

Hawkhurst Parish Council

Hawkhurst Parish Council	Meeting:	Full Council
	Date:	10 th November 2014
	Ref:	nm.
Copt Hall	Typed:	17 th November 2014

PRESENT

Mrs M Brinsley (Vice Chairman), Mr M Appelbe, Mr J Hunt, Mr P Jones, Mrs J Newman, Dr M Robertson, Mrs B Weeden, Mr P Whittle, Mr C Williamson

ADDITIONAL CIRCULATION

Mr. R Weeden, Mrs. B Palmer, Mr. N. Gray, Mr. S Holden
KM, K&SC

1. **Adjournment for public speaking.**
KCC Cllr Sean Holden addressed the meeting.
He had spoken to Kent Highways (KHT) and found they raised no objections relating to traffic concerns to the 62 house application at Highgate Hill because they assumed TWBC had done traffic studies when creating their Allocations Draft Policy Document. KHT were also told by TWBC (as was SH) that Highgate Hill is already an allocated site. SH was not impressed by a S.106 offer to support buses to Staplehurst station from the site as few would take up the offer since buses take 38 minutes and a car takes 18 minutes. SH did not accept the developers calculation that 26 cars would leave the development between 8am and 9am to travel north. SH also reported that he still awaited a reply for the Police Commissioner to meet him and local MPs to discuss rural speeding and would be asking local parish council chairs to invite her to discuss this. Finally, SH invited Members to propose projects that he might offer funding for.
2. **Apologies for Absence:**
Apologies were received from Mr. P Dartnell, Mr. G Davies and Mr. B Fitzpatrick.
3. **Declaration of interests:**
PJ declared a personal but non-pecuniary interest in Planning Items 53 and 56 as he is friends with both owners. CW declared a personal but non-pecuniary interest in Planning Item 53 as he is friends with the owner.
4. **Approval of minutes of previous meetings**
Received the Minutes of the Parish Council meeting held on 13th October 2014. They were approved with one abstention from CW.
5. **Matters arising**
 - 5.1 **Transport & Highways.**
JH volunteered to return the consultation from Kent Highways and Transport on their service.
 - 5.2 **Youth Matters.**
JH was sorry to report that the Church Youth Club had now closed due to lack of leadership. JH had met with Eddie Walsh and the KCC youth service would not be moving to Fowlers Park, but remain at the Sports Hall, The Moor. MB visited the KCC youth service on the previous Wednesday and found it well attended with 12 well-behaved young people attending.
 - 5.3 **Police.** JH listed 16 reported crimes in October 2014: 3 criminal damage, 3 assaults, 1 burglary of a dwelling, 3 burglary other than dwelling, 3 thefts, 1 vehicle interference, 1 possession of controlled drugs, 1 breach of non-molestation order. JH had returned the

police survey of the community warden service. Nigel Freeman, Head of Community Wardens locally, will update Members at December's full meeting. It was noted that prior to having a community warden, crime figures in Hawkhurst ran at around 40/month compared to around 15 with the service. This was universally viewed as a great benefit.

- 5.4 Local Community Interest.
Business signage – MA has asked the owner of the building for approval of the design. The owner is also consulting businesses in Cranbrook Road.
Footpath sign –The Clerk will circulate the template received from KCC for Members to consider.
- 5.5 Speed Watch. Members agreed that HPC should write to the Police Commissioner and push for a meeting on rural speeding.
- 5.6 Hawkhurst Community Trust. The clerk updated the Members that Whitehead Monckton were considering HCT's situation for 1 hour of free advice. .

6. Reports of Committee Chairmen

- 6.1 Buildings. PW reported that 3 tables had been lost – 2 from Copt Hall and 1 from Sports Hall. The situation will be monitored. A broken window in the Sports Hall has been fixed and the bus shelter would be done that week. Street light improvements had been agreed with the contractor subject to quotation and the Buildings Committee budget had been looked at for 2015/16, to be signed off in December.
- 6.2 Land.CW – Nothing to Report, next meeting 24th November.
- 6.3 F&GP. MB - Nothing to Report, next meeting 17th November...
- 6.4 Personnel. MB reported that 8 applications had been received for the permanent post of assistant clerk and an interview list would be drawn up later in the week.
- 6.5 Fete. CW reported that the summer fete accounts had been finalised, showing total expenditure of £3,244, total income of £4,741 and a profit of £1,497. The committee were congratulated for their hard work and good result. Separately, the raffle had turned over £1,035, which after costs had resulted in donations of £485 to both St Laurence's Church and Hawkhurst British Legion. CW reported that plans for the forthcoming Christmas Festival (December 6th) included commercial stalls in the Royal Oak car park, charity stalls in the Colonnade, rides in Budgens car park and vintage cars. Raffle prizes had been generously offered by local businesses. Thanks were again offered to the committee for their hard for for this event also.
- 6.6 NDP. JN reported that she has identified 3 potential consultants to ask to quote. She is writing the spec for the quotes and hopes to invite the successful candidate to the December Full Council Meeting.

