

Hawkinge Town Council

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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 11 DECEMBER 2019 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 13 November 2019.

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. CLIMATE CHANGE EMERGENCY

REPORT: In July 2019 Folkestone and Hythe District Council considered a report which declared that it was in a state of climate and ecological emergency. The Town Council is asked to consider the following;

1. To declare that Hawkinge Town Council is in a state of climate and ecological emergency;
2. To commit to reduce the Town Councils estate and operation to zero net carbon by 2030.
3. To join and support the national campaign to plant more trees in Hawkinge.

7. PLANNING AND DEVELOPMENT COMMITTEE

To approve and adopt the minutes of the meeting held on 19 November 2019.

8. CORRESPONDENCE

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:	13 November 2019
Present:	Councillor Glyn Hibbert (in the Chair) Councillors, David Godfrey, Chris Johnson, Philip Martin, Richard Moffatt, David Monk, Dick Pascoe, Les Palliser, Peter Roy, Nabin Siwa, and Grahame Ward.
Apologies for absence;	Councillor Andy Csiszar and Stuart Peall.
Officer Present:	Mrs Tina Wiles, Town Clerk & Responsible Financial Officer

There were no questions from members of the public.

The Chairman welcomed Councillor Nabin Siwa to his first meeting of the Council following his election on 10 October 2019.

2040. **DECLARATIONS OF INTEREST**

Councillor Richard Moffatt declared a pecuniary interest in minute 2050 (Evaluation of Tenders - Pannell Drive Open Space) and was absent from the meeting during discussion and voting on this item.

2041. **MINUTES**

The minutes of the meeting held on 9 October 2019 were submitted, approved as a correct record and signed by the Town Mayor.

2042. **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.

2043. **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 Peter Roy and

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

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

2044. **FINANCE & GENERAL PURPOSES COMMITTEE**

The Minutes of the Finance and General Purposes Committee of 6 November 2019 were submitted.

Proposed by Councillor David Monk
Seconded by Councillor Philip Martin and

RESOLVED: To receive and note the minutes of the Finance and General Purposes Committee of 6 November 2019.

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

2045. **BUDGET AND PRECEPT 2019/20**

REPORT HTC/19/12 sets out a budget for expenditure for 2020/21.

Proposed by Councillor David Monk
Seconded by Councillor David Godfrey and

RESOLVED:

1. **To receive and note Report HTC/19/12.**
2. **To approve the Town Council's budget for 2020/21 as set out in the Report.**
3. **To confirm the precept of £327,276 for 2020/21 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 11; Against 0; Abstentions: 0)

2046. **CHRISTMAS 2019: CHRISTMAS TREE LIGHTING AND COMMUNITY CAROL CONCERT**

REPORT HTC/19/13 sets out the events for Christmas 2019 including the detailed arrangements for the tree lighting and Community Carol Concert.

Proposed by Councillor David Monk
Seconded by Councillor Dick Pascoe and

RESOLVED: To receive and note the Report.

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

2047. **PLANNING AND DEVELOPMENT COMMITTEE**

To receive the minutes of the meeting of the Planning and Development Committee held on 15 October 2019.

Proposed by Councillor Dick Pascoe
Seconded by Councillor Les Palliser and

RESOLVED: To receive and note the minutes of the Planning and Development Committee held on 15 October 2019.

(Voting: For 9; Against 0; Abstentions 2)

2048. **CORRESPONDENCE**

None presented.

2049. **EXCLUSION OF THE PUBLIC**

Proposed by Councillor Stuart Peall

Seconded by Councillor Peter Roy 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 10, Against 0; Abstentions 0)

2050. **EVALUATION OF TENDERS – PANNELL DRIVE OPEN SPACE**

REPORT: On 6th November 2019, the Finance and General Purposes Committee considered REPORT FC/19/14, which provided details of the outcome of the recent tender exercise. The Council considered the recommendations from the Committee.

Proposed by Councillor Stuart Peall

Seconded by Councillor Les Palliser and

RESOLVED:

- 1. To receive and note Report FC/19/14.**
- 2. To award the contract to Contractor 19.07.**

