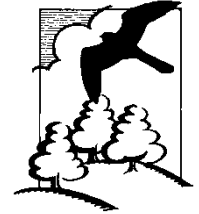


HAWKHURST PARISH COUNCIL



MINUTES

16th August 2021

Present: Cllr Escombe (Chairman) Cllr Taylor-Smith (Vice Chairman) Cllr Weeden, Cllr Green, Cllr Paish, Cllr Hunt, Cllr Blake, Cllr Lloyd-Owen, and Cllr Cory.

Cllr Faulkner attended by zoom, so could not vote and is marked as abstaining for all votes.

1. ADJOURNMENT FOR PUBLIC QUESTIONS AND COMMENTS:

- I. Update from KCC Member Sean Holden noted that the Heartenoak Rd should be finished soon. Plus, the Police are supporting Cranbrook following an outbreak of ASB, so if problems in Hawkhurst Police can step up.
- II. Update from WBC Ward Member Patrick Thomson on increases in air quality measuring starting to show.
- III. Cranbrook Rd / Heartenoak junction – Cllr Holden to chase up
- IV. Lillesden Speed Signage – Planning condition - Cllr Thompson to chase up

2. APOLOGIES AND REASON FOR ABSENCE: Cllr Pyne away, Cllr Anderson away. Cllr Ridley absent

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. - None*

4. APPROVAL OF MINUTES:

4.1 Approval

Note – Cllr Faulkner has requested that his Basic Parish Council Allowance be donated to top up the Council funding for the Hawkhurst Golf Club planning application.

- i) Cllr Escombe note the resolution 6.5 was incorrect – this was due to the Clerk correcting a misunderstanding on delegated powers. Therefore, make amendments to minutes and bring back to Council.
- ii) To note the minutes of the Facilities and Services Committee 12th July 2021, Planning Committee 29th July 2021, and the Community and Sports Centre Committee meeting held 2nd August 2021 – Note Cllr Lloyd-Owen asked for a correction - agreed and will be reflected in the Committee minutes that go back to the Community and Sports Centre Committee for approval - plus the Strategy, Administration and Projects Committee held on the 9th August 2021.

5. MATTERS ARISING FROM PREVIOUS MINUTES

- i) **Hawkhurst Broadband - Community Interest Company – (14.12.20/5.7) –**

awaiting update in Autumn 2021

- ii) **Update on KGV boiler (17.6.2021/6.6)** Cllr Paish is awaiting final quotes.
- iii) **Verbal update on the Hawkhurst Golf Club planning appeal (19.7.21/6.2)** – Cllr Escombe noted the process will include a visit by the inspector and that we are very grateful to the community fund raising, over £8,000.

A week has been set aside in September for the Planning Appeal.

6. MATTERS FOR FURTHER DISCUSSION:

6.1 Committee Membership

Cllr Lloyd-Owen has slotted into Facilities and Services Committee and the Cllr Anderson has slotted into Strategy, Administration and Projects Committee

No, Cllrs put themselves forward to join the Planning Committee and Community and Sports Centre Committee

Cllr Taylor-Smith proposed and Cllr Weeden seconded the co-option Nick Baker, Hawkhurst Football Club and Olly Pantry, Hawkhurst Junior Football Club onto the Community and Sports Centre Committee and seek the approval of Council.

Agreed Majority

For: Cllr Escombe, Cllr Taylor-Smith, Cllr Weeden, Cllr Green, Cllr Paish, Cllr Hunt, Cllr Blake, Cllr Lloyd-Owen, and Cllr Cory.

Against: None

Abstain: Cllr Faulkner

6.2 Community Sports Centre Committee Terms of Reference

The Clerk suggested that the Chairman of the Committees meet with The Clerk and the RFO to review the Standing Orders, Financial Regulations and various Committee Terms of Reference to ensure they work together and then report back to Council.

Cllr Escombe proposed and Cllr Taylor-Smith seconded that the Chairman of the Committees meet with The Clerk and the RFO to review the Standing Orders, Financial Regulations and various Committee Terms of Reference to ensure they work together and then report back to Council.

Agreed Majority

For: Cllr Escombe, Cllr Taylor-Smith, Cllr Green, Cllr Paish, Cllr Blake, Cllr Lloyd-Owen, and Cllr Cory.

