

Hawkinge Town Council

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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 MARCH 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 10 February 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. COMMITTEE MEMBERSHIP

REPORT: The Finance and General Purposes Committee currently has a membership of 8 Councillors which is set at the Annual Council Meeting. On 10 February 2021, minute 2179, the Council reviewed the vacancies resulting from resignations of councillors and appointed 2 Councillors to the Finance and General Purposes Committee in error instead of 1 and the membership increased to 9.

The Council is asked to adopt the membership of 9 and review this at the Annual Meeting of the Council in May 2021.

RECOMMENDATIONS;

- 1. To receive and note the report.**
- 2. To increase the membership of the Finance and General Purposes Committee to 9.**
- 3. To review this at the Annual Meeting in May 2021.**

7. MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE

To approve and sign the minutes of the meeting held on 23 February 2021.

8. TRAFFIC CALMING HAVEN DRIVE – CHURCHILL SCHOOL

REPORT: At the Town Council meeting on 10 February 2021 the Council noted a request for traffic calming at Haven Drive and the local school. The Council referred the matter to the Planning and Development Committee for consideration.

On 23 February 2021, minute 955 the Planning and Development Committee considered traffic issues and **RESOLVED TO RECOMMEND TOWN COUNCIL TO:** investigate the possibility of raising the height of the crossing to create a speed bump at Haven Drive.

Provisional costing from KCC has been estimated at £100,000. The Council is asked if it wishes to progress this project.

9. FINANCE AND GENERAL PURPOSES COMMITTEE

To receive the minutes of the Finance and General Purposes Committee of 3 March 2021. **(TO FOLLOW)**

10. CORRESPONDENCE

11. 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.

12. CHRISTMAS TREE

REPORT: On 9 December 2020, minute 2152, the Council asked the Committee to consider an option of planting a live Christmas Tree instead of the annual purchase and current arrangements and referred the matter to the Finance and General Purposes Committee for consideration.

On 3 March 2021, minute 766 refers, the Finance and General Purposes Committee requested information to provide the project. **REPORT HTC/20/17** sets out the information, timeline and costings. **(TO FOLLOW)**

13. CONTRACTED PAYMENTS

REPORT On 16 December 2020, minute 759, the Finance and General Purposes Committee asked for information regarding an inclusive communications package ie broadband and telephone provision and the cost of removal of the printer/photocopier at the Council Office.

REPORT HTC/20/18 encloses Report FC/20/21 considered by the Finance and General Purposes Committee on 3 March 2021.

14. HAWKINGE COMMUNITY CENTRE

REPORT: On 13 January 2021, the Council noted two grants had been made to the Centre to facilitate a schedule of refurbishment.

The Clerk was asked to liaise with the Manager of the Centre to bring forward a report on phase 2 of the repairs and determine the funds available in the 2021/22 budget to be granted, taking into consideration the annual costs to the Council as Landlord.

REPORT HTC/20/19 encloses Report FC/20/22 considered by the Finance and General Purposes Committee on 3 March 2021.

15. GROUNDS MAINTENANCE CONTRACT – EVALUATION OF TENDERS

REPORT: HTC/20/20 encloses Report FC/20/24 considered by the Committee on 3 March 2021.

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NB: This is printed on white paper

Minutes of a Meeting of Hawkinge Town Council

Held at: Virtual meeting

Date: 10 February 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

NOTE: The Chairman of the Council noted the resignation of Glyn Hibbert an Grahame Ward and thanked them for their work on the Council.

2170. **DECLARATIONS OF INTEREST**

There were no declaration of interest.

2171. **MINUTES**

The minutes of the meeting held on 13 January 2021 were submitted and were approved as a correct record and signed by the Town Mayor.

2172. **TOWN MAYOR'S COMMUNICATIONS**

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

He noted the resignations of Glyn Hibbert and Grahame Ward.

2173. **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 Dick Pascoe and

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

(Voting: For 11, Against, 0; Abstentions, 0;)

2174. **MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE**

The Minutes of the Planning and Development Committee of 26 January 2021 were submitted.

