



FAWKHAM PARISH COUNCIL

Minutes of the Parish Council Meeting held at the Village Hall on Thursday 21st April at 8.30 pm to transact the following business.

Grace Champion
Clerk to Fawkham Parish Council

Members of the Parish Council:
Cllr Laura Evans (Chair), Cllr Maxine Fothergill, Cllr Lucie Sleeman, Will Johnstone, James Cherry

Parish Council Meeting Agenda

1. **Apologies for Absence:**

Cllr M. Fothergill gave her apologies due to being on holiday.

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 L. Evans noted that one finance item listed is for her reimbursement.

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: One resident was present.

4. **Councillor vacancy**

Proposal: to formally co-opt James Cherry as a Parish Councillor.

Resolved: James Cherry was formally co-opted into the Parish Council and signed his declaration of acceptance.

5. **Planning applications:**

- SE/22/00845/LDCPR – Woodlands, Rogers Wood Lane, Fawkham, Longfield, Kent- DA3 8NP

Single storey side extension with rooflights, two- storey rear extension with Juliet Balconies, demolition of existing porch, garage and side/rear extension, erection of three single-story outbuildings.

Extension 1: that a proposal to erect a single storey extension (conservatory) to the side of the dwelling house accords with Part 1 Class A of the Town and Country Planning General Permitted Development Order 2015 (as amended), and that no further grant of planning permission is needed for these works to proceed.

Extension 2: that a proposal to erect a two- storey extension to the rear of the dwelling house accords with Part 1 Class A of the Town and Country Planning General Permitted Development Order 2015 (as amended), and that no further grant of planning permission is needed for these works to proceed.

Building 1: that a proposal to erect a single-story outbuilding (3 car garage plus storage for bicycles, golf clubs, gardening tools and equipment) on land to the rear of the dwelling house accords with Part 1 Class E of the Town and Country Planning General Permitted Development Order 2015 (as amended), and that no further grant of planning permission is needed for these works to proceed.

Building 2: that a proposal to erect a single-story outbuilding (gym and sauna) on land to the rear of the dwelling house accords with Part 1 Class E of the Town and Country Planning General Permitted Development Order 2015 (as amended), and that no further grant of planning permission is needed for these works to proceed.

Building 3: that a proposal to erect a single-story outbuilding (workshop) on land to the rear of their residential dwelling house accords with Part 1 Class E of the Town and Country Planning General Permitted Development Order 2015 (as amended), and that no further grant of planning permission is needed for these works to proceed. **CONSULTATION EXPIRY DATE: NOT AVAILABLE** (Determination deadline 20 May 2022)

Resolved: The application was discussed and it was agreed by all that FPC would respond neutrally with a comment for SDC to ensure this complies with the relevant policies.

- SE/22/00958/PAE - 4 Fairview, Fawkham Green Road Fawkham, Longfield, Kent DA3 8NR - Prior notification of a single storey rear extension which extends 6 m beyond the rear wall of the original dwelling house with a maximum height of 2.75 m and eaves height of 2.70 m. **CONSULTATION EXPIRY DATE: 30 April 2022**

Resolved: The application was discussed and it was agreed by all that FPC will rely on SDC to determine the application and ensure that it complies with their policies.

- 22/00919/HOUSE - Parefield Farm Valley Road Fawkham Longfield Kent DA3 8NA - Replacement stables & storage outbuilding at rear of dwelling. **CONSULTATION EXPIRY DATE: 5 May 2022**

Resolved: The application was discussed. A few queries were raised in relation to the necessity of the brick cavity walls/clay tiles and the concern of potential for future conversion of this to a residential property. All were in agreement to comment on this application neutrally but to request a condition that this building cannot be converted to residential use in the future.

- 22/00372/LDCEX - Woodlands Park Three Gates Road Fawkham Longfield Kent DA3 8NZ - Confirmation of use of land for mixed use wargames, caravan and camp site, and 3no. mobile homes. **CONSULTATION EXPIRY DATE: 1 May 2022**

Resolved: The application was discussed and a response objecting to the LDC agreed. Clerk to copy in HK/SD Clerk and District Councillors in response email to keep them informed on the application.

Noted: The resident in attendance at the meeting raised the issue of works being carried out on plots of land in Mussenden Lane – within the Horton Kirby/South Darenth Parish. Clerk to email HK/SD Clerk and planning enforcement to inform them of this.

Noted: The resident left the meeting.

