

Hawkinge Town Council

www.hawkinge-tc.gov.uk

Town Mayor: Councillor Philip Martin



Town Council Offices
Hawkinge Community Centre
Heron Forstal Avenue
Hawkinge Kent CT18 7FP
Telephone: (01303) 893928
Email: clerk@hawkinge-tc.gov.uk

TO: MEMBERS OF HAWKINGE TOWN COUNCIL

YOU ARE HEREBY SUMMONED to attend a Meeting of HAWKINGE TOWN COUNCIL to be held on **WEDNESDAY 13 OCTOBER 2021 at 7.00pm** in Hawkinge Community Centre, Heron Forstal Avenue, Hawkinge.

A handwritten signature in black ink that reads 'S Wills'.

Sam Wills
Finance & Projects Officer

The Town Mayor will take questions from parishioners. The number of speakers will be limited to five (time limit 3 minutes).

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 8 September 2021.

4. **TOWN MAYOR'S COMMUNICATIONS**

To be reported at the meeting.

5. **FINANCIAL MATTERS**

A copy of the schedule of payments made on the Council's behalf is attached at **appendix 1**.

Please contact the Finance & Projects Officer before the meeting if you have any queries on the items listed.

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

6. **MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE**

To receive and note the minutes of the meeting held on 22 September 2021.

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

To receive and note the minutes of the meeting held on 21 September 2021.

8. **MINUTES OF THE PERSONNEL COMMITTEE**

To receive and note the minutes of the meeting held on 15 October 2021.

9. **CORRESPONDENCE**

10. **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.

11. **HAWKINGE COMMUNITY CENTRE**

REPORT HTC/21/04 encloses a report from the Hawkinge Community Centre Manager in respect of expanding the facilities and services within the Centre.

12. **TOWN COUNCIL WEBSITE**

REPORT HTC/21/05 encloses report FC/21/12 considered by the Finance & General Purposes committee on 22 September 2021 (minute 813 refers).

13. **PERSONNEL POLICIES**

REPORT HTC/21/06 encloses the draft policies considered by the Personnel Committee at the meeting on the 6 October 2021. **TO FOLLOW**

14. **SALON ON THE GREEN**

The attached is an email correspondence received by the Council from the owner of Salon on the Green.

RECOMMENDATION: To receive and adopt the recommendations of the Finance & General Purposes committee meeting held on 22 September 2021.

15. **VILLAGE HALL FENCING**

The attached is a quote for the repair of the fencing.

RECOMMENDATION: To receive and adopt the recommendations of the Finance & General Purposes committee meeting held on 22 September 2021.

Hawkinge Town Council

www.hawkinge-tc.gov.uk

NB: This is printed on white paper

Minutes of a Meeting of Hawkinge Town Council

Held at: Hawkinge Community Centre, Heron Forstal Avenue,
Hawkinge, Kent, CT20 7FP

Date: 8 September 2021

Present: Councillors Philip Martin (in the Chair) Councillors,
Andy Csiszar, Steve Cook, David Godfrey, Richard
Moffatt, David Monk, Les Palliser, Stuart Peall, and
Nabin Siwa.

Apologies for absence: Councillors Ross Clark, Chris Johnson, Dick Pascoe &
Peter Roy

Officer Present: Mrs Sam Wills, Finance & Projects Officer

QUESTIONS FROM THE PUBLIC

Former Cllr David Callahan

Question: To ask the Council to contact KCC and ask for the footpath along Canterbury Road along the White Horse Hill to be cleared back to its original width. The hedgerow and grass are overgrown and have narrowed the usable space to single file. When the area is cut the cuttings are left on the pathway making it dangerous underfoot for pedestrians.

Response: The Chairman responded to say the Council would be happy to assist with that.

Former Cllr Glyn Hibbert

Question: To ask for feedback to his earlier question regarding the provision of live streaming of the Council meetings.

Response: The Chairman responded to say it was being look into.

Question: To ask who is responsible for the risk assessment for the works going on to the gable end of the Community Centre.

Response: The Chairman responded to say he would get back to him about that.

2246. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

2247. **MINUTES**

The minutes of the meeting held on 28 July 2021 were submitted and approved as a correct record and signed by the Town Mayor. Subject to the corrections being made to the voting to represent 12 councillors present. Cllr Stuart Peall also commented he did not remember being absent through the voting on minute 2230.