Proposed by Councillor Dick Pascoe
Seconded by Councillor Les Palliser and

RESOLVED: To receive and note the minutes of the Planning and Development Committee of 26 January 2021.

(Voting: For 6, Against, 0; Abstentions 5,)

2175. **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.

Proposed by Councillor Stuart Peall
Seconded by Councillor Les Palliser and

RESOLVED: To receive and note the report.

(Voting: For 11, Against, 0; Abstentions, 0)

2176. **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.

Proposed by Councillor David Monk
Seconded by Councillor Richard Moffatt and

RESOLVED: To receive and note the report.

(Voting: For 11, Against, 0; Abstentions, 0)

2177. **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.

Proposed by Councillor Dick Pascoe
Seconded by Councillor David Monk and

RESOLVED:

- 1. To receive and note the report.**
- 2. To refer the Risk Assessment to the Finance and General Purposes Committee for consideration.**

(Voting: For 11, Against, 0; Abstentions, 0)

2178. **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.

Proposed by Councillor Dick Pascoe
Seconded by Councillor Les Palliser and

RESOLVED:

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.

(Voting: For 11, Against, 0; Abstentions, 0)

- 2179 **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.

Proposed by Councillor David Monk
Seconded by Councillor David Godfrey and

RESOLVED: To nominate Councillors Dick Pascoe and Nabin Siwa to the Finance and General Purposes Committee

(Voting: For 11, Against, 0; Abstentions, 0)

Proposed by Councillor Chris Johnson
Seconded by Councillor Peter Roy and

RESOLVED: To nominate Councillor Andy Csiszar to the Planning and Development Committee.

(Voting: For 11, Against, 0; Abstentions, 0)

- 2180 **CORRESPONDENCE**

Correspondence dated 8 February 2021 from Councillor Peter Roy regarding the provision of measures to manage traffic issues on Haven Drive close to Churchill School.

Proposed by Councillor Dick Pascoe
Seconded by Councillor Les Palliser and

RESOLVED: To refer the matter to the Planning and Development Committee for consideration.

(Voting: For 11, Against, 0; Abstentions, 0)

The Speedwatch initiative issue was raised; Councillors Les Palliser volunteered to become the co-ordinator, Councillor Peter Roy volunteered to become a support member.

The Council noted this was a community initiative, independent of the Council and thanked Councillors Les Palliser and Peter Roy for their support of the project.

2182. **HAWKINGE COMMUNITY CENTRE**

REPORT: The Clerk reported the lease in respect of the Centre to Folkestone Sports Centre Trust by the Council has been received. The Clerk and Chairman have ensured it is accordance with the Heads of Terms set out.

A deed of release has also been received which formally terminates the lease with the Hawkinge Community Centre Trust.

Proposed by Councillor David Monk
Seconded by Councillor Les Palliser and

RESOLVED:

- 1. To receive and note the report.**
- 2. To authorise The Chairman of the Council and The Clerk to sign the lease and the deed of surrender in accordance with the Council's Standing Orders.**

(Voting: For 10, Against, 0; Abstentions, 1)

Schedule of payments as at 4 March 2021

Date	Payment ID	Payee	Description	Amount
02/02/2021	DD	Voipstudio	Telephone services	28.14
04/02/2021	DD	Adobe Pro - Subs	Monthly Subscription	25.28
12/02/2021	E181	Harmer & Sons	Leakes Wood - Remove tree fallen across pathway	108.00
12/02/2021	E182	FSCT	Hire of Halls and refreshments for Mayor Making 23/09/20 & Hire of Hall for Meeting on 30/09/20	79.50
12/02/2021	E183	Office Cleaner	Cleaning Services	44.00
17/02/2021	DD	BT	Alarm Line	33.24
19/02/2021	E184	Harmer & Sons	Frank & Betties Field - clear fallen tree	126.00
19/02/2021	E185	Harmer & Sons	Campbell Rd Bus Shelter - replace missing section	177.60
19/02/2021	E186	Harmer & Sons	Topping up Salt Bins & Gritting from Village Hall to HCC	348.00
24/02/2021	E187	Kemp Carr Brown	Payroll services July 20 - Oct 20	336.00
24/02/2021	E188	Kemp Carr Brown	Payroll services Oct 20 - Jan 21	336.00
25/02/2021	DD	Salaries	Staff Costs	7,574.51
01/03/2021	DD	O2	Mobile contract	92.29
01/03/2021	DD	PWLB	Repayment	9,930.72
01/03/2021	DD	Voipstudio	Telephone services	28.14
				19,267.42

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Town Mayor: Councillor Philip Martin



Minutes of a virtual meeting of the Planning and Development Committee held on Tuesday 23 February 2021.

