



FAWKHAM PARISH COUNCIL

Minutes of the Parish Council Meeting held at the Village Hall on Thursday 16 September at 7.30 pm to transact the following business.

Grace Champion
Clerk to Fawkham Parish Council

Members of the Parish Council:
Cllr Laura Evans (Chair), Cllr Duncan Harker, Cllr Maxine Fothergill, Cllr Lucie Sleeman,
one vacancy

Parish Council Meeting Agenda

1. **Apologies for Absence:**

Noted: Cllr L. Evans informed FPC that Jolene Truder has decided to step down from her position and welcomed Lucie Sleeman to her first meeting.

2. **Declarations of Interest for items relating to the Agenda:**

Councillors to make any declarations that may be required by virtue of the Parish Council's adopted Code of Conduct.

None.

3. **Members of the Public:**

The Council's meetings are open to the public, however, only the first half hour is given for members of the public to raise any matters and partake in discussions. There are no further opportunities for members of the public to speak during the full Parish Council meeting. At the end of the agenda items the public will be asked to leave if the council will be discussing confidential matters.

District Cllr Lynda Harrison was present. Apologies were received from District Cllr Faye Parkin and Kent County Cllr David Brazier due to an earlier commitment.

4. **Planning applications:** None.

5. **Planning updates:** Update.

None.

6. **Approve Minutes:**

Proposal: to approve as a correct record the minutes of the Parish Council Meetings held on Thursday 19th August 2021 and Thursday 9 September 2021, as attached.

Resolved: It was proposed through the Chair that the minutes be approved, with deletion of the word "annual" from the title of those of 19th August, and signed by the Chair, seconded by Cllr M.Fothergill and Cllr D.Harker.

7. Matters Arising:

Matters arising relating to the Minutes, not on this agenda.

Noted: Cllr L. Evans informed the PC that Kent Country Cllr D. Brazier is looking into the issues raised in relation to the path in Baldwins' Green Conservation Area.

Noted: Cllr L. Evans informed the PC of Hartley PC's response to the email sent in relation to the lorry signs that were erected in the conservation area of Fawkham.

Noted: Cllr L. Evans stated that a lorry watch session is due and findings from lorry watch sessions should then to be reported back to KCC. Cllr D. Harker offered to do a lorry watch session the following week.

Noted: Cllr L. Evans informed the PC that the PC's comments on the local housing needs survey have been sent to SDC and were being looked into.

Noted: Cllr L. Evans informed the PC on comments received from St. Mary's Church in relation to the smart bin which has recently been installed. Clerk to email comment to SDC and to query with SDC if signal is received from current bin location.

Noted: Cllr L. Evans asked for an update in relation to registering all village defibrillators with the ambulance service. Clerk to email registration form to Speedgate and Corinthians and to complete for the Rising Sun Inn.

Noted: Cllr L. Evans informed the PC that Laura Trott MP is planning on visiting Fawkham again in early October.

8. Finance Approval:

Expenditure and Income - details to be tabled. Approval of cheques and payments.

Fawkham Parish Council 16th September 2021 Payment List			
Date	Cheque No./Online payment	Payee/For	Amount
16/09/21	ONLINE	L.Evans repayment - Amazon	£17.51
16/09/21	ONLINE	L.Evans repayment - Survey Monkey	£99.00
16/09/21	ONLINE	L.Evans repayment - title plans	£9.00
16/09/21	ONLINE	L.Evans repayment - title plans	£6.00
16/09/21	ONLINE	L.Evans repayment - Instantprint	£36.44
16/09/21	ONLINE	Clerk Salary - L.Marchant	£105.21
16/09/21	ONLINE	RH Gardening - Grass Cutting 3 sites - July	£200.00
16/09/21	ONLINE	RH Gardening - General Maintenance & School Pathway - August	£185.00
16/09/21	ONLINE	RH Gardening - Grass Cutting 3 sites - August	£200.00
16/09/21	ONLINE	Clerk Salary - G. Champion	£259.43
16/09/21	ONLINE	HMRC Tax payment for G.Champion Salary	£64.80
16/09/21	ONLINE	PKF Littlejohn LLP - limited assurance review	£240.00
		Total	£1422.39

Resolved: Expenditure and Income reviewed, invoices reviewed and approved by all. Online payments will be approved and authorised as per FPC financial regulations.

9. Co-option of new Parish Councillor:

Update and agreement of actions.

Resolved: It was proposed by Cllr L. Evans and all agreed for the Clerk to start the process of filling the new Parish Councillor vacancy and if co-option was permitted the same vacancy notice will be used as for the previous vacancy, with a two week advertising period.

10. War memorial service

Proposal: to request the church to hold a service again for Fawkham this year on Sunday 14th November 2021.

Resolved: It was agreed by all to ask St. Mary's Church to hold the service again this year. Cllr L. Sleeman to liaise with the church on this item.

Noted: Cllr L. Evans suggested putting a post on Facebook to see if a volunteer would come forward for maintaining the war memorial on the village green. Cllr D. Harker offered to tidy the memorial ahead of the service if no volunteers come forward.

11. Christmas tree lights

Proposal: to ascertain if a repair is possible and, if not, to agree to the purchase of a replacement string.

<https://www.festive-lights.com/outdoor-led-string-fairy-lights-connectable-black-rubber-cable#217=1584>

And a cost of £29.99 for 10m

Resolved: It was agreed to go ahead and purchase a replacement string as a back-up should the current lights not be repairable. It was also agreed to switch the lights on on November 27th and to propose and agree plans for this at the next meeting.

12. Baldwin's Green

Proposal: to discuss the feedback received on the idea of sowing wildflower seeds instead of grass and agree whether to go ahead with this idea, up to a maximum cost of £30.