Proposed by Councillor David Monk

Seconded by Councillor Les Palliser and

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

2248. **TOWN MAYOR'S COMMUNICATIONS**

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

2249. **FINANCIAL MATTERS**

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

Proposed by Councillor David Monk

Seconded by Councillor Stuart Peall and

RESOLVED: To receive and adopt the schedule of payments.

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

2250. **CONCLUSION OF THE ANNUAL AUDIT 2021 REPORT:**

The certificate confirms there were no matters arising.

Proposed by Councillor Les Palliser

Seconded by Councillor David Monk and

RESOLVED: To receive and note the Conclusion of the Audit for 2021.

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

2251. **FINANCE AND GENERAL PURPOSES COMMITTEE**

The minutes of the Finance and General Purposes Committee of 28 July 2021 were submitted.

Proposed by Councillor David Monk

Seconded by Councillor Les Palliser and

RESOLVED: To receive and note the minutes of the Finance and General Purposes Committee of 28 July 2021 subject to amendments.

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

2252. **PROJECTS UPDATE**

REPORT: An update on projects will be circulated.

Proposed by Councillor Les Palliser

Seconded by Councillor Nabin Siwa and

RESOLVED:

1. To receive and note Report.

(Voting: For 7; Against, 0; Abstentions, 2;)

2253. **CORRESPONDENCE**

None reported.

2254. **EXCLUSION OF THE PUBLIC**

Proposed by Councillor Philip Martin
Seconded by Councillor David Monk 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 9; Against, 0; Abstentions, 0;)

2255. **FHDC – PLAY AREA STRATEGY REPORT**

Proposed by Councillor David Monk
Seconded by Councillor Stuart Peall and

RESOLVED:
1. To defer the matter for another meeting.

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

NOTE: The officer present, Mrs Sam Wills, Finance & Projects Officer was asked to leave the meeting for the next report.

2256. **STAFF MATTER**

REPORT: The Chairman informed the Council that the Town Clerk, Mrs Tina Wiles will be retiring before the end of the year.

Schedule of payments as at 4 October 2021

Date	Payment ID	Payee	Description	Amount
01/09/2021	E049	Mayor of Margate	Civic Event	50.00
03/09/2021	E050	Harmer & Sons	Monthly Maintenance Contract	3,196.50
03/09/2021	E051	Lyreco	Office stationery	71.83
03/09/2021	E052	PKF Littlejohn	Annual Audit	960.00
09/09/2021	E053	Office Cleaner	Cleaning Services	44.00
09/09/2021	E054	Mayor of Dartford	Civic Event	24.00
14/09/2021	E055	Mayor of New Romney	Civic Event	50.00
17/09/2021	E056	RB Print	Councillor name cards	4.80
17/09/2021	E057	Civic	Expenses	93.60
17/09/2021	E058	Staff Expenses	Expenses	16.50
24/09/2021	E059	JonesBuild	External Flood Lights, HCC	3,980.00
24/09/2021	E061	Staff Expenses	Expenses	29.20
24/09/2021	E062	Kemp Carr Brown	Payroll services	144.00
28/09/2021	E063	Broadstairs & St Peters	Refund - Civic Event cancelled	70.00
28/09/2021	E064	Margate Charter Trustees	Refund - Civic Event cancelled	70.00
28/09/2021	E065	Folkestone Town Council	Refund - Civic Event cancelled	70.00
01/10/2021	E066	Sheriff of Canterbury	Refund - Civic Event cancelled	70.00
01/10/2021	E060	Brighter Homes	Replacement glass	2,787.84
01/10/2021	E067	Tenterden TC	Civic Event	80.00
01/10/2021	E068	Sevenoaks	Civic Event	35.00
01/10/2021	E069	Office Cleaner	Cleaning Services	44.00
01/10/2021	E070	Harmer & Sons	Pannel Drive removal of dumped chair	27.60
01/10/2021	E071	Harmer & Sons	Monthly Maintenance Contract	3,196.50
				15,115.37

Minutes of a meeting of the Finance and General Purposes Committee

Held on 22 September 2021

Present: Councillor David Monk (Chairman), Chris Johnson, Philip Martin, Les Palliser, Dick Pascoe, Richard Moffatt, Peter Roy and Nabin Siwa

Officer Present: Mrs Sam Wills, Finance & Projects Officer

804. **APOLOGIES FOR ABSENCE**

Councillor David Godfrey

805. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

806. **MINUTES**

The minutes of the meeting held on 28 July 2021 were approved as a correct record and signed by the Chairman.

