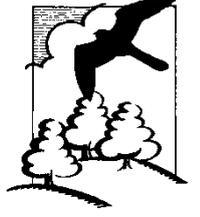


HAWKHURST PARISH COUNCIL

MINUTES – 15th March 2021



Present: Cllr Escombe (Chairman) Cllr Taylor –Smith (Vice Chairman) Cllr Green, Cllr Whittle, Cllr Cory, Cllr Hunt, Cllr Pyne, Cllr Blake, Cllr Fitzpatrick, Cllr Lusty and Cllr Weeden.

There was a minute's silence in memory of Cllr Phil Jones who sadly passed away over the weekend. Our thoughts are with his family.

1. ADJOURNMENT FOR PUBLIC QUESTIONS AND COMMENTS:

- i) A resident asked about the following
 - Community Centre project – cost so far and planned cost plus when will there be the opportunity for democratic process?
 - White House – JR – how much did it cost and a bit of background information
- ii) Community Centre project Cllr Escombe explained we did not have the exact figures to hand and would respond in writing, plus add to the FAQ. With regards the timeline the aim is to submit the planning application in the spring this year then it will depend on how long planning – if we get it - takes. With regards the White House JR – although we lost the case – the outcome is that KCC / TWBC are considering the impact of cumulative development on traffic in the village. Inspectorate used this with regards Ockley / Heartenoak appeal. Again will forward exact costs
- iii) Update from Sean Holden, KCC Member noted the Park Lane parking issue is progressing – some ditch clearance and bunding to help prevent parking on the road side.
 - Broadband voucher scheme being re-launched in April 2021
 - Manston Lorry Park – being mothballed as systems working well. Note focus on main routes allowed KCC to issue lorry fines for illegal parking – 13,000 this year.
 - Cllr Lusty asked if KCC clean road signs – Cllr Holden confirmed and asked for requests to him and he would pass on.
 - Cllr Blake asked if the Hawkhurst Library reopens – Cllr Holden responded that a re-opening programme for the Kent Libraries was being rolled out – he was not sure of the actual date but it would definitely reopen.

iv) Update from Cllr Patrick Thomson, TWBC Ward Members raised the issue of air quality, 25% precept increase and the need to support local resident due to poor planning development.

Cllr Escombe would write in support of residents if requested, although it was outside the Parish remit.

v) Cranbrook Rd / Heartenoak junction – awaiting outcome of tender process.

2. APOLOGIES AND REASON FOR ABSENCE: Cllr Appelbe, no reason.

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*

Cllr Weeden – planning application 78

4. APPROVAL OF MINUTES:

4.1 Approval

- i) The Minutes of the Parish Council meetings held on 8th February 2021 with amendment on 4.1 and 1st March 2021 – proposed by Cllr Lusty, seconded by Taylor-Smith – agreed unanimously
- ii) The minutes of the Strategy, Administration and projects Committee 15th February 2021, the Community Centre Working Group 1st March 2021 and the Facilities and Services Committee 8th March 2021 were noted.

5. MATTERS ARISING FROM PREVIOUS MINUTES

- i) **Park Lane / Bedgebury** (13.7.2020/1.1) – awaiting date for follow up meeting on survey results
- ii) **Air Quality** (13.7.2020/7.6) – Two new dispersion tubes on High Street
- iii) **Walking and Cycling strategy** – (13.7.2020/7.8) – Cllr Cory awaiting quote for layby
- iv) **Heartenoak Recreation Ground** - (10.8.2020/7.4) – Clerk circulated note on 3rd March 2021 for consideration, Cllr Escombe proposed and Cllr Pyne seconded to approve Wayleave – agreed unanimously.
- v) **Hawkhurst Broadband - Community Interest Company** – (14.12.20/5.7) – Awaiting result of Openreach Survey - expected April 2021

6. PLANNING

6.1 Planning applications to be considered

No	Application No	Proposal	Location
71	21/00265/LBC	Listed Building Consent - Conversion of former stable block to residential accommodation and alterations to the existing	The Granary Slip Mill Lane Hawkhurst TN18

		internal layout; Changes to existing glazing on first floor and new glazing designs on ground floor, including internalising the southern cart stand; Removal of chimney stacks	5AB
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As below.

