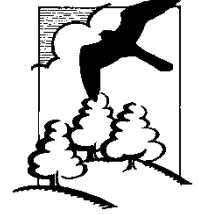


HAWKHURST PARISH COUNCIL



AGENDA

To the Members of Hawkhurst Parish Council: You are summoned to attend a meeting of Hawkhurst Parish Council to be held on

Monday 21st March 2022 at Copt Hall 19:45.

Join Zoom Meeting

<https://us02web.zoom.us/j/84871458873?pwd=MkN3MmljVWVVEV25EaitQREUvWjQzdz09>

Meeting ID: 848 7145 8873

Passcode: 384383

when it is proposed to transact the following business:

1. WELCOME

2. ADJOURNMENT FOR PUBLIC QUESTIONS AND COMMENTS:

- i) Update from KCC Member and TWBC Ward Members
- ii) Cranbrook Rd / Heartenoak junction – Condition of planning permission –
18/00318 - Cllr Holden
- iii) Lillesden Speed Signage – Condition of Planning permission - 11/00217 –
Cllr Thompson

3. APOLOGIES AND REASON FOR ABSENCE:

4. 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.*

5. MINUTES:

5.1 To receive and approve the Minutes of the Parish Council meeting held on 21st February 2022.

6. OUTSTANDING MATTERS FROM PREVIOUS MEETINGS REPORT

7. FOR FURTHER DISCUSSION:

- 7.1 Updated Council Financial Regulations and Planning Committee Terms of Reference report – Cllr Green

Resolution:

To Adopt the attached Financial Regulations March 2022

And;

Payments

Invoices are only acceptable for properly authorised purchases (i.e. within budget, have been properly requested by resolution of the Council, Committee or Chairman and are within authorisation limits, and having met our best value requirements).

Where a supplier provides the Council with an invoice for payment, we expect that 90% of valid undisputed invoices for small and medium sized enterprises (SMEs) be paid within 5 days. In practice, validation may take around a week and so our benchmark for SMEs will be within two weeks from receipt of an invoice. All invoices should be settled within 30 days. We will report on our payment performance annually.

Once the RFO confirms that an invoice is correct and has been validated and is undisputed – in terms of the amount to be paid, the delivery of goods or quality of services – then two councillors will be asked to satisfy themselves that the payment is correct and authorise the payment by way of signing a cheque or making a two-stage authorisation for an online payment.

The establishment of direct debits / standing orders and other automatic payments should only be authorised by the Full Council and the subsequent bills checked by officers, to ensure that they reflect usage – which is important where estimated bills are used by utility companies.

In the case of orders placed using a Council credit or debit card these reply on the user of the card to ensure they are making the right purchase.
All payments made by the Parish Council will be presented in a schedule of payments report to each Full Council meeting.”

- 7.2 Corporate Risk Register – Cllr Taylor-Smith

Resolution: to adopt, continue to monitor and update the attached Corporate Risk Register

- 7.3 Budget monitoring report – RFO

Resolution; To note attached budget monitoring report up to end of February 2022

- 7.4 Freedom of Information Policy and Schedule – Cllr Taylor-Smith

Resolution; to adopt the Freedom of Information Policy and Publication Scheme

- 7.5 Proposed way forward for new KGV Playground – Cllr Taylor-Smith

Resolution: To set up a Task and Finish Group to review first draft Playground Design and Build document and report back to the Community and Sports Centre Committee

7.6 Planning Committee report – Cllr Escombe

Resolution: To;

- seek another Councillor to join the Planning Committee, vote
- Vote for a Vice Chairman of the Planning Committee
- adopt the attached Planning Committee Terms of Reference

7.7 TWBC Ward boundaries consultation report – Cllrs Pyne and Escombe

Resolution: To consider the Parish Council report on TWBC ward boundaries

7.8 Revised outline plan for Community and Sports Centre project

Resolution: To approve the revised outline plan for the Community and Sports Centre project

7.9 Queens Platinum Jubilee Celebrations – Cllr Paish

Resolution: To allocate £6,000 from General Reserves for expenditure on Her Majesty's Platinum Jubilee celebration

7.10 Events on The Moor and KGV in 2022 – Cllr Cory

Resolution: To approve the programme of Events at the Moor and KGV 2022

7.11 Amended Cemetery Regulations – Cllr Cory

Resolution: To adopt the attached;

- Proposed updated Cemetery Regulations March 2022
- HPC Cemetery Application Form March 2022

8. REPORTS OF COMMITTEE CHAIRMEN AND UPDATES

8.1 Facility and Services Committee –Notes minutes of 14th March 2022 to follow

8.2 Planning Committee – Note minutes of 10th March 2022 to follow

8.3 Community and Sports Centre Committee – Note minutes of 28th January 2022 – Cllr Taylor-Smith to answer any questions

8.4 Strategy, Administration and Policy –note minutes of 17th February 2022 Cllr Taylor-Smith to answer any questions

9. Finance

9.1 Financial position

9.2 Agreement to pay payments schedule

10. CORRESPONDENCES

No	From	Issue	Action
1	A resident	Complaint about litter	Discussed with Clerk and now actively supporting litter picking in the village
2	A resident	Concern about lack of signage about horse riders on side roads	Contacted KCC
3	A resident	What can Hawkhurst do to welcome "Ukraine Refugees"	In discussions with Churches

11. NOTES & INFORMATION

12. BURIALS AND MEMORIALS

Name	Burial	Date
Mrs Jamieson	Burial	23rd February 2022
Mrs Attwood	Burial	7 th March 2022

13 Confidential

- 13.1 Audit of Council land report – Cllr Green
- 13.2 Parish Council insurance – Cllr Taylor-Smith
- 13.3 KGV Drainage Project Management – Cllr Taylor-Smith
- 13.4 Parish Office update – Cllr Lloyd-Owen
- 13.5 Environmental project update - Clerk

CLOSURE:

Richard Griffiths, Clerk to the Parish Council

Agenda Notes for Members:

Item 3 on the Agenda, Declaration of Interests. If a Member has a prejudicial interest, this should be declared at the start of the meeting. Personal interests may be declared at this point or alternatively can be declared at the time when the specific item is being discussed, if a Member wishes to speak on an item in which s/he has a personal interest. Members in doubt about such a declaration are advised to contact the Monitoring Officer before the date of the meeting. This may also be used by Members to advise the Council of any relevant changes that may have occurred since they first completed the register of interests.

Members are reminded that the Seven Principles of Public life are: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation), Crime and Disorder, Care of Staff, Health & Safety and Human Rights.