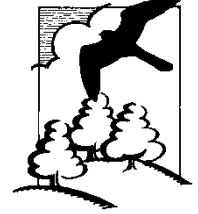


# HAWKHURST PARISH COUNCIL



## ANNUAL GENERAL MEETING

17<sup>th</sup> May 2021

### MINUTES

**Present:** Cllr Weeden, Cllr Taylor-Smith, Cllr Green, Cllr Escombe, Cllr Faulkner, Cllr Paish, Cllr Hunt, Cllr Cory, Cllr Blake, Cllr Ridley and Cllr Payne.

#### 1. Election of Chairman

**Cllr Hunt proposed and Councillor Taylor-Smith seconded Cllr Escombe to be Chairman – agreed unanimously**

#### 2. Declaration of Acceptance of Office for Chairman and Councillors

Cllr Escombe signed Declaration of Acceptance of Office of Chairman and all Councillors signed Declaration of Acceptance of being a Councillor.

#### 3. Election of Vice Chairman

**Cllr Hunt proposed and Councillor Weeden seconded Cllr Taylor-Smith to be Vice-Chairman – agreed unanimously**

#### 4. Apologies for Absence - None

#### 5. To Review the Minutes and consider any recommendations;

##### a) Last AGM held on 13<sup>th</sup> May 2019

**Cllr Taylor-Smith proposed and Councillor Blake seconded approval of minutes of AGM 19.5.2019 – agreed majority of 8 – 0 (Cllrs Paish, Ridley and Faulkner abstained as not present at previous AGM)**

##### b) Council minutes on 4<sup>th</sup> May 2021

**Cllr Taylor-Smith proposed and Councillor Weeden seconded approval of minutes and confidential minutes of 4.5.2021 – agreed majority of 8 – 0 (Cllrs Paish, Ridley and Faulkner abstained as not present at meeting)**

##### c) Last meeting of Standing Committees

1. Facilities and Services Committee
2. Strategies, Administration and Projects Committee
3. Personnel Committee

These minutes were noted.

**6. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;**

Noted in Standing Orders and Financial Regulations

**7. Review Terms of Reference for Committees:**

**a) Facilities and Services Committee**

**Cllr Cory proposed and Councillor Blake seconded ToR for Facilities and Services Committee – agreed unanimously**

**b) Strategy, Administration and Projects Committee**

Minor amendments

1) Parish Council Elects Chairman and Vice-Chairman

2) Up to 6 Councillors – 5 as currently 11 Councillors

**Cllr Taylor-Smith proposed and Councillor Green seconded ToR of Strategy, Administration and Projects Committee with minor amendments above– agreed unanimously**

**c) Planning Committee**

**Cllr Escombe proposed and Councillor Pyne seconded ToR of Planning Committee– agreed unanimously**

Note Planning Committee will consider and vote on support / object planning applications and then send to TWBC as the Parish Councils comment.

The Planning Committee can refer an application to Council for debate or three Councillors can call in the Planning Committees comments / decision for review at Council.

**d) Personnel Committee**

**Cllr Green proposed and Councillor Faulkner seconded ToR of Personnel Committee– agreed unanimously**

**e) Community and Sports Centre Committee**

**Cllr Pyne proposed and Councillor Blake seconded ToR of Community and Sports Centre Committee – agreed unanimously**

**8. Appointment of members to existing Standing Committees (Council elects the Chairman of each Committee)**

**(a) Facilities and Services Committee**

Cllr Cory, Cllr Blake, Cllr Paish, Cllr Ridley, Cllr Hunt

**Cllr Hunt proposed and Councillor Ridley seconded Cllr Cory as Chairman of Facilities and Services Committee – agreed unanimously**

**Cllr Escombe proposed and Councillor Pyne seconded Cllr Blake as Vice-Chairman of Facilities and Services Committee – agreed unanimously**

**(b) Strategy, Administration and Projects Committee**  
Cllr Taylor-Smith, Cllr Faulkner, Cllr Green, Cllr Weeden, Cllr Pyne

**Cllr Weeden proposed and Councillor Green seconded Cllr Taylor-Smith as Chairman of Strategy, Administration and Projects Committee – agreed unanimously**

**Cllr Escombe proposed and Councillor Taylor-Smith seconded Cllr Green as Vice Chairman of Strategy, Administration and Projects Committee – agreed unanimously**

**(c) Planning Committee**  
NOTE- to meet every three weeks on a Thursday  
Cllr Escombe, Cllr Pyne, Cllr Faulkner, Cllr Hunt and Cllr Cory

