

Hawkinge Town Council

www.hawkinge-tc.gov.uk

Town Mayor: Councillor Philip Martin



Town Clerk

Mrs Tina Wiles
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TO: MEMBERS OF HAWKINGE TOWN COUNCIL

YOU ARE HEREBY SUMMONED to attend a virtual Meeting of HAWKINGE TOWN COUNCIL to be held on **WEDNESDAY 13 JANUARY 2021 at 6.00pm.**

Please note earlier start time

The meeting will be open to the press and public who are requested to contact the Town Clerk for details of how to access the meeting. Any member who wishes to have information on any matter arising on the agenda which is not fully covered within this summons is requested to give prior notice to the Town Clerk.

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

Tina Wiles
Town Clerk

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 9 December 2020 attached.

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. A copy of the schedule is attached at **appendix 1**.

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 PLANNING AND DEVELOPMENT COMMITTEE**

To receive and note the minutes of the meeting held on 22 December 2020.

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

To receive the minutes of the meeting held on 16 December 2020.

8. **CORRESPONDENCE**

Any Correspondence received in time for the meeting.

9. **EXCLUSION TO 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.

10. **HAWKINGE COMMUNITY CENTRE**

REPORT: On 9 December 2020, minute 2156, the Council resolved to undertake a schedule of repairs at the Centre and to fund these by way of a grant in the current year and from the 2021/22 to Folkestone Sports Centre Trust.

A grant has been paid and an update on progress will be given at the meeting.

11. **LAND AT HAWKINGE COMMUNITY CENTRE**

REPORT: On 11 November 2020 minute 2144, the Council considered Report HTC/20/11 and resolved;

1. To prepare a specification for a scheme based on the drainage requirement specified in the feasibility study and surface based on the lower costs quotation.

2. To delegate authority to the Clerk, Chairman and Vice-Chairman of the Council to draw up the specification.

The specification has been drawn up from the documents provided by contractors which the Council has considered. **A copy of the specification is attached and is a confidential document.**

An update will be given at the meeting.

12. **AWARD OF CONTRACT – KETTLE DRIVE OPEN SPACE**

REPORT: On 16 December 2020, minute 761 the Committee considered Report FC/20/19, **copy attached.**

The Committee **RESOLVED TO RECOMMEND TOWN COUNCIL TO;**
Award the contact to contractor KDOS/20/12.

RECOMMENDATION: To award the contract to contractor KDOS/20/12.

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NB: This is printed on white paper

Minutes of a Meeting of Hawkinge Town Council

Held at: Virtual meeting

Date: 9 December 2020

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

Apologies for Absence: Councillor Grahame Ward.

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

2147. **DECLARATIONS OF INTEREST**

Councillor Glyn Hibbert declared an Other Significant Interest in minute 2156, (Schedule of Repairs - Hawkinge Community Centre) as he is a Trustee of Folkestone Sports Centre Trust. He remained in the meeting but did not take part in the voting.

2148. **MINUTES**

The minutes of the meeting held on 11 November 2020 were submitted and subject to the addition of a fire risk survey at minute 2136 and the replacement of the word slippage by subsidence at minute 2140, were approved as a correct record and signed by the Town Mayor.

2149. **TOWN MAYOR'S COMMUNICATIONS**

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

2150. **FINANCIAL MATTERS**

The schedule of payments to be made as 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 12, Against, 0; Abstentions, 0;)

2151. **MINUTES OF THE PLANNING AND DEVELOPMENT COMMITTEE**
The Minutes of the Planning and Development Committee of 24 November 2020 were submitted.

Proposed by Councillor Les Palliser
Seconded by Councillor Richard Moffatt and

RESOLVED: To receive and note the minutes of the Planning and Development Committee of 24 November 2020.

(Voting: For 10, Against, 0; Abstentions, 2;)

2152. **PROJECTS UPDATE REPORT**
REPORT HTC/20/15 provides an update on a number of on-going projects.

Proposed by Councillor Glyn Hibbert
Seconded by Councillor Les Palliser and

RESOLVED:

- 1. To receive and note Report HTC/20/15.**
- 2. To explore the planting of a live Christmas Tree.**
- 3. To explore the option of planting a commemoration tree outside John Heasman's house at 123 Canterbury Road, Hawkinge.**

(Voting: For 11, Against, 0; Abstentions, 1;)

2153. **PARKING IN HAWKINGE**
REPORT: The Council has resolved to lead a meeting with external agencies to raise awareness of parking issues in Hawkinge. Councillor Chris Johnson was due to attend the meeting. However, this has not taken place due to Covid 19 restrictions. A copy of the report was circulated which explains parking problems in Hawkinge and includes residents' comments and input from other agencies.

Councillors thanked Councillor Johnson for his report.

Proposed by Councillor Chris Johnson
Seconded by Councillor Richard Moffatt and

RESOLVED:

- 1. To receive and note Report.**
- 2. To adopt the policy and guidelines sets out in section 5 of the report.**
- 3. To publish these on the Council's website.**

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

2154. **CORRESPONDENCE**

Letter from FHDC regarding the increase in the Allotment Rent from April 2020.

