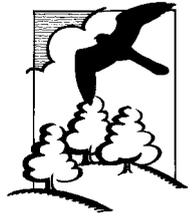


HAWKHURST PARISH COUNCIL

STRATEGY, ADMINISTRATION AND PROJECTS COMMITTEE



Minutes 8th July 2020

Present: Cllr Taylor-Smith, Cllr Pyne, Cllr Lusty, Cllr Green and Cllr Blake

1. ADJOURNMENT FOR PUBLIC SPEAKING - NA
2. APOLOGIES FOR ABSENCE: Cllr Weeden, technical issues
3. DECLARATION OF INTERESTS: *To receive notice of personal interests, whether of a prejudicial nature or otherwise, in respect of items on this agenda, in accordance with the Council's Code of Conduct.* - NA
4. MINUTES FROM LAST MEETING – Cllr Lusty proposed and Cllr Blake seconded, agreed unanimously
5. OUTSTANDING ITEMS FROM LAST MEETING - NA
6. INTERNAL AUDIT 2019/2020 REPORT

Cllr Taylor-Smith emphasised that this was a remote audit and many of the points are relatively minor and could have been addressed in normal circumstances. The finances are good and it is a good audit.

Also many of the points have already been addressed – Statement of Internal Control, email addresses etc.

The Clerk stated that we had just received the website accessibility report and would look to implement the actions.

Also, it is good to have an independent overview and we recommend that David Bucket is formally appointed as Independent Internal Auditor.

Cllr Blake asked about PKF Littlejohn as the external auditor – The RFO explained that had just been appointed nationally and would check for how long.

Cllr Lusty thought it was an excellent report and proposed to approve it, Cllr Green seconded it, approved unanimously.

7. STATEMENT OF INTERNAL CONTROL

Cllr Green introduced the report as it is one of the item mentioned in the auditor report. The general feeling that it was a good statement of control and should be recommended to Council.

Cllr Green proposed it and Cllr Blake seconded it, approved unanimously.

8. Draft IT SCOPING REPORT

Cllr Taylor-Smith introduced report as a way forward as COVID 19 has highlighted the need for flexibility / home working.

Cllr Lusty was glad to see this process moving forward although there will be a need for training.

Cllr Taylor-Smith emphasised that this would be evolution and based on a business case.

The Clerk, raised the point of “document managed” software needs to be added to scope - agreed.

Subgroup of Cllr Taylor Smith, Cllr Green, The RFO and Clerk to report back to committee and then onto Council.

9. HAWKHURST BUSINESS RECOVERY PLAN

Cllr Taylor-Smith introduced the report and noted that TWBC were arranging a meeting 23rd July 2020, 6:30pm with ourselves and Local business – formal invite to be circulated

The Clerk felt this was an excellent opportunity to show community leadership and facility support for the Local Businesses – grants / business rates / flexibility / IT connectivity / potentially joint marketing.

Cllr Pyne noted that parking a san issue – Tesco’s is one and half hours.

Cllr Blake felt that it was an excellent report – way better than many Town Centre partnerships and proposed we approve it to go to Council. Cllr Taylor-Smith seconded this agreed unanimously.

10. FEES and CHARGES REVIEW

The Clerk gave a verbal update from FAS Committee meeting that it was agreed as attached but the “Football Coaching” is £50 per day not £100 per week and noted the increase would start from 1st September 2020.

11. CONSIDER COMMUNITY GRANT APPLICATIONS

Cllr Taylor-Smith introduced the report and was concerned that the Protect Hawkhurst Village is a planning lobby group and we should not grant aid a planning lobby group as we are a statutory consultee on planning applications. There was general agreement with this point of view, that the despite individual views the Council should not pre-determined themselves.

There was general support for HJFC application.

Cllr Taylor-Smith proposed and Cllr Pyne seconded to support HJFC application £807 and refuse the Protect Hawkhurst Village application and report onto Council. Agreed unanimously.

12. UPDATED SAP ACTION PLAN

The Clerk updated the Committee on some of the actions; the main point was the need to get legal advice on the VAT position, currently only one quote in and chasing others.

Cllr Taylor-Smith emphasised the importance of this, Cllr Green stated it was more important than the KCC pension issue. It was agreed that this should go to Council on Monday.

13. QUESTIONS AND COMMENTS FROM COUNCILLORS:

Cllr Pyne has raised concerns about hedge trimming – to be clear the Council is NOT doing hedge trimming around the village.

Cllr Green suggested that we amend the Tree and Hedgerow Policy to include the following text

"We will manage the hedges in the Council's care to maximise the beneficial impact on biodiversity. This means ensuring the right mix of hedging plants and ensuring they are maintained in a way minimises any adverse impact on wildlife. At the same time having a proper regard for public safety and visual impact. This includes not using chemicals to inhibit any nearby growth. Hedge trimming will generally be carried out between September and February, outside Bird nesting season and in line with the Wildlife and Countryside Act of 1981. This is to minimise the potential disruption to nesting birds. Exceptions will be made where there is no or minimal impact or when there are issues of public safety or concern as determined by application to the Tree Officer at TWBC. Note individual landowners are responsible for following Wildlife and Countryside Act of 1981"

Cllr Green proposed the above text and Cllr Pyne seconded – agreed unanimously

14. CLOSURE: 8:35pm

Signed Chairman.....Date.....