72	21/00264/FULL	Conversion of former stable block to residential accommodation and alterations to the existing internal layout; Changes to existing glazing on first floor and new glazing designs on ground floor, including internalising the southern cart stand; Removal of chimney stacks	The Granary Slip Mill Lane Hawkhurst TN18 5AB
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Background:

This is an updated application for a previously approved application. HPC objected to the previous application due to concerns about the extent of remodelling and the damage to the building. At the time, although supportive of the application overall, the Conservation Officer had some concerns about the proposed new staircase and the glazed infill of the cart standing. This revised application is no longer proposing to install a new staircase. No comments from neighbours.

Comments and Recommendation:

This a detailed application and addresses the majority of the concerns that HPC had about the previous application. Therefore, we **support** this application. However, we remain concerned by the proposal to infill the cart standings. We feel the proposal to use 6 timber windows above a new course of bricks detracts from the history of the listed building by masking the cart standings, Ideally, we would prefer a glazing solution that was more respectful of the character of this part of the house.

Vote

Support 11 Object 0 Abstain 0

Decision: support

73	21/00330/FULL	Proposed two storey rear and side extension to main house; removal of utility room and erection of boot room; internal alterations; changes to fenestration; refurbishment of existing outbuilding into home office / studio; construction of pool house	East Heath Farmhouse Stream Lane Hawkhurst TN18 4RD
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Background:

Although the application description states that the outbuilding is to be converted to a

home/office studio, the plans and supporting documentation show this to be an open-sided dining pavilion. No comments from neighbours.

Comments and Recommendation:

The application is for extensive additions including the extension, the conversion of an outbuilding, and the construction of the new pool house. We are doubtful whether this complies with H11, especially given that the property has been previously extended. However, East Heath Farmhouse is a large house set in extensive grounds, which would appear to be able to accommodate this development without dominating the host house. Moreover, we are confident that the planning officer will be able to determine whether this proposal complies with H11 and whether the size is an issue.

Due to the location, it seems unlikely that there will be any impact on neighbouring properties. The choice of materials for the extension matches the host house. The new pool room is will be constructed from traditional materials. Therefore, this application complies with HD4 of the NDP.

The location of the pool house, coupled with the traditional construction, means that is unlikely to impact on the AONB.

HPC **supports** this application.

Vote

Support 11 Object 0 Abstain 0

Decision: support

74	21/00331/LBC	Listed Building Consent: Proposed two storey rear and side extension to main house; refurbishment of existing outbuilding into home office / studio; construction of pool house	East Heath Farmhouse Stream Lane Hawkhurst TN18 4RD
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As above.

75	21/00289/FULL	Demolition of existing garage and erection of new garage and associated works. Erection of summerhouse and formation of pond	Birchfield Rye Road Hawkhurst TN18 5DA
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Background:

This is not a particularly detailed application considering Birchfield is a listed building. Note, a neighbour is objecting.

Comments and Recommendation:

Whilst the garage and store has a larger footprint than the existing garage, it will be located further from the adjoining property. The use of natural materials and the traditional design complies with HD4 of the NDP.

HPC **supports** this application.

Vote

Support 11 Object 0 Abstain 0

Decision: support

76	21/00402/LBC	Listed Building Consent: Repair, reinforcement and strengthening works together with closing-in of the south-east end with a weather-boarded wall and double doors to the Outbuilding at The Granary	The Granary Slip Mill Lane Hawkhurst TN18 5AB
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Background:

No comments from neighbours.

Comments and Recommendation:

The proposals appear to be appropriate to extend the life and use of the building.

HPC **supports** this application.