7. Matters for further discussion

- 7.1 The Draft Risk Assessment document, as reviewed by the F&GP Committee was placed before the Council. MB, supported by PW *proposed Hawkhurst Parish Council adopt the draft Risk Assessment*. This was accepted unanimously with one abstention from MA.
- 7.2 Microshade VM. PD had circulated a paper ahead of the meeting detailing the benefits of working with this company to safeguard HPC data using a remote server with real-time backing-up, receive software updates, receive 24/7 IT support and have access to one-off rental of sector-specific software. Testimonials received by HPC from 3 current users were also circulated. JN related discussions within F&GP concerning the risks in record-keeping , especially relating to financial data, which had been identified at risk assessment review and at audit. This company is set up to deal with this issue for small councils like ours, is hosted away from our office and they have a disaster recovery plan using other external servers. In JN's opinion this service is quite cheap as this is a dedicated server just for parish and town councils to share. MB proposed that *Hawkhurst Parish Council enter into an agreement with Microshade for the service quoted at £101 per month*. 8 Members voted in favour and CW abstained.

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- 7.3 Additional computer. PD had circulated a paper ahead of the meeting proposing the purchase of a laptop computer for the office in view of the poor standard of the second computer and each staff member requiring a computer. There was some discussion about the merits of laptops versus the health and safety/ergonomic benefits of a desktop pc. PJ, seconded by PW proposed *that a second computer of some description be bought for the Parish Office*. This was supported unanimously.
- 7.4 Snow wardens. JH reaffirmed that in the event of heavy snow, he will call on 2 or 3 volunteers (including PJ and CW) to clear the Colonnade before KCC can get to it.
- 7.5 Responsibility for the ownership of the Village Magazine. JH feels that when the Council agreed to the £500 grant in July for the Village Magazine, HPC's responsibility was not ended for the Magazine, or at least that was not intended. He considered that the legal advice given at the time was based on a misunderstanding. MA confirmed that whilst not yet open, the new bank account for the Magazine was in hand. The Clerk restated the advice given in July, that the Sep 2012 resolution did not bring the Magazine onto the precept, although it did bring its finances within the Council's books. This was an incomplete measure. Also editorial control was not placed inside the Council, therefore it could not be said to be either within the Council or outside. The resolution of July 2014 placed the Magazine clearly outside the Council and the Council is now charged for advertisements inside the Magazine at the commercial rate. MA stated he did feel as if HPC did take over the Magazine in 2012. PJ, supported by PW proposed that the status, ownership, future funding and editorial control of the Village Magazine be added as an agenda item to the Agenda for January 2015.

8. Correspondence

	Date Received	From	Subject	Action
1	06.10.2014	TW CAB	Grant request	JN, supported by MA proposed a grant of £150 be made to TWBC CAB. 7 voted in favour with PJ and BW voting against.
2	13.10.2014	KALC	KCC Budget Consultation	PJ volunteered to return this consultation.
3	23.10.2014	Post Office	Consultation to change Post Office Budgens to a Local	The Clerk will write a letter welcoming the longer hours but requesting that business services be retained for 'office hours'.
4	27.10.2014	Hawkhurst Village Society	CC letter to Cllr R Weeden re: heritage plaques	Noted
5	27.10.2014	KALC	Invitation to AGM 22.11.2014, Annual report and Strategic Plan 2015-2025	Noted
6	03.11.2014	Hawkhurst Village Society	CC letter to Greg Clark re: infrastructure in Hawkhurst	Noted
7	03.11.2014	Hawkhurst Village Society	CC letter to KCCC for wording for Cricket Plaque	Noted
8	03.11.14	Sophie Dezechache	Availability of Streetcruizer services to Hawkhurst Parish Council.	HPC would welcome the Streetcruizer's return in principle but wish to receive detail on the finance and the personnel structure.