Against: Cllr Weeden and Hunt

Abstain: Cllr Faulkner

6.3 Retention and Disposal Policy

Cllr Taylor-Smith introduced the item and following a discussion the amended policy is attached

Cllr Taylor-Smith proposed and Cllr Green seconded the approval of the attached Retention and Disposal Policy

Agreed Majority

For: Cllr Escombe, Cllr Taylor-Smith, Cllr Weeden, Cllr Green, Cllr Blake, Cllr Lloyd-Owen, and Cllr Cory.

Against: Cllr Paish

Abstain: Cllr Faulkner, Cllr Hunt

6.4 Community Sports Centre – land report

Cllr Green noted we have only just received the report and will bring it back to next Council meeting with a covering report – report to be circulated

6.5 Allocation of Reserves

The RFO lead a discussion and the following was agreed

Cllr Taylor-Smith proposed and Cllr Green seconded the approval of the allocation of reserves set out below

Item	Project	August 2021
Ring Fenced		
War Memorial	War Memorial refurbishment	£3,375.00
KGV Trust	Work to KGV	£8,911.47
Allocated		
Community and Sports Centre building	Project costs	£86,687.45
Football pitches	Work to football pitches	£40,000.00
General Reserves		
General Reserves		£45,000.00
Total		£183,973.92

Agreed Majority

For Cllr Escombe, Cllr Taylor-Smith, Cllr Weeden, Cllr Green, Cllr Paish, Cllr Hunt Cllr Blake and Cllr Cory.

Against: Cllr Paish and Cllr Lloyd-Owen

Abstain: Cllr Faulkner

6.6 Adjustment of 2021/22 Budget

The RFO introduced the report and the following a discussion.

Cllr Taylor-Smith proposed and Cllr Green seconded the approval of the budget amendments outlined below

Employment Law

- Set up an Employment Law budget line, using saving from elsewhere within the budget

Village Fund – set up the following sub codes

- Hawkhurst Golf Club planning appeal - £30,000 (Plus £660 from Basic Parish Allowance)
- Cemetery Restoration project - £30,000
- Community and Sports Centre project - £5,000 for the KGV pitch improvement and drainage project.

Agreed Majority

For Cllr Escombe, Cllr Taylor-Smith, Cllr Weeden, Cllr Green, Cllr Paish, Cllr Blake, Cllr Lloyd-Owen, and Cllr Cory.

Against: - None

Abstain: Cllr Faulkner and Cllr Hunt

6.7 Quarter 1 budget report

RFO highlighted some key points

- VH - Kino Q1 £1500 – (Q2 July received £2k (Q3 - £2,500; and Q4 - £3,300 due)
- Interest received from Cambridge & Counties Bank £1,088.00
- Election not held - £2,700.00 unused
- Staff Costs - HR Services – £4k line added as agreed after the budget set, please see extract from mins 25.01.21 circulated (should be able to net off with budget unused election costs, interest received etc.)
- Finally, I am looking to split the administration budget cost code into 2 parts,
Part 1 Administration general costs
Part 2 Administration staff costs, (this will include wages, NI, pension, training, HR services)

This will make it easier to define staffing costs and help with the year-end calculations.

It won't make a difference to the figures but should tidy up reporting. This will be done in time for the next quarter reporting.

The report was noted and RFO was asked to clarify IT costs

6.8 Criteria for “The Honour of Freedom of the Village”

Cllr Blake introduced the item and following a debate

Cllr Blake proposed and Cllr Green seconded the criteria for The Honour of the Freedom of the Village”

The Freedom of the Village of Hawkhurst is awarded by the Parish Council to a resident of the Village who has contributed great service to the Village, its residents, its commerce, its development and to its various organisations and charities, over a period of time to be decided by the Council. The individual must be of good character and over the age of 18.

Agreed Majority

For Cllr Escombe, Cllr Taylor-Smith, Cllr Weeden, Cllr Green, Cllr Paish, Cllr Hunt, Cllr Blake, Cllr Lloyd-Owen, and Cllr Cory.

