

Hawkinge Town Council

www.hawkinge-tc.gov.uk

Town Mayor: Councillor Philip Martin



Town Clerk
Sam Wills
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 8 DECEMBER 2021 at 7.00pm** in Hawkinge Community Centre, Heron Forstal Avenue, Hawkinge.

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

Sam Wills
Town Clerk

The Chairman will take questions from members of the public before the meeting commences. (Time limit 15 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 10 November 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 Town Clerk 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 PLANNING AND DEVELOPMENT COMMITTEE**

To receive and note the minutes of the meeting held on 16 November 2021.

8. **MINUTES OF THE PERSONNEL COMMITTEE**

To receive and note the minutes of the meetings held on 1 December 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. **STANDING ORDERS**

REPORT HTC/21/10 encloses the draft amendments to item 3 of the Hawkinge Town Council standing orders considered by the Personnel Committee at the meeting on the 1 December 2021. **TO FOLLOW**

12. **PERSONNEL POLICIES**

REPORT HTC/21/11 encloses the draft policies considered by the Personnel Committee at the meeting on the 1 December 2021. **TO FOLLOW**

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Minutes of a Meeting of Hawkinge Town Council

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

Date: 10 November 2021

Present: Councillor Les Palliser (in the Chair) Councillors Ross
Clark, Steve Cook, David Godfrey, Chris Johnson,
Richard Moffatt, Stuart Peall, Dick Pascoe, and Nabin
Siwa

Apologies for absence: Councillors Andy Csiszar, Philip Martin, David Monk &
Peter Roy.

Officer Present: Mrs Sam Wills, Town Clerk

2271. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

2272. **MINUTES**

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

Proposed by Councillor Dick Pascoe
Seconded by Councillor Stuart Peall and

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

NOTE: The meeting was adjourned for the public to ask questions. One question was received to follow up on previous questions raised at meetings. Councillor Les Palliser stated he would respond directly to the resident.

The meeting was restarted.

2273. **TOWN MAYOR'S COMMUNICATIONS**

In the absence of the Town Mayor, Councillor David Godfrey highlighted the plans made for the Remembrance Sunday services.

Councillor Les Palliser highlighted an issue in relation to the handling of the public's right to ask questions at a Town Council meeting and the clauses in the current standing orders adopted by the Council.

Proposed by Councillor Les Palliser
Seconded by Councillor Stuart Peall and

RESOLVED: The Personnel Committee to review and clarify the Standing Orders in relation to the handling of the public's right to ask questions at a meeting.

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

2274. FINANCIAL MATTERS

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

Proposed by Councillor Chris Johnson
Seconded by Councillor Ross Clark and

RESOLVED: To receive and adopt the schedule of payments.

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

2275. FINANCE AND GENERAL PURPOSES COMMITTEE

The minutes of the Finance and General Purposes Committee of 3 November 2021 were submitted.

Proposed by Councillor Ross Clark
Seconded by Councillor Chris Johnson and

RESOLVED: To receive and note the minutes of the Finance and General Purposes Committee of 3 November 2021.

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

2276. PLANNING AND DEVELOPMENT COMMITTEE

The minutes of the Planning and Development Committee of 19 October 2021 were submitted.

Proposed by Councillor Dick Pascoe
Seconded by Councillor Nabin Siwa and

RESOLVED: To receive and note the minutes of the Planning and Development Committee of 19 October 2021.

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

2277. PERSONNEL COMMITTEE

The minutes of the Personnel Committee meeting of 6 & 27 October 2021 were submitted.

Proposed by Councillor Richard Moffatt
Seconded by Councillor Ross Clark and

RESOLVED: To receive and note the minutes of the Planning and Development Committee of 6 & 27 October 2021.

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

2278. **BUDGET AND PRECEPT 2022/23**
REPORT HTC/21/08 sets out a proposed budget for 2022/23.

Proposed by Councillor Stuart Peall
Seconded by Councillor Richard Moffatt and

RESOLVED:

1. To receive and note Report HTC/21/08.
2. To approve the Town Council's budget for 2022/23 as set out in the Report.
3. To confirm the precept of 327,181.14 for 2022/23 in accordance with the Local Government Finance Act 1992.
4. To authorise the Chairman of the Council to sign the precept demand on the District Council.

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

2279. **CORRESPONDENCE**
None reported.

2280. **EXCLUSION OF THE PUBLIC**
Proposed by Councillor Dick Pascoe
Seconded by Councillor Stuart Peall 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;)

2281. **FHDC PLAY AREA TRANSFERS**
REPORT HTC/21/09 sets out progress on the transfer of open spaces to date.

