

Hawkinge Town Council

www.hawkinge-tc.gov.uk

Town Mayor: Councillor Glyn Hibbert



Town Clerk

Mrs Tina Wiles
Town Council Offices
Hawkinge Community Centre
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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 12 FEBRUARY 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 8 January 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. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE

To approve and sign the minutes of the meeting held on 5 February 2020.

7. MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE

To approve and sign the minutes of the meeting held on 21 January 2020.

8. 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.

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.

9. 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.

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.

10. 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.

The Risk Assessment part of the report is attached.

RECOMMENDATION:

- 1. To receive and note the Risk Assessment.**

11. 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.

RECOMMENDATION: To receive and adopt the Report.

12. FOLKESTONE AND HYTHE DISTRICT COUNCIL – PLAY AREA STRATEGY

REPORT: On 5 February 2020, the Finance & General Purposes Committee will be considering a response to the Play Area Strategy. This will be reported to the Town Council. **(TO FOLLOW)**

Please find the link to the strategy below:

<https://www.folkestone-hythe.gov.uk/article/989/Play-area-strategy-2020-2030>

13. VE DAY - 75TH ANNIVERSARY

REPORT: On the 8 May 2020 the nation commemorates the 75th anniversary of VE day. Winston Churchill officially announced the end of WW2 in Europe at 3pm.

Hawkinge Town Council would like to join in this commemoration by asking the Mayor Cllr Glyn Hibbert to lead the community in the Nation's Toast to the Heroes of WW2 at 3pm at the war graves in the crematorium. Along with the

toast it is proposed a piper or bugler play Battle's O'er a traditional tune played at the end of a battle. There has also been a composition written specially for the occasion called VE 75 years which could be played if the piper or bugler is able. There is an opportunity to invite local school children, scouts and brownies to place small crosses at the graves.

In order to be able to hold a service at the graves an event form needs to be completed to the Commonwealth War Graves Commission and permission sought from FHDC as the owners of the crematorium.

RECOMMENDATION:

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

14.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.

RECOMMENDATIONS:

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

15.CORRESPONDENCE

16.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.

17.HCC CAR PARK PROJECT PROCUREMENT OF SERVICES AND RELEASE OF DEED OF COVENANT

REPORT: On 5 February 2020 the Finance and General Purposes Committee will be considering a report including details of the above. The recommendations of the Committee will be reported to the Council.

(TO FOLLOW)

Hawkinge Town Council

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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: 8 January 2020

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

Apologies for absence; Councillor Andy Csiszar.

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

There were no questions from the public.

2058. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

2059. **MINUTES**

The minutes of the meeting held on 11 December 2019 were submitted, approved as a correct record and signed by the Town Mayor.

2060. **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.

2061. **FINANCIAL MATTERS**

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

Proposed by Councillor David Monk
Seconded by Councillor Chris Johnson and

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

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

2062. **FINANCE AND GENERAL PURPOSES COMMITTEE**

The Council received an update on the recommendations made from the Finance and General Purposes Committee which met at 6pm and noted the minutes would be presented to the next Council meeting.

Proposed by Councillor Les Palliser
Seconded by Councillor Peter Roy and

RESOLVED: To receive and note the update.

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

2063. **CORRESPONDENCE**

None

2064. **EXCLUSION OF THE PUBLIC**

Proposed by Councillor Glyn Hibbert
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 12, Against 0; Abstentions 0)

2065. **LAND AT AREODROME ROAD, HAWKINGE**

REPORT: At its meeting earlier on 8 January 2020 the Finance and General Purposes Committee considered Report FC/19/16 which set out details of an opportunity to procure land at Aerodrome Road, Hawkinge, which had been circulated to the Council.

The Committee's recommendations were reported at the meeting.

Proposed by Councillor David Monk
Seconded by Councillor Les Palliser and

RESOLVED:

- 1. To receive and note the Report.**
- 2. To respond that Town Council is not prepared to pay for the site but would take on the future maintenance as consideration for the site being transferred.**

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

2066. **LAND AT HAWKINGE COMMUNITY CENTRE**

REPORT: The Council noted the report was not available as the information had not been received.