**Cllr Pyne proposed and Councillor Cory seconded Cllr Escombe as Chairman of Planning Committee– agreed unanimously**

**Cllr Cory proposed and Councillor Blake seconded Cllr Pyne as Vice-Chairman of Planning Committee– agreed unanimously**

**9. Appointment of any new committees in accordance with standing order 4; (First meeting of each Committee elects their Chairman)**  
**(d) Personnel Committee**

Cllr Weeden, Cllr Escombe, Cllr Green, Cllr Blake and Cllr Cory

**(e) Community and Sports Centre Committee**  
Cllr Weeden, Cllr Taylor-Smith, Cllr Paish, Cllr Hunt and Cllr Pyne

**10. Review and adoption of appropriate Standing Orders and Financial Regulations**

**Cllr Escombe proposed and Councillor Taylor-Smith seconded adoption of Standing Orders– agreed unanimously**

**Cllr Escombe proposed and Councillor Taylor-Smith seconded adoption of Financial Regulations– agreed unanimously**

**Cllr Escombe proposed and Cllr Taylor-Smith seconded to note the existing agreed Code of Conduct and the need to review them when County / Borough review is completed – agreed unanimously**

**11. Review of arrangements (including legal agreements) with other local authorities, not-for profit bodies and businesses;**

**(a) Tunbridge Wells Borough Council agreement - Noted**  
**(b) Hawkhurst Community Trust (Copt Hall) – Charity number 283787**  
**(all Councillors are Trustees)**

Noted

**12. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future**

Noted

**13. Review of inventory of land and other assets including buildings and office equipment – Awaiting internal audit report**

**14. Confirmation of arrangements for insurance cover in respect of all insurable risks - Noted**

**15. Review of the Council's and/or staff subscriptions to other bodies;**

Previously agreed;

- 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

**16. Review of the Council's complaints procedure - Noted**

**17. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21)**

GDPR noted

**Cllr Green proposed and Councillor Taylor-Smith seconded for SAP to review the Freedom of Information Policy– agreed unanimously**

**18. Review of the Council's policy for dealing with the press/media;**

**Cllr Escombe proposed and Councillor Pyne seconded for SAP to review Communications Policy– agreed unanimously**

**19. Review of the Council's employment policies and procedures.**

Noted

**20. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the power of well-being.**

Noted that we supported the Hawkhurst Community Support Group from S137 and some minor accounting points, but within budget.

## **21. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.**

**Cllr Cory proposed and Councillor Taylor-Smith seconded the attached meeting schedule – agreed unanimously**

## **22. Review of representation of Council representatives to the following and review monitoring reporting arrangements:**

- a) Kent Association Local Councils
- b) Action with Communities in Rural Kent
- c) TWBC Public Transport Forum
- d) Tree & Pond Liaison
- e) Age Concern (Cranbrook)
- f) Youth Services
- g) Transport Accessibility Group
- h) Campaign for the Protection of Rural England
- i) Weald of Kent Protection Society

**Cllr Escombe proposed and Councillor Pyne seconded that SAP review the above list and report back – agreed unanimously**

## **23. Grant Request – Village Fete**

**Cllr Green proposed and Councillor Pyne seconded to approve £800 grant subject to appropriate permissions and insurance– agreed majority 9 – 0 (Cllr Hunt and Ridley abstained)**

## **24. Planning application – Oakfield 21/01056/FULL**

### **Background**

No resident's comments

We were surprised by the lack of information on the application and are concerned that it does not meet Neighbourhood Plan HD4 in terms of the requirement for extensions to use similar materials to the existing dwelling. However, we note that a number of the properties in Oakfield do have a combination of white cladding and brick. Without more detail, we are unsure whether the proposal is for the timber cladding to be white. If this were the case, we feel that it would not necessarily have a negative impact on the street scene. However, if this was not the case, we do have reservations about the impact on the street scene.

We recognise that it is a large plot but the extension is very close to the boundary with 5 Oakfield, which is set significantly lower than 4 Oakfield. We are concerned that this change in levels might mean that the extension may be intrusive to neighbours.

We are minded to support the application subject to TWBC officers considering the application details against Hawkhurst Neighbourhood Plan HD4, the impact on the street scene and confirming that the extension will not negatively impact on the neighbouring property.

**Support: 10 Object 0 abstain (Cllr Cory) Decision Support**

**25. Financial payments**

Note that payment to IBabs withdrawn as double checking payment. Cleaning allocation KGV / office wrong way round

**Cllr Green proposed and Councillor Cory seconded the attached payments with the amendments above – agreed unanimously**

Note Councillor signatures Cllr Escombe and Cllr Green

**26. Closure 8:50pm**

**Signed.....**

**Dated.....**