Vote

Support 11 Object 0 Abstain 0

Decision: support

77	21/00484/FULL	Erection of a timber acoustic fence and a double gate	Dalby Lodge Tongswood Drive Hawkhurst TN18 5DS
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Background:

No comments from neighbours

Comments and Recommendation:

Although the NDP states a preference for hedges over fences, we understand the desire for such a substantial fence on this occasion. Since the hedge will be planted in front of the fence, HPC **supports** this application. However, our preference would be for a hedge made from native, locally appropriate hedging.

Vote

Support 11 Object 0 Abstain 0

Decision: support

78	21/00267/FULL	Conversion of agricultural building to form a pair of semi-detached houses.	Potters Farm Land & Buildings Potters Lane Hawkhurst TN18 5BB
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Background:

The previous application to convert this building into two houses, which we objected to was refused by TWBC. No comments from neighbours.

Comments and Recommendation:

The High Weald AONB Unit objected to the previous application on the grounds that a thorough assessment was required of this medieval farmstead before any planning consent could be given. This has still not been provided. There is no ecology report to support this application. The previous application did have an ecology report, but no bat survey had been undertaken. There are no details of the proposed landscaping etc.

Other than the changed roofline, there appears to be little difference between the current application and the one that was refused previously. Certainly nothing has been done to address the Parish Council's concerns which are outlined below.

The application does not comply with the NDP - it is not a sustainable location; it is well outside the LBD and about 2 miles from the facilities and amenities in the village. Any future occupants would be reliant on cars for shopping, employment and education etc. This is a very rural location within the AONB and the proposed houses would appear completely out of character. Paragraph 7.5 of the NDP describes the AONB landscape as a "medieval landscape of wooded, rolling hills small, irregular shaped fields; scattered farmsteads; and ancient routeways." This application would have a negative impact on the AONB and, therefore, is contrary to paragraph 172 of the NPPF. It also does not comply with the High Weald AONB Management Plan. Within the NDP there is a requirement for sustainable modes of travel between the site and the heart of the existing built areas (para 7.16). This is not achievable in this location. There is nothing within the application paperwork that indicates compliance with HD3 of the NDP.

We do not feel that the change in the design is enough to prevent these dwellings looking overly domestic. This is exacerbated by the proposed parking arrangements, which are completely out of keeping and do not comply with the design guidance in the NDP that parking should be discreet.

Policy LP2 of the NDP requires the management, conservation and enhancement of the High Weald AONB. This application clearly does not do so. This will irreversibly change the appearance of a medieval farmstead.

HPC **objects** to this application.

Vote

Support 0 Object 10 Abstain 1 (Cllr Weeden)

Decision: Object

79	21/00404/FULL	Loft conversion of existing bungalow dwelling with ground floor extension and internal alterations; Conversion of existing garage to annex building and construction of new oak frame two bay car port.	Little Shaw Tongwood Drive Hawkhurst TN18 5DS
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Background:

No comments from neighbours.

Comments and Recommendation:

Whilst we appreciate that Little Shaw sits within large grounds, this application is for a very large extension which completely dominates the existing bungalow. This coupled with the conversion of the existing garage into annex accommodation, together with the construction of a new garage does not appear to be a modest extension as required by H11 and is certainly not subservient to the host house.

HPC **objects** to this application. If TWBC are minded to approve this application, we would ask for a condition that ties the annex to the host house.

Vote

Support 4 (Cllrs Pyne, Green Hunt and Blake) Object 7 Abstain 0

Decision: Object

80	21/00121/FULL	Weatherboarding the front and side elevations of the property with white Cedral weatherboard to match the weatherboard on the front dormer and the rear of the property.	Silverley Slip Mill Lane Hawkhurst TN18 5AD
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Background:

No comments from neighbours.

Comments and Recommendation:

HPC has no objection in principle to weatherboarding this property. Whilst other properties along this part of Slip Mill Lane tend not to have weatherboarding, it is a common feature

within the village as well as further down Slip Mill Lane.

From the application form, it appears that the existing weatherboarding is timber. There is a requirement in the NDP that materials used should match existing and also for the use of traditional materials, in particular, locally sourced timber cladding.

HPC **supports** this application but requests that timber weatherboarding should be used rather than Cedral.