Resolved: Cllr L. Evans gave feedback from the Facebook poll stating that there was a clear majority in favour of this (45 yes, 5 no and 2 don't mind) and a couple of volunteers have also come forward. Cllr L. Evans also provided information received from those responsible for the wildflower meadows and verges in New Ash Green and gave insight to the procedure to be taken. It was agreed that seeds will be purchased and signs erected to say the area is now a wildflower area. Any excess seeds will be used on the Castle Hill/Steep Hill triangle and to re-sow the triangle on Rogers Wood Lane. Noted: Cllr D. Harker questioned the appearance of this during winter months and it was agreed that this would be monitored and the area could be reverted back if not successful.

13. Neighbourhood Plan

Update, including discussion of feedback from Small Grains picnic and agreement of actions for FPC to take.

Noted: Cllr L. Evans notified the PC that the Neighbourhood Plan will have a stall at the church fayre this weekend and updated the PC on the countryside surveys completed. Cllr L. Evans then updated the PC on the development of the plan and the steering group. Cllr L. Evans also sought approval from the PC to change the survey tool subscription and all were in favour of this, and the invoice will be presented for agreement at the next meeting. It was noted that the countryside surveys could be completed by senior residents at the village coffee mornings to be organised by Jolene Truder as those residents may not have access to Facebook/the PC website to be able to complete this to ensure their views are also included.

Noted: Cllr L. Evans provided feedback from her visit to Fawkham Primary School this week. The Head Teacher was very supportive of the countryside survey and agreed to send this to all parents of pupils at the school. All pupils in the school have completed a questionnaire on what they think about the village of Fawkham.

Noted: It was noted that an anonymous letter had been sent to the previous Clerk in relation to the Neighbourhood Plan. It was agreed by all that anonymous letters would not be responded to, although the points raised would be considered.

Noted: It was noted that the PC need another Councillor to join the steering group to comply with the steering group terms of reference. Cllr L. Sleeman put herself forward for this and all were in agreement.

Noted: The feedback from the picnic held at Small Grains on Friday 27th August was discussed. Around 20 residents attended and comments were also received from four households who were unable to attend. The grass being cut more regularly in this area was the most common preference, along with further parking places. Cllr L. Evans advised that the PC are awaiting the asset review from SDC to confirm if they have any plans for this site and/or whether they would be willing to let Fawkham take over its management.

Noted: Cllr M. Fothergill also questioned if there had been any update in relation to the presentation of the housing association properties and it was agreed that she would chase this up.

Noted: The PC discussed the email received from SDC in relation to the Small Grains hedge which stated that they do not have the capacity to cut this hedge back every 2-4 weeks to maintain this sightline and so are planning on removing a 6m section from the Small Grains junction and installing bollards to prevent vehicle access. All councillors agreed that this was the best way to move forward and that a leaflet would be posted to houses nearby to ensure residents are aware of this. Clerk to reply to SDC to confirm this, requesting that the bollards match existing bollards in Small Grains and that those existing bollards are also fixed as well as the road name signs.

14. Traffic survey: update

Noted: Cllr L. Evans informed the PC of the initial results from KCC's traffic survey and it was agreed by all that an invoice for the feasibility report would be requested from KCC for inclusion on the next FPC agenda.

15. Chair and Councillors reports:

To note any items not listed on the agenda

Noted: The Clerk reported to the PC that the External Auditor Report and Certificate for 2020/21 had been received and was deemed in accordance with Proper Practices and no other matters had been raised.

Noted: Cllr L. Evans advised the PC that plots of land are currently for sale near to Fawkham but this was not land for housing.

Noted: Cllr L. Evans informed the PC that she had emailed KCC in relation to the surface water flooding on Fawkham Road/Scratchers Lane, following contact from a resident.

Noted: Cllr M. Fothergill provided the PC with a summary from the Brandshatch Liaison meeting. Cllr M. Fothergill stated that fireworks and truck days will go ahead this year with the fireworks being held earlier in the evening and usual notices being given to residents with animals. There is currently no known date for residents' day.

Noted: Cllr D. Harker informed the PC that there had recently been four instances of fly-tipping and all had been reported to KCC and dealt with quickly.

16. Open Forum for Councillors to raise matters to be placed on the next agenda:

Members are asked to consider agenda items for the next meeting. The details of the agenda item will be sent to the Clerk by the Thursday (one week) before the published meeting. Late details cannot guarantee inclusion on the proposed agenda.

Noted: Cllr L. Evans suggest running through the budget at the next meeting.

Noted: All Cllrs agreed to add the updated Survey Monkey subscription invoice to be formally agreed.

Noted: All Cllrs agreed to add the invoice for the traffic survey feasibility report to be formally agreed.

Noted: All Cllrs agreed to add the invoice for remembrance wreath to be formally agreed.

Noted: The Clerk sought authorisation to attend a training workshop and all Cllrs agreed the training invoice should be added to next month's agenda.

Noted: Cllr M. Fothergill requested for Parish in Bloom to be discussed at the next meeting.

Noted: Cllr L. Evans suggested discussing the change of location of the Parish noticeboard on the corner of Fawkham Green Road.

Noted: Cllr M. Fothergill requested Fawkham Events and specifically a Christmas lights turn on event be added to the next agenda.

17. Dates for the year 2021/2022:

Parish Council Meeting -

21st October 2021

18th November 2021

16th December 2021

20th January 2022

17th February 2022

17th March 2022

21st April 2022

18. Confidential Item - Planning Enforcement:

Proposal: To review, update and agree actions for cases.

Noted: The Council resolved to hear the item in a confidential session due to the nature of the content. Cases were discussed and actions agreed.

Meeting closed at 21:47.