Finance

INCOME AND EXPENDITURE OCTOBER 2014

9.	Accounts for payment	£	6,562.64
9.1	Payment received	£	4,160.32
	Net Expenditure	-£	2,402.32
	Cambridge & Counties Reserve	£	60,000.00
	Lloyds Current	£	10,000.00
	Lloyds Access Reserve	£	134,963.03
	Petty Cash	£	63.35

Payments were examined and voted for unanimously.
MA confirmed she had checked petty cash and the bank rec.

9.2

9.3 **Planning**

10.

10.1 Planning & Highways Information:

Ref. No.	Proposal	Location	Comments
-	Mid Kent Planning Support Update 17.10.14	TW Planning area	New process and backlog explanation
M2270/A/14/2 218174	Appeal for construction 8 new dwellings	Station Garage, Gills Green	Appeal consultation day 11 th Nov 2014 TWBC 10am
14/501820	Demolition of bungalow and erection of 7 dwellings. Revised parking layout from 10 to 14 spaces	Holly Shaw, Queens Road	HPC criticized overdevelopment of change of 2 units from 1 to 2 bed with no additional parking. Parking now revised from 10-14 spaces.
14/500922	Replacement dwelling	Eshott, Theobalds	Withdrawn by applicant

10.2 Planning TWBC Approved:

Ref. No.	Proposal	Location	Comments/Valid
14/502459/TCA	Reduce eucalyptus tree by 50%	East Elford, Hastings Rd	
14/500867	Conversion of existing farm building into a single dwelling	Cowden Park, Horns Road	

10.3 Planning TWBC Refused:

Ref. No.	Proposal	Location	Comments/Valid
14/500501	Demolition of existing garage and petrol station buildings and replacement with 14 dwellings	Station Garage Gills Green	Outside LBD, site unsustainable (too far to walk to Highgate) despite bus stop.
14/501575	Erection of 2 detached bungalows	Land adjacent to Hartnokes	overdevelopment

10.4 Planning Applications

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Number	Application No	Proposal	Location	Comments	Decision	Agree	Against	Abstain	Plan Cttee
50	14/503038/FULL	Change of use of pastureland and provision of 40m x 20m riding arena together with associated access tracks	1 Springfield Cottages, Sopers Lane		Agree	8		BW	
51	14/504097/FULL	Erection of flat roofed dormers to front and rear elevations	Hillbury, Cranbrook Road		Agree	7	MA, BW		
52	14/504266/FULL	Demolition of existing buildings and erection of 4 terraced dwellings and associated parking	Davis Builders Ltd, Northgrove Road	The council agrees subject to the following conditions: are 4 parking spaces adequate? & further concerns exist over the sewers locally.	Agree	All			
53	14/504138/FULL	Construction of new factory building	The Office, Hawkhurst Station Business Park, Gills Green		Agree	All			
54	14/504331/FULL	Proposed Single side and rear extensions	1 Kent Cottages, Park Cottages	The council agrees but does have concerns over size of extension & its proximity to the boundary	Agree	8		MA	
55	14/500140/FULL	Retrospective application for enlargement of window and alterations.	The Old Mill Northgrove Road		Agree	All			
56	14/503984/LDCEX	Lawful Devpt Certificate Sun room/lounge extension to rear and single garage to side of dwelling	4 Oakfield		Agree	7		MB, BW	
57	14/504770/FUL	Demolition of existing side porch and erection of 2 storey side extension and front porch	Invicta House, Queens Road	Overdevelopment of the plot & very close proximity of the extension to the boundary	Against	3	2	MA, MR, CW, MB	
58	14/501820/	Demolition of bungalow and garage and erection of 7 dwellings with parking and new vehicular and pedestrian access	Holly Shaw, Queens Road	The additional parking spaces have overcome the councils concerns	Agree	8	BW		

11 Burial and Memorial

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Interment Date	Deceased	
17.10.2014	Kathleen Maureen Anderson	Interment

12 Notes and Information

	Date	From	Subject
1	14/10/14	KALC	The Parish News Newsletter

Cllr Dr Robertson gave a helpful description of his experience of the KALC Dynamic Councillor course and endorsed how useful he had found it to be as a newly arrived Parish Councillor.

13 Confidential:

14 Closure

14.1 The meeting closed at 21.30

15 Future Meetings

15.1 The next meeting of the Parish Council will be at Copt Hall on Monday 8th December 2014 commencing at 19:45.

Signed.....Date.....
Peter Dartnell, Chairman of the Parish Council.