

Hawkinge Town Council

www.hawkinge-tc.gov.uk

Town Mayor: Councillor Glyn Hibbert



Town Clerk

Mrs Tina Wiles
Town Council Offices
Hawkinge Community Centre
Heron Forstal Avenue
Hawkinge Kent CT18 7FP
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TO: MEMBERS OF HAWKINGE TOWN COUNCIL

YOU ARE HEREBY SUMMONED to attend a meeting of the TOWN COUNCIL to be held on **WEDNESDAY 11 MARCH 2020 at 7.00pm** in Hawkinge Community Centre, Heron Forstal Avenue, Hawkinge.

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

Tina Wiles
Town Clerk

A G E N D A

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

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 12 February 2020.

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. LAND AT AERODROME ROAD, HAWKINGE

REPORT: On 8 January 2020 minute 2065 refers, the Council considered Report FC/19/16 and resolved to ask the owner of land at Aerodrome Road to transfer the land to the Town Council in exchange for it undertaking the future maintenance.

The landowner has agreed to transfer the land to the Council as set out in the report.

RECOMMENDATIONS:

1. To receive and note the Report.
2. To update the asset register to include this land.
3. To include the land within the Grounds Maintenance Contract.

7. MULTI-AGENCY MEETING – PARKING IN HAWKINGE

REPORT: On 12 February 2020, minute 2063 the Town Council considered a recommendation from the Planning and Development Committee to host a multi-agency meeting to deal with parking issues in Hawkinge. The Council made the following resolutions:

1. To receive and note the report.
2. To recommend to Council to request the Clerk to arrange a multi-agency meeting, invitees to be representatives from KCC Highways, PCSO's and FHDC, alongside HTC Councillors.
3. To nominate Councillors Chris Johnson and Peter Roy to attend the meeting with Councillors Les Palliser and Richard Moffatt as reserves.
4. The aims of the multi-agency meeting are:
 - (i) To understand the scale and severity of the problem.
 - (ii) To discover what actions other agencies can take to help resolve the problems given known constraints.
 - (iii) To feed back the problems to planners to minimise future problems.

A request has been received from Councillor Johnson for a consultation with residents via the Town Council's Facebook to be undertaken in preparation for the meeting. This would then be published on other social media sites. The request is attached at **appendix 2**.

RECOMMENDATION: To determine the request.

8. ANNUAL TOWN MEETING – 21 APRIL 2020

REPORT: The Annual Town Meeting will be held on Tuesday 21 April 2020, at 7pm at Hawkinge community Centre and will take the same format as last year.

RECOMMENDATION: To receive and note the report.

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 (Admissions to Meetings) Act 1960, by reason of the confidential nature of the business to be transacted.

11. LAND AT HAWKINGE COMMUNITY CENTRE

REPORT: On 12 February 2020, minute 2073, the Council appointed a contractor to undertake a feasibility study in respect of a project at the site.

The Council is asked to consider extending the brief to the design contractor to include additional items to enhance the project. An update will be given at the meeting.

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NB: This is printed on white paper

Minutes of a Meeting of Hawkinge Town Council

Held at:	Hawkinge Community Centre
Date:	12 February 2020
Present:	Councillors Glyn Hibbert (in the Chair) Councillors, Andy Csiszar, David Godfrey, Chris Johnson, Philip Martin, Richard Moffatt, Les Palliser, Dick Pascoe, Stuart Peall, Peter Roy and Nabin Siwa.
Apologies for absence;	Councillors David Monk and Grahame Ward
Officer Present:	Mrs Tina Wiles, Town Clerk & Responsible Financial Officer

There were no questions from the public.

2067. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

2068. **MINUTES**

The minutes of the meeting held on 8 January 2020 were submitted, approved as a correct record and signed by the Town Mayor.

2069. **TOWN MAYOR'S COMMUNICATIONS**

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

2070. **FINANCIAL MATTERS**

The schedule of payments to be made following the meeting had been circulated with the Agenda as Appendix 1.