6. Planning updates:

- 21/04217/FUL - 1 And 2 Hillside Cottages Fawkham Road Fawkham - Erection of mirrored two-storey rear/side extension to both Nos. 1 & 2 Hillside Cottages, new side gate and alterations to fenestration. **GRANTED**
- 22/00108/LDCPR - Woodlands Rogers Wood Lane Fawkham Longfield Kent DA3 8NP - Single storey side extension with rooflights, two-storey rear extension with Juliet Balconies, demolition

of exiting porch, garage and side/rear extension, three single-story outbuildings and conversion of existing (pre-1940) residential outbuilding from garden / general residential storage to an office. **REFUSED**

- 22/00579/DETAIL - Fawkham Manor Hospital Manor Lane Fawkham Kent DA3 8ND - Details pursuant to condition 24 (materials) of 21/00695/FUL **GRANTED**
- 22/00682/W5DAY - Beech House Valley Road Fawkham Longfield Kent DA3 8EQ - Tree 5 day notification emergency work. Remove Stardust Pine tree. **No Objection Lodged**

7. Approve Minutes:

Proposal: to approve as a correct record the minutes of the Parish Council Meetings held on Thursday 17th March 2022 and Thursday 31st March, as attached.

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

8. Matters Arising:

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

Noted: Small Grains green – no further update from SDC.

Noted: Brick Pathway, Baldwin’s Green – no further update from KCC.

Noted: Welcome back funding – benches and tables. Cllr W. Johnstone suggested 7 May and 14 May as potential dates to do this. Clerk to create a post on FB asking for volunteers.

Noted: Pond, Scudders Hill– Cllr L. Evans confirmed that DCllr L. Harrison is asking KCC if they will clean the pond.

Noted: KFRS/KALC Fire Hydrant Initiative – Clerk to speak to insurers to confirm FPC can carry out these checks. Clerk to add Cllr J. Cherry to list of these.

Noted: FPC Website – Cllr L. Evans informed the PC that the website upgrade was now taking place.

Noted: Brandshatch lights resident query – Cllr L. Evans and Cllr J. Cherry confirmed they agree that the lights are very bright. Cllr L. Evans to ask Cllr M. Fothergill to go back again to Brandshatch requesting what can be done. Clerk to email resident who raised this enquiry to keep them informed.

9. Highways Improvement Plan

Proposal: update on scheme and agree to pay KCC HIP invoice of £6460.20 from CIL monies.

Resolved: It was proposed through the Chair that this invoice be approved and paid with CIL monies, seconded by Cllr L. Sleeman. Cllr. L Evans updated the PC on the timing of the works, where KCC are awaiting the contractor confirmation but the earliest this will be is during the October half term.

Noted: Clerk to chase KCC re area of bumpy carriageway edge along Valley Road between Court Lodge Oast and Malabar.

10. KALC and NALC subscription

Proposal: To approve the subscription to KALC and NALC for the next financial year 2022/2023 commencing April 1st 2022. Subscription fee of £320.35.

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

11. Finance Approval:

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

Fawkham Parish Council 21st April 2022 Payment List			
Date	Cheque No./Online payment	Payee/For	Amount

21/04/22	ONLINE	L Evans repayment - Jubilee bunting	£80.94
21/04/22	ONLINE	KALC subscription/membership & NALC	£320.35
21/04/22	ONLINE	KCC TRO design and scheme invoice	£6,460.20
21/04/22	ONLINE	Nplan Tony Fulwood Invoice	£9,999.65
21/04/22	ONLINE	Netwise package plus domain renewal	£378.00
21/04/22	ONLINE	Netwise website upgrade	£238.80
21/04/22	ONLINE	G Champion Clerk repayment Easter eggs	£25.65
21/04/22	ONLINE	Clerk Salary - G. Champion	£381.46
21/04/22	ONLINE	HMRC Tax & NI payment	£95.20
		Total	£17980.25

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

Noted: Cllr L. Evans noted that the PC insurance quote has been received and that this is slightly higher than anticipated. Clerk to call the insurance company to check the terms.

12. Bank mandate/online banking

Update on progress in all Cllrs being able to sign off Finance items as required.

Noted: Cllr W. Johnstone should now have access to authorise payments for the PC and he agreed to provide an update at the next meeting.

13. Fly Tipping

Update on CCTV quotes obtained.

Noted: Cllr W. Johnstone updated the PC on the quotes received so far. Cllr. W. Johnstone to provide a further update at the next meeting when all quotes should have been received.