Proposed by Councillor Stuart Peall
Seconded by Councillor Chris Johnson and

RESOLVED:

1. To receive and note the report HTC/21/09.
2. To proceed with the transfer of play areas as laid out in the report.
3. To re-start the Master Planning group, consisting of Councillors, Ross Clark, Steve Cook, Richard Moffatt, Les Palliser, Dick Pascoe and Stuart Peall to look at funding for the play equipment.
4. To contact FHDC to clarify the position concerning the open space at Blenheim Drive.
5. To provide a statement on the website of the position of the transfers once established.

- 6. To defer to the Finance & General Purposes committee to consider the financing of future play equipment at Stomers Lane.**

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

2282. PERSONNEL POLICIES

REPORT HTC/21/07 encloses the draft policies considered by the Personnel Committee at the meeting on the 27 October 2021.

Proposed by Councillor David Godfrey
Seconded by Councillor Ross Clark and

RESOLVED:

- 1. To receive and note report HTC/21/07.**
- 2. To adopt the policies as recommended by the Personnel Committee.**

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

Schedule of payments as at 1 December 2021

Date	Payment ID	Payee	Description	Amount
02/11/2021	DD	Voipstudio	Subscription	15.56
05/11/2021	E077	FHDC	Annual Rent of open spaces	3.00
05/11/2021	E078	Office Cleaner	Cleaning Services	44.00
05/11/2021	E079	Baldwin Salter	Misc. maintenance works	1,206.00
05/11/2021	E080	FSCT	Hire of rooms	145.50
05/11/2021	E081	Harmer & Sons	Repair play surface - Corbett Rd	90.00
05/11/2021	E082	Harmer & Sons	Replace bollard - Village Hall	112.80
05/11/2021	E083	Harmer & Sons	Fencing repair - Haven Drive	319.20
05/11/2021	E084	Harmer & Sons	Fencing repair - Village Hall	936.00
05/11/2021	E085	Harmer & Sons	Clean up eggs - Pannell Drive play area	57.60
05/11/2021	E086	Harmer & Sons	Monthly Maintenance Contract	3,196.50
05/11/2021	E087	Harmer & Sons	Supply & plant living Christmas Tree	644.40
05/11/2021	E088	Recruitment Solutions	Staff costs	153.02
08/11/2021	DD	Royal British Legion	Wreaths	89.95
12/11/2021	DD	CopierKing	Photocopier usage	28.48
17/11/2021	DD	BT Group	Alarm line	25.68
18/11/2021	E089	Brighter Homes	Roof soffits	20,059.36
18/11/2021	E090	Bexley	Civic event	50.00
18/11/2021	E091	New Romney TC	Civic event	10.00
18/11/2021	E092	Faversham TC	Civic event	25.00
18/11/2021	E093	The Shrievalty Association of Canterbury	Civic event	40.00
18/11/2021	E094	Ashford BC	Civic event	20.00
18/11/2021	E095	Staff Expenses	Expenses	50.90
18/11/2021	E096	FSCT	Hire of rooms	97.00
18/11/2021	E097-E098	Recruitment Solutions - Staff costs	Staff costs	459.08
18/11/2021	E099	Harmer & Sons	Replace handles from exercise equip.	159.60
18/11/2021	E100	Harmer & Sons	Fence repairs - HCC	256.80
24/11/2021	DD	Voipstudio	Service charges	12.00
25/11/2021	DD	Staff Costs	Salaries	8,419.09
26/11/2021	CARD	SLCC	Training course	84.00
29/11/2021	DD	O2	Mobile Contract	35.75
				36,846.27

Hawkinge Town Council

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Town Mayor: Councillor Philip Martin



Minutes of the Planning and Development Committee held on Tuesday 16 November 2021.

Present: Councillors Dick Pascoe, (Chairman), Philip Martin, Les Palliser and Peter Roy

Officer Present: Mrs Sam Wills, Town Clerk

1016. APOLOGIES FOR ABSENCE

Councillors Andy Csiszar, Chris Johnson, Richard Moffatt

1017. DECLARATIONS OF INTEREST

There were no declarations of interest.

1018. MINUTES

The minutes of the meeting held on 19 October 2021 were submitted and approved as a correct record and signed by the Chairman.

Proposed by Councillor Les Palliser

Seconded by Councillor Philip Martin

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

1019. 21/2094/FH 12 CRICKETERS CLOSE, HAWKINGE, CT18 7NH

Proposal: Change of use of domestic garage to a dog grooming business.

Proposed by Councillor Peter Roy

Seconded by Councillor Les Palliser and

RESOLVED:

To strongly object to the application given the limited parking facilities and potential for congestion.

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

1020. 21/2161/FH 14 OLD RECTORY CLOSE, HAWKINGE, CT18 7BX

Proposal: Reconstruction of existing garage/store & adjoining outbuilding with replacement single-storey side/rear extension.