Schedule of payments as at 29 January 2020

Date	Payment ID	Payee	Description	Amount
31/12/2019	DD	O2	Mobile Phone Contracts	92.76
10/01/2020	E294	Swale Heating	Installation of Xpot Filtration unit	4,035.56
10/01/2020	E295	Churchill School	Christmas Carols Donation	30.00
10/01/2020	E296	Mayor & Mayoress of Medway	Civic Event - Theatre	25.00
10/01/2020	E297	HCC	Hire of Halls, office refreshments, Xmas Carol Service & energy contribution	466.20
10/01/2020	E298	Harmer & Sons	Atkinson Rd, removal of unsafe trees	84.00
10/01/2020	E299	Harmer & Sons	Underwood Dog Run, supply & fit site info signs	108.00
10/01/2020	E300	Kemp Carr Brown	Calculation of Wages	144.00
10/01/2020	E301	Vision ICT	Website hosting	277.80
16/01/2020	card	North West Flags	Union Jack	16.99
17/01/2020	E302	Kingfisher Environmental Services Ltd t	HCC - Legionella risk assessment	537.50
17/01/2020	E303	Harmer & Sons	Pannell Drive Target Hardening	7,047.60
17/01/2020	E304	Harmer & Sons	Supply and Replace parts for outside gym equipment	45.60
17/01/2020	E305	Harmer & Sons	Reconcrete bollard, Canterbury Road	32.40
17/01/2020	E306	Credit Style Ltd	BOC UK - HCC, Rental of gas canister	70.50
24/01/2020	E307	Mayor & Consort of Faversham	Civic Event	60.00
24/01/2020	E308	Harmer & Sons	Play area gate spring	78.00
24/01/2020	E309	Finance & Projects Officer	Expenses	6.80
31/01/2020	E310-E317	Harmer & Sons	Monthly Maintenance Contract	3,133.33
31/01/2020	E318	Harmer & Sons	Supply, erect, decorate, remove & dispose of Xmas Tree	1,404.00
31/01/2020	E319	Town Mayor	Expenses	161.20
31/01/2020	E320	Councillor	Community Task Group Expenses	20.75
31/01/2020	E321	SLCC	Subscription renewal	40.00
31/01/2020	E322	Office Cleaner	Cleaning Services	34.75
				17,952.74

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Minutes of a meeting of the Planning and Development Committee held at Hawkinge Community Centre on Tuesday 21 January 2020.

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

Apologies: Councillor Glyn Hibbert

Officer Present: Mrs Sam Wills, Finance & Projects Officer.

891. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

892. **MINUTES**

The minutes of the meeting held on Tuesday 19 November 2019 were submitted and approved as a correct record and signed by the Chairman.

Proposed by Councillor Les Palliser
Seconded by Councillor Peter Roy

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

893. **Y19/1429/FH 29A CRICKETERS CLOSE HAWKINGE FOLKESTONE KENT**

Erection of two storey side extension.

Proposed by Councillor Les Palliser
Seconded by Councillor Philip Martin and

RESOLVED: To raise no objection to the application.

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

894. **Y19/1440/FH FERNLEA THE STREET HAWKINGE FOLKESTONE KENT**

Application to replace existing detached dwelling for 2 x new detached dwellings.

Proposed by Councillor Peter Roy
Seconded by Councillor Chris Johnson and

RESOLVED: To raise no objection to the application.

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

895. Y19/1418/FH HAWKSIDE COWGATE LANE HAWKINGE FOLKESTONE KENT

Erection of a front extension and the closure of a pedestrian access involving the construction of the boundary fence along road frontage.

Proposed by Councillor Les Palliser
Seconded by Councillor Richard Moffatt and

RESOLVED: To raise no objection to the application.

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

896. REPORT: PROPOSED MULTI-AGENCY MEETING ON PARKING

Councillor Chris Johnson presented a report on the parking situation on Terlingham and the larger area of Hawkinge. Supplementary notes were distributed and are attached as Appendix 1. The proposition to request a multi-agency meeting with KCC, PCSO's, and the FHDC was discussed.

Proposed by Councillor Chris Johnson
Seconded by Councillor Peter Roy and

RESOLVED:

- (i) To receive and note the report.**
- (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 6, Against 0, Abstentions 0)

897. CORRESPONDENCE

Correspondence on the Kent Downs AONB tree packs and the Places and Policies Local Plan was distributed before the meeting and was duly noted with no comment.