Noted: Cllr W. Johnstone agreed to include adding a piece of wood at the side of the hall for further security to his maintenance quote, which should negate the need for CCTV to cover the rear of the hall.

Noted: All agreed to request Cllr M. Fothergill to provide an update on the fly tipping group at the next meeting. Cllr L. Sleeman agreed to email the relevant SDC fly tipping officer to reestablish contact.

14. Asset Register review

Proposal: that the Asset Register is reviewed and agreed, with members reporting on the condition of assets at or ahead of the meeting.

Resolved: The councillors discussed the asset register review and the Clerk agreed to resend the list of who is responsible for checking which asset. All feedback to be sent to the Clerk asap to update the asset register ready for confirmation at the May meeting.

15. Policy Reviews

Proposal: that the council's policies and procedures are reviewed against NALC model policies and updated where required. Specifically:

- that selected, relevant NALC's model HR policies for employees (anti-harassment and bullying, disciplinary and grievance, performance improvement, sickness absence, equality and diversity, homeworking) be circulated to all for review and agreement at the Annual Council Meeting in May;

- that a small working group is set up to review in detail the Standing Orders and Finance Regulations, using NALC's model templates as a starting point, and the creation of a Complaints Procedure, ahead of May's Annual Council Meeting and makes recommendations to that meeting on the wording of policies and procedures to be adopted for the forthcoming council year;
- that the Document Retention Policy, dating from 2020, is circulated for review and agreement at May's Annual Council Meeting; and
- that the Risk Register is circulated for review ahead of discussion and agreement at May's Annual Council Meeting.

Resolved: The above was discussed and it was agreed by all that:

- Cllr J. Cherry agreed to join a working group with Cllr L. Evans;
- Clerk to circulate all relevant HR policies to all;
- Clerk to circulate document retention policy to all;
- Clerk to circulate risk register to all;

16. Clerk maternity leave

Proposal: to discuss and agree arrangements for the Clerk's maternity leave.

Resolved: The above was discussed and it was agreed that the Clerk will contact HK and Hartley Clerks to see if there is anyone who would like to cover even just a portion of the weekly hours. Cllr L. Evans agreed to take on the planning side of the role. Cllr L. Sleeman agreed to monitor the PC email account. Other elements will be clarified ahead of the maternity leave starting.

17. SDC Local Plan

Update.

Noted: Cllr L. Evans had provided an update on this at the Annual Parish Meeting immediately preceding this meeting, so the PC did not discuss this topic further.

18. Neighbourhood Plan

Proposal: update and agreement to take out an OS map licence.

Resolved: It was proposed through the Chair that this licence be applied for (zero cost), seconded by Cllr L. Sleeman. Cllr L. Evans also notified the PC that the next steering group meeting will be taking place in May.

19. Maintenance issues

Update.

Noted: The Clerk updated the PC on the quotes that had been received so far but not all of them included all of the jobs that need attention. All were in agreement for Cllr W. Johnstone to fix the cover on the village green as an emergency safety issue.

20. No Mow May

Proposal: FPC to refrain from cutting the grass on the village green during May.

Resolved: The above was discussed and it was agreed that the PC would be supporting No Mow May again this year. Clerk to email FPC grounds contractors to clarify exactly where should be left untouched.

21. Queen's Platinum Jubilee

Update.

Noted: The Clerk updated the PC on the invitation delivery. Cllr L. Evans suggested now deleting the Facebook event for this as residents now have the correct way to RSVP to the event, to avoid confusion. Clerk to delete Facebook event. Clerk to email Cllr M. Fothergill in relation to the last

minutes which need to be sent and also to send draft wording to all in relation to the go fund me page.

22. KALC Smaller Councils Committee letter

Proposal: to discuss and agree any issues Fawkham Parish Council would like addressed by NALC Smaller Councils Committee.

Resolved: The PC were all in agreement that they do not have any issues to raise.

23. Chair and Councillors reports:

To note any items not listed on the agenda.

Noted: Cllr L. Evans notified the PC that the tree trunks were still in place on the triangle of land at Rogers Wood. Cllr L. Evans to email KCC Cllr D. Brazier again in relation to this.

24. 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.

None.

25. Dates for the year 2021/2022:

Annual Council Meeting -

26th May 2022 19:30 (preceded by the Village Hall AGM at 7pm)

26. Confidential Item - Planning Enforcement:

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

Resolved: 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 22:20.