Proposed by Councillor Les Palliser

Seconded by Councillor Philip Martin and

RESOLVED:

To raise no objection to the application.

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

1021. 21/2071/FH 18 PRITCHARD DRIVE, HAWKINGE, CT18 7QH

Proposal: Erection of a rear conservatory.

Proposed by Councillor Peter Roy
Seconded by Councillor Philip Martin and

RESOLVED:

To raise no objection to the application.

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

1022. 21/2104/FH 25 STANSFELD AVENUE, HAWKINGE, CT18 7SA

Proposal: Demolition of existing conservatory and the construction of a single storey flat roof extension.

Proposed by Councillor Les Palliser
Seconded by Councillor Peter Roy and

RESOLVED:

To raise no objection to the application.

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

1023. 21/2107/FH 76 HERON FORSTAL AVENUE, HAWKINGE, CT18 7FP

Proposal: Retrospective planning permission for simple alteration of garage to snug and utility room.

Proposed by Councillor Les Palliser
Seconded by Councillor Philip Martin and

RESOLVED:

To raise no objection to the application.

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

**1024. 21/2218/FH TERLINGHAM MANOR FARM, GIBRALTER LANE,
HAWKINGE, CT18 7AE**

Proposal: 7 metre overall crown reduction of a Beech (T1) subject to Tree Preservation Order No 13 of 2002.

Proposed by Councillor Les Palliser
Seconded by Councillor Peter Roy and

RESOLVED:

To raise no objection to the application.

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

1025. PLANNING APPLICATIONS RECEIVED BY THE TOWN COUNCIL AFTER THE PUBLICATION OF THE AGENDA.

21/2178/FH 6A DEFIANT CLOSE, HAWKINGE

Proposal: Alterations and change of use of 6A, 6B, 8A and 8B Defiant Close from commercial uses (Classes A1, A2, A3 and B1) to residential (Class C3) creating 6 no. apartments.

Proposed by Councillor Dick Pascoe
Seconded by Councillor Philip Martin and

RESOLVED:

To strongly object to the application to change the use from commercial to residential on the basis it would lead to a lack of employment opportunities for the town. No evidence has been provided on the advertising of these premises and the commercial viability.

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

1024. CORRESPONDENCE

No correspondence has been received.

Hawkinge Town Council

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Town Mayor: Councillor Philip Martin



Minutes of the Personnel Committee held on Wednesday 1 December 2021.

Present: Councillors Les Palliser, (In the Chair), Philip Martin, Dick Pascoe & Peter Roy.

1. **APOLOGIES FOR ABSENSE**

Councillor Chris Johnson, Nabin Siwa

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

3. **MINUTES**

The minutes of the meeting held on 27 October 2021 were approved as a correct record and signed by the Vice Chairman.

Proposed by Councillor Peter Roy

Seconded by Councillor Dick Pascoe and

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

4. **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 4, Against 0, Abstentions 0)

5. **STANDING ORDERS**

A copy of the standing orders was circulated in order to review Item 3 of the standing orders.

Proposed by Councillor Dick Pascoe

Seconded by Councillor Philip Martin and

RESOLVED TO:

Accept the amended Standing Orders to be put to the Council.

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

6. **TRAINING AND DEVELOPMENT POLICY**

A draft of the Training and Development Policy for the HTC was circulated for review.

Proposed by Councillor Peter Roy
Seconded by Councillor Dick Pascoe and

RESOLVED TO:

Accept the amended Training and Development Policy as a final draft to be put to the Council.

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

7. **WEBSITE POLICY**

A draft of the Website Policy for the HTC was circulated for review.

Proposed by Councillor Dick Pascoe
Seconded by Councillor Philip Martin and

RESOLVED TO:

Accept the amended Website Policy as a final draft to be put to the Council.

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

8. **DISPLAY SCREEN ASSESSMENT POLICY**

A draft of the Display Screen Assessment Policy for the HTC was circulated for review.

Proposed by Councillor Dick Pascoe
Seconded by Councillor Peter Roy and

RESOLVED TO:

Accept the Display Screen Assessment Policy as a final draft to be put to the Council.

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

9. **FLEXIBLE WORKING POLICY**

A draft of the Flexible Working Policy for the HTC was circulated for review.

Proposed by Councillor Peter Roy
Seconded by Councillor Philip Martin and

RESOLVED TO:

Accept the amended Flexible Working Policy as a final draft to be put to the Council.

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

10. **STRESS MANAGEMENT POLICY**

A draft of the Stress Management Policy for the HTC was circulated for review.

Proposed by Councillor Dick Pascoe
Seconded by Councillor Philip Martin and

RESOLVED TO:

Accept the amended Stress Management Policy as a final draft to be put to the Council.

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

11. **NEXT MEETING**

Deferred to consult with the Personnel Committee Chairman.