Vote

Support 11 Object 0 Abstain 0

Decision: support

81	21/00411/FULL	Removal of a gate; removal of an existing shed and oil tank and replacement oil tank; the addition of a new gate, new greenhouse, new garage, new paths, new external lights and taps, relaying the grass centred drive in hoggin, and changes to the planting	Conghurst Cottages Conghurst Lane HawkhurstTN18 4RJ
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Background:

This is broadly similar to the previous application that was withdrawn. HPC supported that application. No comments from neighbours.

Comments and Recommendation:

In general, HPC **supports** this application. However, as with the previously submitted application, we have reservations about the lighting. The NDP states that consideration should be given to the need for lighting and where it is deemed essential, efforts should be made to seek to minimise its impact in the landscape. There is also a requirement that areas adjacent to open countryside should be left unlit to avoid light pollution. We fully recognise the need for lighting to ensure safe access, especially between the garage and the house. However, we do not feel that the lighting to highlight the trees complies with HD4 of the NDP and would request that this is removed.

Vote

Support 11 Object 0 Abstain 0

Decision: support

82	21/00412/LBC	Listed Building Consent: Removal of a gate; removal of an existing shed and oil tank and replacement oil tank; the addition of a new gate, new greenhouse, new garage, new paths, new external lights and taps, relaying	Conghurst Cottages Conghurst Lane Hawkhurst TN18 4RJ
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		the grass centred drive in hoggin, and changes to the planting	
As above.			
83	20/03610/FULL	Conversion of redundant agricultural barn to residential dwelling house	Riverside Barn, Hastings Road, Hawkhurst, Cranbrook, Kent, TN18 4RT
<p>Background: <i>This is broadly similar to the previously approved application that was approved by TWBC. HPC objected to that application. No comments from neighbours.</i></p> <p>Comments and Recommendation: We objected to the approved application on this site. However, HPC is willing to support this application given that the principle of a new dwelling in this location has been established. The footprint and overall dimensions of the dwelling will remain unchanged, and we do not feel that the changes to the appearance are any more detrimental to the AONB than the previously approved design.</p> <p>Vote Support 11 Object 0 Abstain 0</p> <p>Decision: support</p>			
84	20/037428/FULL	Removal of existing stairs and fence; installation of new canopy and walkway at raised level.	Tesco Rye Road Hawkhurst Kent TN18 4HG
<p>HPC has reservations about these proposals. To some extent this may be due to the lack of detail in the paperwork supporting this application. We cannot see that the impact of the new canopy on the Conservation Area has been adequately assessed.</p> <p>We are concerned about the impact of the proposed walkway on the houses at the rear of the site. Due to land levels, the walkway would appear to be level with the bedroom windows of these houses, and would be overlooking their gardens. Therefore, we are concerned that these proposals will be overly obtrusive. Therefore, HPC objects to this application.</p> <p>Vote Support 1 (Cllr Hunt) Object 10 Abstain 0</p> <p>Decision: Object</p>			

85	21/00524/FULL	Removal of garage and sheds; removal of existing rear extension; proposed single storey rear extensions; proposed porch; proposed carport/first floor extension, internal and external alterations including 2no. rooflights to the existing roof	1 Western Villas Western Avenue Hawkhurst Kent TN18 4BN
<p>Removal of garage and sheds; removal of existing rear extension; proposed single storey rear extensions; proposed porch; proposed carport/first floor extension, internal and external alterations including 2no. rooflights to the existing roof</p> <p>We are concerned by the size of the extension, as it risks dominating both the host house and the plot more generally. This proposal will extend the building virtually up to the boundary. We feel that this is overdevelopment of the site.</p> <p>The property is one of a row of semi-detached properties of the same style. This extension will, therefore, impact on the street scene, although we recognise that its position on the end of the row may reduce the impact.</p> <p>Due to the extent of the proposed works, there will not be much left in the way of garden, and especially not considering that this will be a 4-bedroom house.</p> <p>This application would also impact on the parking available for the property. Currently, there is space for at least two, if not three, cars to park in the drive, together with a garage. This proposal would see the available parking reduced to two spaces, which is not enough for a 4-bed house. HPC objects to this application.</p> <p>Vote Support 2 (Cllr Green and Hunt) Object 8 Abstain 1 (Cllr Taylor-Smith) Decision: Object</p>			

6.2 Planning information – there is another amendment to the Dandara planning application – therefore we will report back at next Council meeting with comments for consideration.