Proposed by Councillor Les Palliser
Seconded by Councillor Chris Johnson and

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

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

2062. **FINANCE AND GENERAL PURPOSES COMMITTEE**

The Minutes of the Finance and General Purposes Committee of 5 February 2020 were submitted

Proposed by Councillor Les Palliser
Seconded by Councillor Peter Roy and

RESOLVED: To receive and note the minutes of the Finance and General Purposes Committee of 5 February 2020.

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

2063. **MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE**

The Minutes of the Planning and Development Committee of 21 January 2020 were submitted. Resolution on minute no 896 was noted.

Proposed by Councillor Dick Pascoe
Seconded by Councillor Richard Moffatt and

RESOLVED:

- (i) **To receive and note the minutes of the Planning and Development Committee of 21 January 2020.**
- (ii) **To recommend to Council to request the Clerk to arrange a multi-agency meeting, invitees to be representatives from KCC Highways, PCSO's and FHDC, alongside HTC Councillors.**
- (iii) **To nominate Councillors Chris Johnson and Peter Roy to attend the meeting with Councillors Les Palliser and Richard Moffatt as reserves.**
- (iv) **The aims of the multi-agency meeting are:**
 - (a) **To understand the scale and severity of the problem.**
 - (b) **To discover what actions other agencies can take to help resolve the problems, given known constraints.**
 - (c) **To feed back the problems to planners to minimise future problems.**

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

2064. **ANNUAL REVIEW OF STANDING ORDERS**

REPORT: On 13 March 2019, minute 1960 refers, the Council adopted revised Standing Orders. 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:

1. To receive and note the Report.

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

2065. **ANNUAL REVIEW OF FINANCIAL REGULATIONS**

REPORT: On 13 March 2019, minute 1961, the Council reviewed its Financial Regulations. NALC has since published revised Financial Regulations. On the 9 October 2019, minute 2034 refers, the Council adopted the revised Financial Regulations.

Proposed by Councillor Stuart Peall
Seconded by Councillor Philip Martin and

RESOLVED:

1. To receive and note the Report.

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

2066. **ANNUAL REVIEW OF RISK ASSESSMENT**

REPORT: On 13 March 2019, minute 1962 refers, the Council reviewed and adopted its business plan and risk assessment set out in report FC/17/04 and for the period 2017-2022.

A review of the risk assessment was undertaken with several amendments being made as follows:

- (i) Removed item concerning no dog run as the Council installed a dog run on the Underwood open space in the summer of 2019.
- (ii) Youth Provision item updated to reflect the change in management of the HCC.
- (iii) Removed item concerning the Canterbury Road flower beds as the work to transform them into grass verges has been completed.

Proposed by Councillor Stuart Peall
Seconded by Councillor Nabin Siwa and

RESOLVED:

1. To receive and note the Report.

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

2067. **REVIEW OF THE TOWN COUNCIL ASSET REGISTER AND INSURANCE**

REPORT On 13 March 2019, minute 1963 refers, the Council reviewed its asset register and insurance which includes the freehold of Hawkinge Community Centre.

The insurance cover was renewed in March 2016 for a five year period. The cover was extended to include cover for the Community Centre and employer's liability. The insurance can be viewed in the Town Council Office.

A review of the asset register was undertaken with additions made to reflect the Councils installation of the Underwood dog run, a bus shelter on Canterbury Road and the bollards on Pannell Drive open space.

Proposed by Councillor Peter Roy
Seconded by Councillor Stuart Peall and

RESOLVED:

- 1. To receive and note the Report.**

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

2068. **FOLKESTONE AND HYTHE DISTRICT COUNCIL – PLAY AREA STRATEGY REPORT HTC/19/15:** This report set out the potential impact of the FHDC Play Strategy on the Town Council.