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

Apologies: Councillor Andy Csiszar.

951. **DECLARATIONS OF INTEREST**

Councillor Chris Johnson declared an OSI in minute 953 planning application Y21/0130/FH as he knows the applicant. He remained in the meeting but did not take part in the discussion or voting on this item.

Councillor Chris Johnson declared an OSI in minute 956(i) planning application Y21/0275/FH as he is a member of the Hawkinge Cricket Club. He remained in the meeting but did not take part in the discussion or voting on this item.

Councillor Philip Martin declared an OSI in minute 956(i) planning application Y21/0275/FH as he is a member of the Hawkinge Cricket Club Committee. He remained in the meeting but did not take part in the discussion or voting on this item.

952. **MINUTES**

The minutes of the meeting held on 26 January 2021 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)

953. **Y21/0130/FH 12 TRUNLEY WAY, HAWKINGE, CT18 7SD**

Proposal: Removal of 2 sets of existing patio doors to be replaced with bi-fold doors.

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)

954. **Y21/0284/FH COMMUNICATIONS MAST, CANTERBURY ROAD, DENSOLE, CT18 7AY**

Proposal: The proposed works involve the 5m height increase of an existing lattice mast from 15m (17.50m top height) to 20m (22.50m top height) supporting 2 no antennas together with the replacement of existing ground based equipment and ancillary development thereto.

Proposed by Councillor Richard Moffatt
Seconded by Councillor Les Palliser and

RESOLVED: To raise no objection to the application

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

NOTE: Councillor Philip Martin joined the meeting.

955. **TRAFFIC CALMING**

At the Hawkinge Town Council meeting on 10 February 2021 the Council considered the traffic at Haven Drive and the local schools. The Council referred the matter to the Planning and Development Committee.

Proposed by Councillor Les Palliser
Seconded by Councillor Chris Johnson and

RESOLVED:

- (a) **To recommend to Council to investigate the possibility of raising the height of the crossing to create a speed bump at Haven Drive.**
- (b) **To note that Councillor Les Palliser in his capacity as speedwatch co-ordinator will approach the police to discuss the location of the speed watch sites.**

(Voting: For 6, Against 0, Abstentions 0)

956. **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. **Y21/0275/FH HAWKINGE CRICKET CLUB, HAWKINGE, CT18 7NH**

Proposal: Erection of temporary marquee for a period of up to 4 years measuring 12 metres long by 8 metres deep and 2.6 metres at the eaves rising to 4 metres high at the ridge.

Proposed by Councillor Dick Pascoe
Seconded by Councillor Les Palliser and

RESOLVED: To strongly object to the application on the grounds of insufficient parking.

(Voting: For 4, Against 0, Abstentions 2)

ii. **Y21/0353/FH 3 DE HAVILLAND CLOSE, HAWKINGE, CT18 7FE**

Proposal: Demolition of existing conservatory and erection of a proposed single storey rear extension.

Proposed by Councillor Philip Martin
Seconded by Councillor Les Palliser

RESOLVED: To raise no objection to the application.

(Voting: For 6, Against 0, Abstentions 0)

iii. Y21/0362/FH 14 CRICKETERS CLOSE, HAWKINGE, CT18 7NH

Proposal: Two storey side extension.

Proposed by Councillor Dick Pascoe

Seconded by Councillor Les Palliser and

RESOLVED: To strongly object to the application on the grounds of it being overbearing and not in keeping with the street scene.

(Voting: For 6, Against 0, Abstentions 0)

956. **CORRESPONDENCE**

Correspondence received regarding the development of land at 6 Denys Road was noted.