



FAWKHAM PARISH COUNCIL

I hereby summon you to attend the Annual Council Meeting of Fawkham Parish Council to be held at Fawkham Village Hall, on Thursday 20th May 2021 at 7.30pm to transact the following business.

Laura Marchant
Clerk to Fawkham Parish Council

Members of the Parish Council:

Cllr Laura Evans (Chair), Cllr Alun Evans, Cllr Duncan Harker, Cllr Maxine Fothergill, Cllr Jolene Truder

Parish Council Meeting Agenda

During the period of Government restrictions due to Coronavirus, agenda items are being limited to those that are critical and/or can be actioned under the restrictions.

1. Apologies for Absence:
2. Election of Chairman for the Municipal Year 2021/22
The elected Chairman will sign acceptance of that office.
3. Election of Vice-Chairman for the Municipal Year 2021/22
The elected Vice-Chairman will sign acceptance of that office
4. 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.
5. 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.
6. Planning applications:
Site: Talbot Lodge, Castle Hill, Hartley, KENT, DA3 7BQ
Ref: SE/21/01419/ELEC
Development: Upgrade the existing open wire overhead line to ABC cable in castle Hill and Fawkham Road.
7. Planning updates:
Update

8. Approve Minutes:

Proposed: To approve as a correct record the minutes of the Parish Council Meeting held on the 4th May 2021, as attached.

9. Matters Arising:

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

10. Finance Approval

Expenditure and Income - details to be tabled.

Approval of cheques and payments

11. Review of FPC Documents

Proposed: To review, amend if required, and accept the following documents for the year 2021/22:

Standing Orders

Financial Regulations

Risk Register

Asset Register

Code of Conduct

Document Retention and Disposal Policy

Employment Policies - FPC Appraisal Policy, FPC Disciplinary Policy, FPC Grievance and Dignity at work Policy

12. Outside bodies and arrangements

Proposal: To appoint Parish Council Representatives to outside bodies and arrangements for reporting back:

a. Brands Hatch Liaison Group - one

b. CPRE - one

c. Church liaison-one

13. Subscriptions

Proposal: To review and agree subscriptions to other bodies: KALC, CPRE

14. Data Protection and Freedom of Information Act

Proposal: To review the procedure/s for handling requests made

15. Planning Enforcement

Proposal: to discuss and agree whether to contact the Planning Enforcement team at SDC to arrange a meeting to discuss the current cases in Fawkham, given the large number and the severity of some of the issues.

16. Local Plan

Proposal: to discuss and agree the best course of action for FPC to obtain clarity on the process and timescale SDC are using to prepare a Local Plan

17. Meeting with Laura Trott

Proposal: To discuss and agree how to progress the proposed meeting (either in person or via Zoom) with Laura Trott.

18. Neighbourhood Plan

Update since last meeting

19. Annual Parish Meeting

Proposed: To agree questions to ask on the Annual Parish report to be sent to organisations/individuals for an update on their activities within the Parish, and to agree who to approach.

20. Insurance renewal:

Proposed: To discuss and approve Insurance provider for FPC.

Current Insurance for FPC is with BHIB. Last year the premium was £270.50, this was however the last year of a 3 year LTU (long term undertaking).

The LTU finishes in June 2021. The insurance renewal premium for 2021/22 is **£304.79**. A new 3 year LTU contract price with BHIB would be **£273.37**

Quotes were also obtained from Insurer Zurich for **£316** and Community Action Suffolk (CAS) for **£758.18**

21. Fawkham demographics and local residents

To discuss report

22. Chair and Councillors reports:

To note any items not listed on the agenda

23. 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 will cannot guarantee inclusion on the proposed agenda.

24. Agreement of dates, time and place for meetings for the forthcoming year 2021/2022:

Annual Parish Meeting - 17th June 2021

Signed L.Marchant, Clerk FPC