Proposed by Councillor Dick Pascoe
Seconded by Councillor Stuart Peall and

RESOLVED:

- 1. To receive and note report FC/19/15.**
- 2. To agree in principle to take on the open spaces and play areas identified in the strategy at; Blenheim Drive, Harvest Way, Heron Forstal Avenue, Stombers Lane and Widgeon Walk; subject to;**
 - (i) The Council's grounds maintenance contractor providing a report on the condition of the play equipment;**
 - (ii) The Clerk being asked to provide an indicative figure for the future maintenance of the open spaces and play areas.**
 - (ii) Negotiations with FHDC regarding the transfer of funds to cover these costs.**
- 3. To receive a further report including these considerations.**

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

2069. **VE DAY - 75TH ANNIVERSARY**

REPORT: This report set out the proposal for Hawkinge Town Council commemoration of the 75th anniversary of VE day on 8th May 2020.

Proposed by Councillor Stuart Peall
Seconded by Councillor Philip Martin and

RESOLVED:

- 1. To receive and note the Report.**
- 2. To approve the proposed commemorative events to be funded from the Town Council Initiatives budget.**

2070. **ANNUAL TOWN COUNCIL MEETING AND MAYOR MAKING 13 MAY 2020**

REPORT: An opportunity has arisen to move the time of the meeting forward to 6:30pm to allow the new Mayor and his guests to attend a concert given by the Band of the Brigade of Gurkhas at the HCC.

Proposed by Councillor Dick Pascoe
Seconded by Councillor Stuart Peall and

RESOLVED:

- 1. To receive and note the report.**
- 2. To move the meeting time forward 6.30pm to attend the concert.**

2071. CORRESPONDENCE

The open meeting LEM on 26 March 2020 was discussed.
Details of the funeral of Bill Caillet were distributed.

2072. 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.

Proposed by Councillor Stuart Peall
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 11, Against 0; Abstentions 0)

2073. HCC CAR PARK PROJECT PROCUREMENT OF SERVICES AND RELEASE OF DEED OF COVENANT REPORT HTC/19/16:

This report sets out the outcome of a procurement exercise to enable the project to progress.

Proposed by Councillor Dick Pascoe
Seconded by Councillor Stuart Peall and

RESOLVED:

- 1. To receive and note report FC/19/16.**
- 2. To appoint EPS Design to undertake the feasibility study.**
- 3. To not the completion of the deed of release.**

Schedule of payments as at 28 February 2020

Date	Payment ID	Payee	Description	Amount
03/02/2020	DD	Voipstudio	Telephone Services	28.14
04/02/2020	DD	Adobe Pro	subscription	25.28
14/02/2020	E323	Town Mayor	Expenses	92.30
14/02/2020	E324	Harmer & Sons	Atkinson Rd play area maintenance	78.00
14/02/2020	E325	Harmer & Sons	Footpath alongside Village Hall mainenance	108.00
14/02/2020	E326	Lyreco	Office stationery	45.56
14/02/2020	E327	HCC	Hire of Halls, office refreshments & energy contribution	253.50
14/02/2020	E328	Folkestone Town Council	Civic Event	90.00
17/02/2020	DD	BT Group plc	Alarm line	31.32
21/02/2020	E289	Churchill School	Mayor's Charitable Donation	759.52
21/02/2020	E290	Zurich Insurance	Annual renewal	3,766.56
25/02/2020	DD	Staff Costs	February 2020	7,194.22
26/02/2020	DD	Voipstudio	Telephone Services	12.00
27/02/2020	DD	BT	Broadband	408.36
27/02/2020	DD	O2	Mobile Phone Contracts	90.46
28/02/2020	E291-E298	Harmer & Sons	Monthly Maintenance Contract	3,133.33
28/02/2020	E299	Office Cleaner	Cleaning Services	55.00
28/02/2020	E300-E301	Mayor of Ashford	Civic Event	80.00
28/02/2020	DD	PWLB	Loan Repayment	9,930.72
				26,182.27