7. MATTERS FOR FURTHER DISCUSSION:

7.1 Update on actions of Internal Audit Report – RFO report noted that the Cllr Lusty DPI was now on the TWBC website, that the online banking was being trialed next week.

We are awaiting a report by the auditor on the revised Financial regulations and the draft Corporate Risk Register has been drafted – both to go to April SAP meeting.

All other items have been dealt with. Internal Audit actions noted

7.2 Year to date budget report and 2020/21 out turn – RFO report highlighted that subject to unforeseen costs estimated surplus in this financial year of approximately £10,000 - £14,000. This will be carried over into General Reserves for 2021/22

7.3 Interim Financial Regulations update – RFO

The current Financial Regulation states;

6.18 A Debit Card shall not be issued for use.

6.19 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the RFO and Clerk and shall be subject to automatic payment in full at each month-end. The maximum one-off payment shall be no more than £1,000 and a monthly maximum of no more than £4,999.

6.20 Personal credit or debit cards of members or staff shall not be used under any circumstances.

On 9th November 2020 the Full Council approved the use of a Council debit card by the Clerk and RFO. This in effect amended our Financial Regulations which had hitherto proscribed the use of a debit card. It is important to note that the prohibition was not in the model regulations but had been an adaptation for Hawkhurst's regulations.

The Council's financial regulations are in the process of being updated and a paper will be presented to the Full Council in April or May.

Cllr Escombe proposed and Cllr Weeden seconded to substitute:

6.18 A debit card shall not be issued for use.

with

6.18 A debit card can be issued for use by the clerk and RFO. It must only be used to pay for items approved by the Council, or that fall within the discretion provided to the Clerk for sums up to £1,000.

Agreed unanimously

7.4 Impact of easing COVID 19 restrictions on Council services and facilities – Cllr Fitzpatrick

Cllr Fitzpatrick introduced the FAS Committee considerations for the easing of COVID 19 restrictions on Council services and facilities and following a debate; the following recommendation was approved;

Cllr Whittle proposed and Cllr Cory seconded that the fees should return to £25 per session and be reviewed along with other fees and charges in the summer
Agreed - unanimously

The following Committee recommendations to the Council were noted

- Focus on keeping people safe by maintaining robust cleaning regime
- The facilities and services should re-open as follows – subject to national guidance

Service / Facility	Activity	Date	Comment
Step One a from 8th March 2021 pages 27 – 32 of government document			
Cemetery	Funerals – up to 30 people	8 th March 2021	Already advertised
Parks /open space	Recreation or exercise outdoors with household or one other person	8 th March 2021	Already advertised
Step One b from 29th March 2021 pages 27 – 32 of government document			
MUGA / football pitches	Organised outdoor sport allowed	29 th March 2021	Contacted clubs / groups about restarting Taking new bookings
Parks / open space	Rule of 6 or two households outdoors	29 th March 2021	
Step Two no earlier than 12th April 2021 pages 33 – 35 of government document			
Copt Hall / KGV sports pavilion	Community centres reopening	12 th April 2021	Contacted clubs / groups about restarting Taking new bookings
The Moor	Community events	12 th April 2021	See below – aiming for June start
KCC Library	Monday drop in session		Need to confirm with KCC
Step Three no earlier than 17th May 2021 pages 36 – 38 of government document			
Copt Hall and KGV sports pavilion	Organised indoor sports	17 th May 2021	Contacted clubs / groups about restarting Taking new bookings
Council / Committee meetings	Virtual – subject to legislation	17 th May 2021	1 st meeting AGM 17 th May 2021 - Note Chairman's update

Step Four no earlier than 21st June 2021			
pages 39 – 42 of government document Legal Restrictions dropped			
Parish office re-opened		21 st June 2021	Subject to review of national guidance
Council / Committee meetings in public		21 st June 2021	Subject to numbers allowed into a public meeting?