Proposed by Councillor Dick Pascoe

Seconded by Councillor Les Palliser and

(Voting: For 8, Against 0, Abstentions 0)

807. **BUDGET MONITORING REPORT**

REPORT FC/21/09 gives the latest budget monitoring information, includes the bank reconciliation, and recommends the Chairman of the Committee to sign the bank statements in accordance with good practice.

Proposed by Councillor Les Palliser

Seconded by Councillor Philip Martin and

RESOLVED:

1. To receive and note Report FC/21/09.

2. To authorise the Chairman of the Committee to sign the bank reconciliation and the bank statements detailed in the report.

(Voting: For 8, Against 0, Abstentions 0,)

808. **REVIEW OF LANDLORD CERTIFICATES**

REPORT FC/21/10 encloses the document summarising the position regarding the certificates.

Proposed by Councillor Les Palliser

Seconded by Councillor Chris Johnson and

RESOLVED: To receive and note Report HTC/21/10.

(Voting: For 8, Against 0, Abstentions 0)

809. **PROVISION OF LAND FOR A COMMUNITY GARDEN**

REPORT: A request has been received from a local resident for a community garden on land at Blenheim Drive, part of the green running along the rear gardens of Canterbury Road and/or Kettle Drive, to the right as you turn into Kettle Drive from The Street. At HTC Meeting dated 28 July 2021 minute no. 2234 refers it was resolved to refer the matter to the F&GP Committee.

A verbal report was expected from Councillor David Godfrey, in his absence it was agreed to table this item for a future meeting.

810. **KETTLE DRIVE PLAY AREA MAINTENANCE REPORT.**

REPORT FC/21/11 encloses a report produced by Cllr Peter Roy for consideration.

Proposed by Councillor Dick Pascoe
Seconded by Councillor Richard Moffatt and

RESOLVED:

- 1. To receive and note the Report.**
- 2. To ask KCC if they are responsible for the upkeep and maintenance of the Winter Drive footpath.**
- 3. Councillors Peter Roy and Les Palliser to establish what areas are maintained by the grounds maintenance contractor as part of the contract and report back to the committee.**

(Voting: For 8, Against 0, Abstentions 0)

811. **EXCLUSION OF THE PUBLIC**

Proposed by Councillor Dick Pascoe
Seconded by Councillor Philip Martin 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 8, Against 0, Abstentions 0)

812. **LAND AT AERODROME ROAD – HAWKINGE**

REPORT: At a meeting on 20th July 2021 the Planning and Development Committee considered a request for maintenance of land at Aerodrome Road, in addition to the land included within the current ground's maintenance contract. Part of the land referred to is subject to negotiations between the Town Council and the landowner. The land is shown on the attached plan. At HTC Meeting dated 28 July 2021 minute no. 2243 refers it was resolved to refer the matter to the F&GP Committee.

Proposed by Councillor David Monk
Seconded by Councillor Dick Pascoe and

RESOLVED:

- 1. To receive and note the Report.**
- 2. To obtain a quote from the grounds maintenance contractor for a one off clearance/maintenance of the land illustrated on the plan.**

(Voting: For 8, Against 0, Abstentions 0)

Proposed by Councillor Dick Pascoe
Seconded by Councillor Richard Moffatt and

RESOLVED TO RECOMMEND TOWN COUNCIL TO

- 3. Write to the landowner for a commitment in writing for an annual maintenance schedule for the land. Offer the alternative that we will maintain the land and invoice for the costs.**
- 4. Contact KALC for advice on enforcement.**

(Voting: For 8, Against 0, Abstentions 0)

813. TOWN COUNCIL WEBSITE

REPORT FC/21/12 At the Town Council meeting on the 28 July 2021 (minute 2233 refers) it was resolved to appoint a panel of Councillors made up of Councillors Dick Pascoe, Steve Cook and Ross Clark to make recommendations to the Council regarding improvements to the Town Council website.