Against:

Abstain: Cllr Faulkner and Cllr Lloyd-Owen

7. REPORTS OF COMMITTEE CHAIRMEN AND UPDATES

7.1 Facility and Services Committee – 12th July 2021

Cllr Cory introduced the minutes and highlighted that the Council to take part in The Queens Platinum Jubilee Beacon Lighting.

Allotment Fees have increased by £2 for a full plot and £1 for a half plot, see table below

Allotment site	Size	2020/21	2021/22
Ockley	Full plot	£35	£37
	Half Plot	£17	£18
Hensil	Full plot	£30	£32
	Half plot	£15	£16

7.2 Planning Committee – 29th July 2021 - Cllr Escombe highlighted the report

7.3 Community and Sports Centre Committee – 2nd August 2021

Cllr Taylor- Smith introduced the minutes and highlighted the Funding Strategy and Communications Strategy plus that we have contacted KCC regarding the over topping from the main road into KGV Playing Field.

Cllr Cory stepped down from the operational business plan sub group due to commitments with FAS.

Following a debate about commission a drainage consultant;

Cllr Taylor-Smith proposed and Cllr Weeden seconded to proceed with revised site plan and French drain / wetland project in South Western corner of KGV up to £1,000 for a specification and then obtain quotes for the work with the aim of installing as soon as practical

Defeated majority.

For: Cllr Taylor-Smith, Cllr Weeden, Cllr Hunt, Cllr Blake,

Against: Cllr Escombe, Cllr Paish, Cllr Green, Cllr Lloyd-Owen, and Cllr Cory.

Abstain: Cllr Faulkner

Following a further debate

Cllr Escombe proposed and Cllr Cory seconded to seek 3 quotes for a drainage consultant to bring forward a drainage specification for the whole drainage on the KGV site (pitches and the drainage ditch.)

Agreed Majority

For Cllr Escombe, Cllr Taylor-Smith, Cllr Weeden, Cllr Green, Cllr Paish, Cllr Hunt, Cllr Blake, Cllr Lloyd-Owen, and Cllr Cory.

Against:

Abstain: Cllr Faulkner

Clerk to draft scope (FA Guidance for Football pitches) and circulate, then seek 3 quotes.

Note Cllr Hunt resigned from Community and Sports Centre Committee out of frustration.

7.4 Strategy, Administration and Projects Committee 9th August 2021

Cllr Taylor-Smith introduced the report noting the approval of the application by the Community Poppy Knitters for £600 towards Hawkfest

8. Finance

8.1 INCOME AND EXPENDITURE JULY 2021 for FCM 16.08.21

Accounts for payment	£	11,999.15	to 19.07.21
Payment received	£	15,600.00	to 30.07.21
Net Expenditure	£	3,600.85	
Cambridge & Counties	£	89,379.55	to 30.04.21
Cambridge Building Society	£	84,635.37	to 31.12.20
Lloyds Current	£	10,000.00	to 30.06.21
Lloyds Access Reserve	£	89,675.18	to 30.06.21

Noted

8.2 Agreement to pay payments schedule

Cllr Escombe proposed and Cllr green seconded to approve the payments circulated plus the £600 grant to Community Poppy Knitters

Agreed Majority

For Cllr Escombe, Cllr Taylor-Smith, Cllr Weeden, Cllr Green, Cllr Paish, Cllr Hunt, Cllr Blake, Cllr Lloyd-Owen, and Cllr Cory.

Against:

Abstain: Cllr Faulkner

9. CORRESPONDENCE

No	From	Issue	
1	Local residents	Concern about burning stubble	Forwarded to TWBC
2	Local residents	Complaint about KCC contractors	Forwarded to KCC – they are dealing with it
3	Local resident	Complaint about inappropriate decorations on graves at Cemetery	Started writing to plot holders of exclusive rights

10. NOTES & INFORMATION - NA

10.1 Information from Hawkhurst in Bloom

11. BURIALS AND MEMORIALS

No	Date	Name	Interment
1	16.7.21	Mrs Kilby	Interment
2	24.7.21	Mr and Mrs Colvin	Interment

3	24.7.21	Mr and Mrs Staines	Burial
4	2.8.21	Mrs Delaney	Burial

12. CONFIDENTIAL: None

CLOSURE: 9:45pm

Signed Chairman.....

Date.....