Use of the Moor for community events – subject to national restrictions, weather, appropriate insurance and permissions

- Fun Fair – first two weeks of June - date to be confirmed
- Village Fete - 26th June 2021
- Hawkhurst 5k / 10k run (start and finish) – 27 June 2021
- Custom Car show – 24th / 25th July 2021
- Makers@The Moor - 11th September 2021
- Bonfire Society 27th November 2021 – (Moor and KGV)

Promote the above events locally, especially to neighbouring properties of the Moor.

7.5 S137 Community Grants

Cllr Taylor-Smith introduced the SAP Committee report from 15th February 2021 supported in principle the two applications,

1. Citizen Advice Tunbridge Wells District – their application is attached. In summary they work to support all residents with a range of advice. They are currently working with 118 people in Hawkhurst on 444 issues. They are seeking £300 grant aid.
2. Tunbridge Wells Counselling Service - their application is attached. In summary they work to support all residents with a range of needs. They are currently working with 11 cases in the Hawkhurst area. They have submitted copies of insurance, accounts and safeguarding policies. They are seeking £200 grant aid.

Cllr Taylor-Smith recommended and Cllr Hunt seconded to award a community grant of £300 to Citizens Advice Tunbridge Wells District and £200 community grant to Tunbridge Wells Counseling Services

Agreed - unanimously

7.6 Fields in Trust Registration

Cllr Green updated the Council following the meeting with Fields in Trust and subsequent discussions it the Community Centre Working Group we have liaised with the architect and

the following plans are attached.

- Land to be de-registered from the existing KGV field, 4,313m²
- The Moor to be registered with Fields in Trust, 9,614m².

There will be a net increase of 5,301m² in land protected / registered to Fields in Trust.

The Moor is currently protected under Open Space legislation but research has shown that it is **not protected under** registered as Common Land, Village Green or Fields in Trust.

Therefore, it is proposed to Register the Moor as Fields in Trust, which adds a layer of protection to The Moor and allows the current programme of events on the Moor to continue.

Cllr Green proposed and Cllr Whittle seconded to

- Deregister a portion of the KGV land as per plan attached
- set up a KGV Trust management committee meeting (the Parish Council are the sole trustees) –
- set up a bank account for the KGV Trust
- contact the Charity Commission explaining what is proposed
- finalise details and complete the Fields in Trust Fields forms
- register the Moor as a Fields in Trust to add a layer of protection
- appoint a Solicitor to act on our behalf on this matter – see confidential report

Agreed - unanimously

7.7 Building survey scope –

The FAS Committee discussed the scope of the Copt Hall Building survey which expanded into other facilities and propose the following for both the Copt Hall and KGV sports pavilion and the debate concluded with a recommendation.

Cllr Whittle and Cllr Green seconded to

Copt Hall

- To undertake a condition survey report
- Identify Health and Safety, urgent, medium and long-term issues
- Condition survey to include for services consultant's review of M&E installation
- To include analysis of heating installation in main hall for intended use as year-round public meeting space, in context of thermal performance of existing structure, perceived shortcomings in existing installation, available electrical capacity and gas supply, with recommendations for any necessary improvements
- To include a review of the recommendations from the 2012 condition survey
- To include budget cost recommendations in relation to issues identified

KGV Sports Pavilion

- To undertake a condition survey report
- Identify Health and Safety, urgent, medium and long-term issues

- Condition survey to include for surveyor's review of M&E installation
- To include budget cost recommendations in relation to issues identified

In addition

- A separate specialised asbestos management survey to produce asbestos reports and asbestos registers for The Copt Hall, KGV sports pavilion, KGV Garages, Parish office, Cemetery shed plus allotment sheds
- Consult with Kino to obtain their copy of their asbestos survey. If not available, consider procuring asbestos survey as per council controlled properties with costs recharged to Kino. Alternatively, demand Kino procure an asbestos management survey.
- Put in place asbestos management plan for all Council properties.