Proposed by Councillor Dick Pascoe
Seconded by Councillor Philip Martin and

RESOLVED:

- 1. To receive and note the Report HTC/21/12.**
- RESOLVED TO RECOMMEND TOWN COUNCIL**
- 2. To appoint Aubergine to design and set up HTC website.**
 - 3. To cancel HTC contract with VisionICT.**

(Voting: For 8, Against 0, Abstentions 0)

814. SALON ON THE GREEN

The attached is an email correspondence received by the Council from the owner of Salon on the Green for your consideration.

Proposed by Councillor Richard Moffatt
Seconded by Councillor Peter Roy and

RESOLVED:

- 1. To receive and note correspondence.**
- RESOLVED TO RECOMMEND TOWN COUNCIL**
- 2. To agree to 6 months half rent on the condition the lease is signed. To be reviewed at the end of the 6 months.**

(Voting: For 8, Against 0, Abstentions 0)

815. **VILLAGE HALL FENCING**

The attached is a quote from Harmer & Sons for fixing the fencing along the carpark at the Village Hall for your consideration.

Proposed by Councillor Dick Pascoe
Seconded by Councillor Richard Moffatt and

RESOLVED:

1. To receive and note correspondence.

RESOLVED TO RECOMMEND TOWN COUNCIL TO

2. To accept the quote.

(Voting: For 8, Against 0, Abstentions 0)

DRAFT

Hawkinge Town Council

www.hawkinge-tc.gov.uk

Town Mayor: Councillor Philip Martin



Minutes of the Planning and Development Committee held on Tuesday 21 September 2021.

Present: Councillors Dick Pascoe, (Chairman), Chris Johnson, Les Palliser, Peter Roy

Officer Present: Mrs Sam Wills, Finance & Projects Officer

992. **APOLOGIES FOR ABSENCE**

Councillors Andy Csiszar, Philip Martin and Richard Moffatt

993. **DECLARATIONS OF INTEREST**

Councillor Les Palliser declared a OSI in item 12 on the agenda as he is Chairman of the Board at The Churchill School.

Councillor Chris Johnson declared a OSI in item 12 on the agenda as he is Deputy Chairman of the Board at The Churchill School.

Councillor Peter Roy declared a OSI in item 12 on the agenda as his grandson attends The Churchill School.

994. **MINUTES**

The minutes of the meeting held on 20 July 2021 were submitted and approved as a correct record and signed by the Chairman.

Proposed by Councillor Chris Johnson

Seconded by Councillor Peter Roy and

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

995. **21/1727/FH 2 OSPREY COURT, HAWKINGE, CT18 7TH**

Proposal: first floor extension on to existing ground floor side extension and replacement roof to increase the pitch from 40 degrees to 45 degrees and new rear dormer windows.

Proposed by Councillor Chris Johnson

Seconded by Councillor Peter Roy and

RESOLVED: To raise no objection to the application.

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

996. **21/1713/FH 14 CRICKETERS CLOSE, HAWKINGE, CT18 7N**

Proposal: Loft conversion with flat-roof dormer to rear.

Proposed by Councillor Peter Roy

Seconded by Councillor Chris Johnson and

RESOLVED: To raise no objection to the application.

(Voting: For 3, Against 1, Abstentions 0)

997. **21/1549/FH 14 DE HAVILLAND CLOSE, HAWKINGE, CT18 7FE**

Proposal: Proposed garage conversion to create new supplementary accommodation, alterations and upgrading of existing conservatory to form new rear pitched roof extension.

It was noted by the Committee that the application has already been approved the Folkestone & Hythe District Council.

No vote taken.

998. **21/1865/FH 20 ORR CLOSE, HAWKINGE, CT18 7QT**

Proposal: Erection of a single-storey rear extension, following removal of the existing conservatory.

Proposed by Councillor Les Palliser
Seconded by Councillor Dick Pascoe and

RESOLVED: To raise no objection to the application.

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

999. **21/1537/FH 84 WEBSTER WAY, HAWKINGE, CT18 7PZ**

Proposal: Proposed single storey rear extension.

