CORRESPONDENCE**

Communication received regarding proposed work on the radio/telephone mast at the scout hut in Hawkinge was noted.