The increase was noted by the Council.

Update from Councillor Johnson re Sink Hole at Gibson Drive; Pentland's site agent has agreed that Town Council can collect fill from site if needed, preferably during a drier period. Regarding the Southern Water (SW) rebate; a resident of Gibson Close successfully applied, and would pass the information to the rest of the Close. SW admitted that a "few" Lancaster Drive properties already received the rebate. Letters had been hand delivered all 33 properties. The developer, and Kent Highways will work on the adoption and therefore the Council won't incur costs.

The update was noted by the Council.

2155. **EXCLUSION TO THE PUBLIC**

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

2156. **HAWKINGE COMMUNITY CENTRE**

REPORT On 11 November 2020, minute 2143, the Council considered REPORT HTC/20/10 and resolved to undertake a schedule of repairs to the Centre and fund these from provision in the 20/21 budget and 21/22 budget by way of grant to the Folkestone Sports Centre Trust.

The schedule of repairs had been circulated.

Proposed by Councillor David Monk
Seconded by Councillor Les Palliser and

RESOLVED:

- 1. To receive and note the Report.**
- 2. To receive and note the schedule of repairs.**
- 3. To approve the payment of a grant up to £21,600 to the FSCT to undertake the repairs.**

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

2157. **LAND AT HAWKINGE COMMUNITY CENTRE**

REPORT: This item was deferred to the January meeting.

2158. **FHDC PLAY STRATEGY**

REPORT HTC/20/16 sets out progress on the transfer of open spaces following the Council's resolution on 11 November 2020.

Proposed by Councillor Chris Johnson

Seconded by Councillor Richard Moffatt and

RESOLVED:

- 1. To receive and note the report HTC/20/16.**
- 2. To take on the maintenance of the Play area and open space at Widgeon Walk.**

(Voting: For 11, Against, 0; Abstentions, 1;)

Schedule of payments as at 5 January 2021

Date	Payment ID	Payee	Description	Amount
04/12/2020	DD	Adobe Pro	Monthly Subscription	25.28
17/12/2020	E134-E141	Harmers & Sons	Monthly Grounds Maintenance Contract	3,154.65
17/12/2020	E142	CopierKing	Usage Dec2019-Dec2020	72.09
17/12/2020	E143	Baldwin Salter	Heating engineer, HCC call out (date)	216.00
17/12/2020	E144	Baldwin Salter	Heating engineer, HCC - Pressure sensor fitted to boiler	264.00
17/12/2020	E145	MarchIT	IT Services - Antivirus software, 1 yr subscription for office devices	206.00
17/12/2020	E146	MarchIT	IT Services - Supply in installation of Router to provide the facility for remote working. April 2019.	149.00
17/12/2020	E147	MarchIT	IT Services - synchronisation software for remote working	73.95
17/12/2020	E148	Amazon	HCC Carbon Monoxide detectors	37.98
17/12/2020	E149	Harmer & Sons	Potholes Village Hall	468.00
17/12/2020	E150	Harmer & Sons	Leakes Wood - Planting of 3 trees	373.49
17/12/2020	E151	Harmer & Sons	Leakes Wood - dangerous trees covered by TPO, cut back of trees on condition that replacement trees were planted.	1,440.00
18/12/2020	E152	Office Cleaner	Cleaning Services	33.00
22/12/2020	E153	SAMS	Fire safety inspection	240.00
22/12/2020	E154	FSCT	Grant	16,800.00
				23,553.44

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Minutes of a virtual meeting of the Planning and Development Committee held on Tuesday 22 December 2020.

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

937. **DECLARATIONS OF INTEREST**

Councillor Dick Pascoe declared an OSI in minute 942(ii) Planning application Y20/2033/FH as he knows the applicant. He remained in the meeting but did not take part in the discussion or voting on this item.

938. **MINUTES**

The minutes of the meeting held on 24 November 2020 were submitted and approved as a correct record and signed by the Chairman.

Proposed by Councillor Les Palliser
Seconded by Councillor Chris Johnson and

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

939. **Y20/1892/FH 2 ST DENYS ROAD, HAWKINGE, CT18 7BU**

Proposal: Erection of Summerhouse.

Proposed by Councillor Les Palliser
Seconded by Councillor Glyn Hibbert and

RESOLVED: To raise no objection to the application

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

940. **Y20/1929/FH 3 HORSLEY CLOSE, HAWKINGE, CT18 7FN**

Proposal: Single story rear extension and conversion of existing garage to craft/utility room.

Proposed by Councillor Glyn Hibbert
Seconded by Councillor Philip Martin and

RESOLVED: To raise no objection to the application subject to no parking on the street in keeping with Hawkinge Town Council policy

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

941. **Y20/1847/FH 4 CAMPBELL ROAD, HAWKINGE, CT18 7TX**

Proposal: Erection of detached garage.

