



FAWKHAM PARISH COUNCIL

Minutes of the Parish Council Meeting held at the Village Hall on Thursday 18 November 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, Will Johnstone

Parish Council Meeting Agenda

1. **Apologies for Absence:**

Noted: Cllr D.Harker gave his apologies due to work commitments.

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.

Noted: Cllr Evans noted that a case on the Planning Enforcement item is a neighbour.

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.

Noted: District Cllr Lynda Harrison was present.

4. **Welcome to our new councillor.**

Noted: Cllr L. Evans formally welcomed Cllr W. Johnstone to Fawkham Parish Council.

5. **Planning applications:**

21/03612/HOUSE - Parefield Farm Valley Road Fawkham KENT DA3 8NA - Proposed alterations to annexe to provide additional family accommodation and replace flat roof with pitched tiled roof. Consultation Deadline – 2 December 2021.

Resolved: The application was discussed and FPC agree with the planning condition which states the annex should remain ancillary to the main house. All also agreed that a request is made for native tree/planting species to be planted in due course and FPC would like a time limit to be put on this condition i.e. within the next two years.

Fawkham Manor Hospital, Manor Lane Fawkham, KENT DA3 8ND:

- SE/21/03494/DETAIL - Details pursuant to condition 27 (doors) of 21/00695/FUL - Consultation Deadline - Thursday 11 November 2021; and
- SE/21/03523/DETAIL - Details pursuant to condition 5 (doors) of 21/00696/LBCALT - Consultation Deadline - Monday 22 November 2021.

Resolved: FPC had no comments on the above conditions for Fawkham Manor Hospital.

6. Planning updates:

Fawkham Manor Traffic Management Plan – granted.

Noted: Cllr M. Fothergill expressed how frustrated her and her fellow District Councillors are with this decision. An objection has been submitted collectively from the District Councillors. Cllr L. Evans also noted that FPC’s further comments submitted on the TMP had not been published on the website. It was also suggested that the safety department at Sevenoaks be contacted and the Headteacher of Fawkham Primary School to try and at the least get the delivery times changed to outside of school hours.

7. Proposed diversion of Public Footpath SD163 (part) at Cross House, Fawkham, Highways Act 1980 – Section 119

Consultation Deadline: following FPC meeting in November.

Proposal: discussion and agreement of response to revised plan.

Resolved: The additional comments from the Owner were discussed and all agreed that on the basis of these comments FPC had no objection to this application.

8. Approve Minutes:

Proposal: to approve as a correct record the minutes of the Parish Council Meetings held on Thursday 21st October 2021, as attached.

Resolved: It was proposed through the Chair that the minutes be approved and signed by the Chair, seconded by Cllr M. Fothergill and Cllr L. Sleeman.

9. Matters Arising:

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

Noted: Cllr L. Sleeman informed the PC that she had looked into the land in front of the pond and tree for the Church pathway at Baldwin’s Green and confirmed that they are not within the title of land for St Mary’s Church and that the land is owned by KCC. It is believed the bricks of the pathway could not be replaced due to tree roots. FPC to contact David Brazier to request the tree roots are dealt with and then the brickwork replaced.

Noted: It was noted that a new replacement string had been added to the Christmas lights and these were now in working order. Cllr L. Sleeman also confirmed that choir carol singers will be attending the lights switch on on Saturday 27 November. Clerk to add a Facebook reminder nearer to the event. Clerk to do a risk assessment for the event and Cllr W. Johnstone agreed to put a traffic cone over a manhole hazard on the green.

10. Finance Approval:

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

Fawkham Parish Council 18th November 2021 Payment List			
Date	Cheque No./Online payment	Payee/For	Amount

18/11/21	ONLINE	Clerk Salary & Additional Hours	£652.85
18/11/21	ONLINE	HMRC Tax & NI	£166.48
18/11/21	ONLINE	Clerk expenses Christmas Lights replacement	£32.98
		Total	£852.31

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

Noted: The Clerk's additional hours were discussed and it was agreed by all that FVH are to pay the hall additional hours and these will be invoiced to the hall by FPC.

Noted: It was also noted that a PAYE penalty fee had been received for a late payment submission from August 2021. The Clerk informed the PC that she had contacted HMRC and that there was enough PAYE credit on the FPC account to cover this penalty fee.

11. Traffic Feasibility Study:

Update.

Noted: It was noted that the feasibility study had still not been received. Clerk to contact SDC in relation to CIL guidance and fundraising rules in relation to this project.

12. Parish Charter

Proposal: to discuss Parish Charter document received from SDC and decide on FPC's comments in relation to this.

Resolved: The Parish Charter was discussed and the feedback to be submitted was agreed. Clerk to add compliments, complaints & feedback procedure to January agenda. Clerk to add delegated authority to February agenda and to liaise with NALC to find out how this works.

13. Grounds Maintenance Contract

Proposal: to discuss and agree changes to be made to next year's contract ahead of budget review.

Resolved: The grounds maintenance contract was discussed and comments/updates agreed. No Mow May was discussed and it was agreed to keep this condition. It was also agreed that the salt bin would be moved from the space to the patch of grass next to FVH and this grass would also be moved to being cut quarterly. Cllr M. Fothergill also notified the PC that a resident had approached her and requested that the hedge running along Valley Road and the car park be looked into to improve sight lines and improve entering and leaving the car park. Clerk to speak to Richard in relation to this.

14. Budget for 2022/23:

To discuss: initial discussion including ongoing costs and future projects.

Noted: A quick overview of the budget took place. It was agreed a more detailed review of the budget would take place in December when more budget costs had been received.

15. Bank Mandate

Update on adding members/sorting members log in.

Noted: The bank mandate was signed by Cllr L. Sleeman and Cllr W. Johnstone. Clerk to post.

16. Neighbourhood Plan

Update.

Noted: Cllr L. Evans informed the PC that the 5th steering group for the NP had taken place and that the group continued to work on building up an evidence base. The group are still awaiting tenders for the Landscape Character Assessment.

It was also noted that the Local Housing Needs survey closes on 24 November. Cllr L. Evans also informed the PC that the NP would be looking to assess the results of the survey by looking at the views of Fawkham residents and the number of residents who completed the survey.

Cllr L. Evans also informed the PC that she attended an online workshop following the character study and gave a brief overview of this.

17. Parish in Bloom

Update.

Noted: It was agreed that this item would be moved to December's meeting.

18. Chair and Councillors reports:

To note any items not listed on the agenda.

Noted: The post box at the bottom of Castle Hill has been stolen and this has been reported to Royal Mail by Cllr D. Harker.

Noted: Cllr W. Johnstone attended the Dynamic Councillor training and gave his feedback on the session.

19. 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.

20. Dates for the year 2021/2022:

Parish Council Meeting -

8th December 2021

20th January 2022

17th February 2022

17th March 2022

21st April 2022

21. 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 21:41.