To use the General reserves and then seek funding from the Copt Hall and KGV trust

Agreed - unanimously

- 7.8 Decision making – virtual meetings or delegated decision until actual meetings are viable** - Cllr Escombe updated Council on the fact that legislation expired on the 5th May 2021 and had to be renewed – otherwise we could not meet physically or virtually. All parishes are writing to Greg Clerk (MP) – who is supportive but will add to his case.

Cllr Escombe proposed and Cllr Lusty seconded to write to Greg Clerk to lobby for the legislation allowing for virtual meetings to be extended – agreed unanimously

7.9 Council Memberships of organisations –

Clerk The Council has a number of Memberships which are traditional considered at an AGM – given the current uncertainty over an AGM the Council may wish to consider the following memberships plus Cllr Green proposed Kent Wildlife Trust

- Kent Association of Councils - £1620 + VAT
- Action with Rural Communities in Kent - £105 +VAT
- Kent County Playing Field Associations - £100 +VAT
- Society of Local Council Clerks - £250 +VAT
- Transport Accessibility Group - na
- Campaign for the Protection of Rural England - £36 per year +VAT
- Weald of Kent Protection Society - £25 +VAT
- Kent Wildlife Trust - £50 +VAT

Cllr Fitzpatrick proposed and Cllr Weeden seconded the above subscriptions – agreed unanimously

8. REPORTS OF COMMITTEE CHAIRMEN AND UPDATES

8.1 Facility and Services Committee – 8th March 2021 Cllr Fitzpatrick updated Council

- Risk Assessments for Copt Hall, KGV sports pavilion and Cemetery – attached
- Scribe Cemetery package would greatly improve the cemetery offer – proposal would come to next meeting

8.2 Community Centre Working Group – 1st March 2021 Cllr Whittle updated Council that the outstanding reports were being chased with the aim of submitting a planning application in Spring 2021.

8.3 Strategy Administration and Projects Committee – 15th February 2021 Cllr Taylor-Smith updated Council – a number of items discussed already at Council – note the Financial Regulations review due next meeting and then onto the Council

9. Finance

9.1 Monthly Income and expenditure February 2021

Accounts for payment	£	12,985.44	to 15.03.21
Payment received	£	408.72	to 26.02.21
Net Expenditure	-£	12,576.72	
Cambridge & Counties	£	88,291.16	to 30.04.20
Cambridge Building Society	£	84,527.75	to 30.11.20
Lloyds Current	£	10,000.00	to 26.02.21
Lloyds Access Reserve	£	36,152.99	to 26.02.21

- 9.2 Agreement to pay payments schedule – circulated
Cllr Hunt asked about HR fees – 2 payments made.
RFO noted a typo on item 473

Cllr Escombe proposed and Cllr Green seconded the payments list – agreed unanimously

10. CORRESPONDENCE

No	Date	From	Issue
1	Various	Concern over “deforestation” of Highgate Hill area	Contacted TWBC Planning, Environmental Health and KCC PROW
2	Resident	Speeding	Referred to police
3	Resident	ASB – bikes and quad bikes	Referred to PCSO / KCC warden
4	Resident	Concerned about road signage – HGV down rural roads	Referred to KCC Highways – linked to SGN works

11. NOTES & INFORMATION - NA

12. BURIALS AND MEMORIALS

No	Date	Name	Interment
1	1.2.2021	Mrs. Chamberlain	Burial
2	11.2.2021	Mr Wood	Burial
3	17.2.2021	Mrs. Carter	Burial

13. CONFIDENTIAL:

13.1 Personnel Committee report – Cllr Green led the discussion

13.2 Comprehensive audit and registering of council land – Cllr Green led the discussion

13.3 Grounds Maintenance Contract – Cllr Fitzpatrick led the discussion

13.4 Part payment of Architect and Project Manager – Cllr Whittle led the discussion

CLOSURE: 10:20pm

Signed Chairman.....

Date.....