Proposed by Councillor Philip Martin

Seconded by Councillor Richard Moffatt and

RESOLVED: To raise no objection to the application.

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

942. **PLANNING APPLICATIONS RECEIVED BY THE TOWN COUNCIL**

The Committee considered applications that were received in time for the meeting, after the publication of meetings agenda.

i. **Y20/2003/FH 16 THE MEADE, HAWKINGE, CT18 7NJ**

Proposal: Erection of a two storey side extension with a pitched roof, a single storey rear extension with a flat roof, and a new front porch.

Proposed by Councillor Les Palliser

Seconded by Councillor Richard Moffatt and

RESOLVED: To raise no objection to the application subject to a pitched roof on rear extension rather than flat. No objection to the porch.

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

ii. **Y20/2033/FH 5 DRAGONFLY WAY, HAWKINGE, CT18 7FY**

Proposal: Single storey rear extension with pitched roof and conversion of a window into a door on a side elevation.

Proposed by Councillor Glyn Hibbert

Seconded by Councillor Richard Moffatt and

RESOLVED: To raise no objection to the application.

(Voting: For 6, Against 0, Abstentions 1)

943. **CORRESPONDENCE**

Notification of a TPO 21 on land at 6 St Denys Road, Hawkinge was noted.

Minutes of a meeting of the Finance and General Purposes Committee

Held virtually on 16 December 2020

Present: Councillors David Monk (in the Chair) David Godfrey, Chris Johnson, Richard Moffatt, Philip Martin and Les Palliser.

Officer Present: Mrs Tina Wiles (Clerk and RFO)

Apologies for absence were received from Councillors Glyn Hibbert and Peter Roy.

755. **DECLARATIONS OF INTEREST**

Councillor Richard Moffatt declared an Disclosable Pecuniary Interest in minute 761 (Kettle Drive – Award of Contract) and was absent from the meeting during discussion and voting on this item.

756. **MINUTES**

The minutes of the meeting held on 4 November 2020 were approved as a correct record and signed by the Chairman.

757. **BUDGET MONITORING REPORT**

REPORT FC/20/17 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.

Councillors noted the over spend at G17 regarding the purchase of new laptops, expenditure since the last meeting regarding landlord costs at HCC P4, and a request for reimbursement for printing costs.

Proposed by Councillor David Monk
Seconded by Councillor Les Palliser and

RESOLVED:

1. To vire funds from the capital reserve to cover the cost of the new laptops.

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

Proposed by Councillor Les Palliser
Seconded by Councillor Richard Moffatt and

RESOLVED:

2. To note the expenditure against item P4 in respect of the landlord responsibilities since the last budget monitoring report and keep a balance of £2000 after the grant to FSCT for the schedule of repairs.

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

Proposed by Councillor David Monk
Seconded by Councillor Les Palliser and

- 3. To make provision for a payment of up to £20 per annum per councillors for stationary/printing during the current year.**

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

Proposed by Councillor Richard Moffatt
Seconded by Councillor Les Palliser and

RESOLVED:

- 4. To receive and note Report FC/20/17.**
5. To authorise the Chairman of the Committee to sign the bank reconciliation and the bank statements detailed in the report.

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

758. EXCLUSION OF THE PUBLIC

Proposed by Councillor David Monk
Seconded by Councillor Chris Johnson 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 6, Against, 0; Abstentions, 0;)

759. CONTRACTED PAYMENTS REPORT FC/20/16 sets out a breakdown of the contract payment made by the Council.

The Clerk had responded to questions from Councillors and it was noted that contracted payments were made in respect of the Councillors Website and ICT maintenance contract, these would be added to the Report.

Proposed by Councillor David Monk
Seconded by Councillor Philip Martin and

RESOLVED:

- 1. To receive and note Report FC/20/16.**
2. To ask the Clerk to investigate the cost of an inclusive package for Broadband and phone/mobile provision and provide a report to a future meeting.
3. To ask the Clerk to investigate the cost of the removal of the printer/photocopier in the Town Council Office.

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

760. **GROUNDS MAINTENANCE CONTRACT**

REPORT FC/20/18 sets out details of the grounds maintenance tendering process.

Proposed by Councillor David Monk
Seconded by Councillor Chris Johnson and

RESOLVED:

1. To receive and note Report FC/20/18.
2. To undertake the tender exercise as set out in the report after 1 January 2021 and request tenders for 1,3 and 5 year contract duration.

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

761. **KETTLE DRIVE TENDER EVALUATION**

REPORT FC/20/19 sets of the results of the re-tendering exercise at Kettle Drive.

Proposed by Councillor David Monk
Seconded by Councillor Les Palliser and

RESOLVED

1. To receive and note Report FC/20/19.
- RESOLVED TO RECOMMEND TOWN COUNCIL;**
2. To award the contract to contractor KDOS/20/12 in the report.

(Voting: For 5, Against,0; Abstentions, 1)