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

Schedule of payments as at 30 November 2019

Date	Payment ID	Payee	Description	Amount
04/11/2019	DD	Adobe Pro subscription	Pro subscription	25.28
04/11/2019	DD	Voipstudio	Office Telephone - Monthly Rental	28.14
08/11/2019	E221	Finance & Projects Officer	Expenses	6.50
08/11/2019	E222	Sevenoak DC	Civic Event - Indian Cuisine Charity Lunch	40.00
08/11/2019	E223	Mayor of Deal	Civic Event - Charity Christmas Cocktail Party	30.00
08/11/2019	E224	Mayor of Margate	Civic Event - Charity Dinner Dance	64.00
08/11/2019	E225	Mayor of Bexley	Civic Event -Fireworks on the Thames	110.00
08/11/2019	E226	ICO	GDPR Data Protection Fee - Renewal	40.00
08/11/2019	E227-E235	Harmer & Sons	Monthly Maintenance Contract	3,181.33
08/11/2019	E236	Mayor of Sandwich	Civic Event - Folk and Fizz	50.00
08/11/2019	E237	Swale Heating	Repair water leak	877.04
08/11/2019	E239	Lydd Town Council	Civic Event - Band of the Brigade of Gurkhas	30.00
08/11/2019	E243-E244	Town Mayor	Expenses	72.10
25/11/2019	DD	Staff Costs	November 2019	8,889.41
28/11/2019	E245	Mayors of Deal	Civic Event - Charity Christmas Cocktail Party	30.00
28/11/2019	E246	Town Mayor	Expenses - Village Hall Noticeboard fittings	27.49
28/11/2019	E247-254	Harmer & Sons	Monthly Maintenance Contract	3,133.33
28/11/2019	E255	Harmer & Sons	Underwood step and disabled access	660.00
28/11/2019	E256	BC Energy	Installation of Bus Shelter - Canterbury Rd/Campbell Rd	4,545.00
28/11/2019	E257	Absolute Graphix	Village Hall Noticeboard and HTC Office signs	325.44
28/11/2019	E258	Office Cleaner	Cleaning Services	55.00
28/11/2019	E259	HCC	Hire of Halls, refreshments & energy contribution	255.70
28/11/2019	E260	Town Mayor	Expenses	135.20
28/11/2019	E261	Finance & Projects Officer	Expenses	6.70
28/11/2019	E262	Kingsfords	Professional fees	900.00
28/11/2019	E263	Harmer & Sons	Clear fallen tree - Leakes Wood/Maypole Close	677.11
28/11/2019	E264	Harmer & Sons	Replace bollard - Village Hall	42.00
28/11/2019	E265	Harmer & Sons	Clear broken fence - Proctor Walk	24.00
28/11/2019	E266	Town Councillor	Expenses - Land Searches	70.00
				24,330.77

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Town Mayor: Councillor Glyn Hibbert



Minutes of a meeting of the Planning and Development Committee held at Hawkinge Community Centre on Tuesday 19 November 2019.

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

Apologies: None

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

880. DECLARATIONS OF INTEREST

Councillor Les Palliser declared a pecuniary and personal interest in minute 882 (Y19/1153/FH 1 Honner Close, Hawkinge) and was absent from the meeting during discussion and voting on this item.

881. MINUTES

The minutes of the meeting held on Tuesday 15 October 2019 were submitted and approved as a correct record and signed by the Chairman.

Proposed by Councillor Les Palliser
Seconded by Councillor Glyn Hibbert

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

882. Y19/1153/FH 1 HONNER CLOSE HAWKINGE FOLKESTONE KENT

Erection of rear extension to replace existing conservatory.

Proposed by Councillor Peter Roy
Seconded by Councillor Richard Moffatt and

RESOLVED: To raise no objection to the application.

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

883. Y19/1210/FH 11 HAVEN DRIVE HAWKINGE FOLKESTONE KENT

Demolition of existing metal shed and construction of new timber building, single storey with pitched roof.

Proposed by Councillor Chris Johnson
Seconded by Councillor Richard Moffatt and

RESOLVED: To raise no objection to the application subject to screening being provided in the form of a hedge or fencing.

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

884. Y19/1158/FH 11 MILLFIELD HAWKINGE FOLKESTONE KENT

Installation of rear dormer window and detached single garage.

Proposed by Councillor Les Palliser
Seconded by Councillor Richard Moffatt and

RESOLVED:

- 1. To raise no objection to the installation of rear dormer window subject to it not overlooking neighbours.**
- 2. Strongly object to the siting of the garage next to neighbours' fence.**

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

NOTE: Councillor Philip Martin arrived at this point and fully participated in the rest of the meeting.

885. Y19/1215/FH 46 MITCHELL AVENUE HAWKINGE FOLKESTONE KENT

Erection of single storey extension and part garage conversion.

Proposed by Councillor Les Palliser
Seconded by Councillor Peter Roy and

RESOLVED: To raise no objection to the application on condition enough noise suppression/insulation is provided between the wall and the neighbours.

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

886. Y19/1221/FH 86 THE STREET HAWKINGE FOLKESTONE KENT

Removal of barn hips to dwelling roof. To erect a garage/garden building to the rear of the property and drive from an existing crossover in The Street.

Proposed by Councillor Glyn Hibbert
Seconded by Councillor Richard Moffatt and

RESOLVED: To raise no objection to the application.

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

887. Y19/1228/FH 107 CANTERBURY ROAD HAWKINGE FOLKESTONE KENT

Proposed 3 new fascia signs, 1 projecting sign, 1 ATM dibond, 1 vinyl graphic, 1 store directory and 2 plain frosted vinyl.

Proposed by Councillor Glyn Hibbert
Seconded by Councillor Les Palliser and

RESOLVED: To raise no objection to the application.

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

888. Y19/1257/FH CARAVAN STORAGE MILLGATE FARM 175 CANTERBURY ROAD HAWKINGE

Proposed extension of the caravan storage at Millgate Farm, and extension to the upper level caravan storage area and slight re-organisation of the current upper level caravan storage level. 1980M2 of neighbouring fields will have a change of use to allow the over-wintering of caravans, together with regrading and associated engineering works.

Proposed by Councillor Peter Roy
Seconded by Councillor Les Palliser and

RESOLVED: To raise no objection to the application.

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

889. Y19/1289/FH 2 MILL LANE, HAWKINGE

Erection of single-story rear and side extension, a first-floor rear extension, plus dormer window to attic and roof light. External cladding in grey fibre cement board, re-submission of Y19/0969/FH.

Proposed by Councillor Les Palliser
Seconded by Councillor Chris Johnson and

RESOLVED: To strongly object to the application on the grounds of it being overbearing, not in keeping with the area and an over intensive use of the site.

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

890. CORRESPONDENCE

No correspondence submitted.