Proposed by Councillor Chris Johnson
Seconded by Councillor Les Palliser and

RESOLVED: To raise no objection to the application.

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

1000. **21/1681/FH 106 HERON FORSTAL AVENUE, HAWKINGE, CT18 7FP**

Proposal: Erection of first floor extension.

Proposed by Councillor Chris Johnson
Seconded by Councillor Peter Roy and

RESOLVED: To raise no objection to the application.

(Voting: For 3, Against 1, Abstentions 0)

1001. **Y21/1489/FH LEANDER, COWGATE LANE, HAWKINGE, CT18 7AR**

Proposal: Erection of a single storey rear extension.

Proposed by Councillor Les Palliser
Seconded by Councillor Chris Johnson and

RESOLVED: To raise no objection to the application.

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

1002.21/1619/FH HILLVIEW, 1 CANTERBURY ROAD, HAWKINGE, CT18 7JA

Proposal: Proposed single storey side extension following removal of conservatory.

Proposed by Councillor Peter Roy
Seconded by Councillor Les Palliser and

RESOLVED: To raise no objection to the application.

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

1003.21/1702/FH KID EASE DAY NURSERY, HAVEN DRIVE, HAWKINGE, CT18 7RH

Proposal: Continuation of siting of porta-cabin for a further 7 years. Consent previously given for 5 years which has now expired. (Y09/0288/SH).

Proposed by Councillor Dick Pascoe
Seconded by Councillor Chris Johnson and

RESOLVED: To raise no objection to the application.

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

1004.21/1736/FH THORNEY BANK, ALKHAM VALLEY ROAD, CT18 7EJ

Proposal: A loft extension and upgrading the existing single storey rear extension.

Proposed by Councillor Les Palliser
Seconded by Councillor Chris Johnson and

RESOLVED: To raise no objection to the application.

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

1005.PLANNING APPLICATIONS RECEIVED BY THE TOWN COUNCIL

No further planning applications received.

1006.CORRESPONDENCE

No correspondence received.

Hawkinge Town Council

www.hawkinge-tc.gov.uk

Town Mayor: Councillor Philip Martin



Minutes of the Personnel Committee held on Wednesday 15 September 2021.

Present: Councillors Chris Johnson, (Chairman), Les Palliser, Dick Pascoe, Peter Roy, Nabin Siwa.

1. **APPOINTMENT OF CHAIRMAN**

Proposed by Councillor Les Palliser

Seconded by Councillor Peter Roy and

There were no other nominations received.

RESOLVED: To appoint Councillor Chris Johnson as the Chairman for year 2021/22.

2. **DECLARATION OF ACCEPTANCE OF CHAIRMAN**

Councillor Chris Johnson read out and signed the declaration of acceptance of office.

3. **APPOINTMENT OF VICE CHAIRMAN**

Proposed by Councillor Dick Pascoe

Seconded by Councillor Nabin Siwa and

There were no other nominations received.

RESOLVED: To appoint Councillor Les Palliser as the Vice Chairman for the year 2021/22.

4. **DECLARATION OF ACCEPTANCE OF VICE CHAIRMAN**

Councillor Les Palliser read out and signed the declaration of acceptance of office.

5. **APOLOGIES FOR ABSENCE**

Councillor Philip Martin

6. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

7. **EXCLUSION OF THE PUBLIC**

Proposed by Les Palliser

Seconded by 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 5, Against 0, Abstentions 0)

8. **TERMS OF REFERENCE**

A copy of the terms of reference for the Personnel Committee was circulated.

Proposed by Dick Pascoe
Seconded by Les Palliser and

RESOLVED: To defer the decision on the Terms of Reference to a future meeting to enable further research.

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

9. **KALC DISCIPLINARY POLICY**

A copy of the KALC Disciplinary Policy was circulated for review.

Proposed by Dick Pascoe
Seconded by Les Palliser and

RESOLVED: To defer items 9 to 13 on the agenda to a future meeting to allow the Committee to investigate other Councils HR policies to provide a model suitable for Hawkinge Town Council.

In addition, in respect to item 13 on the agenda to be taken to an emergency meeting of F&GP and HTC.

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

10. **SCHEDULE OF MEETINGS**

The committee agreed to meet every 1st Wednesday of the month at 6pm for the foreseeable future.