



# FAWKHAM PARISH COUNCIL

Draft minutes of the Parish Council Meeting held remotely by video link following agreed legislation on Thursday 18th March at 7.30 pm to transact the following business.

Laura Marchant  
Clerk to Fawkham Parish Council

Members of the Parish Council:

Cllr Laura Evans (Chair), Cllr Alun Evans (Vice Chair), Cllr Duncan Harker, Cllr Maxine Fothergill, 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:  
Cllr J.Truder

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, however it should be noted that Cllr A.Evans children attend Steephill school which has submitted a planning application.

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.  
DCllr L.Harrison present, KCCllr D Brazier had presented his apologies

4. Planning applications:  
Ref: 21/00554/FUL  
Site: Steephill School Steep Hill Fawkham KENT DA3 7BG  
Development: Removal of an existing old timber modular building, games and art store. To be replaced with a new modern modular classroom building with WC's.  
Comment: FPC reviewed the planning application and had no objections, all in agreement.

5. Planning decisions/updates/notices:  
Salts Farm appeal update - Ref: SE/20/00882/OUT  
Cllr L.Evans and Cllr A.Evans gave an update on the appeal so far. Both Cllr A.Evans and Cllr L.Evans attended the appeal virtually. Questions were put to the developer's agent by

Cllr L.Evans on the 3rd day. The inspector agreed to visit the site and will walk the pedestrian route into Longfield. The date of the visit has not yet been set.

There are no significant updates on the various Planning Enforcement issues - these will be chased up.

6. Approve Minutes:

Proposed: To approve as a correct record the minutes of the Parish Council Meetings held on 18th February 2021, as attached.

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

Signing will take place at the next face to face meeting of the Council

7. Matters Arising:

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

Cllr L.Evans asked the Clerk to follow up the issue of potentially having electric charge points within the village with Kent Cllr D.Brazier

Cll L.Evans mentioned to the PC that Census day was approaching and asked the Clerk to create a further Census Facebook post as a reminder.

8. Finance Approval

Expenditure and Income - details tabled.

Approval of cheques and payments

Resolved: Expenditure and Income reviewed, invoices reviewed and approved by all.

Online payments will be approved and authorised as per FPC financial regulations.

Payment list summary

Fawkham Parish Council March 2021 Payment List				
Date	Cheque No./ Online payment	Payee/For	Amount	Entry Number
18/03/21	ONLINE	Clerk Salary	£468.39	84
18/03/21	ONLINE	Netwise	£300.00	85
		<b>Total</b>	<b>£768.39</b>	

Note: The Netwise Invoice will be paid in April as it is budgeted for the April 2021-2022 budget.

Comment: Cllr L.Evans summarised the spend against the budget at the end of the current financial year and informed the PC that overall the PC had come in on budget with a slight underspend of £150.

Note: Cllr M.Fothergill informed the PC that the PC could consider putting a bid in to the next CIL spending board, potentially using the money to fund new heating at the Village Hall.

Note: The Clerk mentioned to the PC that the required AGAR can be started ready for submission to PKF Littlejohn

#### 9. Annual Parish Meeting date and Annual Council Meeting date

Proposed: To discuss and decide the date for the Annual Parish Meeting and the Annual Council Meeting.

The Annual Parish Meeting is required to be held between 1st March and 30th June each year. This is when the Parish Council report to the community on its work the preceding year and plans for the future, with other groups invited to do the same. This can be held at the village hall after 17th May date (Step 3), when 50% capacity is permitted.

The ACM needs to be held in May (unless a dispensation is granted). This is when we elect the Chair and Vice Chair and formally review our Standing Orders, financial regulations, risk assessment, asset register, committees and other policies. This can be held at the village hall after 17th May date (Step 3), when 50% capacity is permitted.

Resolved: It was agreed to hold the APM on the 17th June.

Resolved: It was agreed to hold the ACM on the 20th May

#### 10. Community events

Proposed: To discuss and agree ideas.

Following the publishing of the roadmap, we are able to recommence cleaning ninja groups, subject to a max of 6, from 12/4. And larger outdoor group activities, up to 30, such as a village walk, from 17/5.

Resolved: Cllr L.Evans is to run a Runner Bean competition on Easter Sunday. It was agreed to spend a maximum of £25 on Easter eggs from the agreed community events budget.

Comment: There is a St Marys Church Easter Trail commencing on the 29th March.

Comment: A Sevenaoks-wide litter picking event this weekend has been publicised. Cllr L.Evans asked the Clerk to email Mike Hood at SDC to request a litter pick (not road sweep) of Valley Road, and noted that section from the Church to Longfield was particularly bad

#### 11. Neighbourhood Plan

Update since the last meeting

Comment: Cllr L.Evans provided a summary of the NP activities since the last meeting: several working group meetings have been held and the evidence base is being developed; a Fawkham Nature Spotters group has been created on Facebook; and it has been agreed with SDC that the local housing needs survey will be carried out earlier than planned. Hartley Parish Council has leafleted all houses in their parish and so far have had more positive than negative feedback. The Fawkham NP Steering Group will liaise with the HPC NP Group once it has been set up.

#### 12. Road issues

Highways Improvement Plan and Highways Maintenance Issue. Update since the last meeting.

Comment: Cllr L.Evans provided a summary of the road issues. 6 traffic count sites have been agreed for late April together with a signage and speed limit review of Valley Road. Repairs to Valley Road's resurfacing work are schedule to take place in mid April. The tree roots within sewers outside the properties next to the Village Hall are still awaiting cutting by Thames Water. The manholes are still covered over and need to be uncovered so that the Tree roots can be removed/cut.

#### 13. Email to Laura Trott MP

Discuss the response to our letter from Laura Trott MP on the Planning for the Future white paper.

Comment: The response from Laura Trott MP was discussed and the Clerk will reply to thank her for her letter and to take up the offer of a virtual meeting and a visit to Fawkham in the future.

#### 14. Fencing to car park

Proposed: To discuss the progress on obtaining quotes for this work and agreement of the next steps.

Resolved: Cllr D.Harker hasn't yet heard from the contractor he has contacted and will chase. Two further quotes will be obtained.

#### 15. Fly tipping

Update

Comment: Cllr A.Evans gave an overview of the latest fly tipping problems. There has been recurrent fly tipping on School Lane. The Fly Tipping group has worked with Sevenoaks Enforcement team and put up remote cameras to try to catch perpetrators and prevent further occurrences.

#### 16. Chair and Councillors reports:

To note any items not listed on the agenda

None

#### 17. 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 not guarantee inclusion on the proposed agenda.

None

#### 18. Dates for the year 2021/2022:

Parish Council Meeting -

Thursday 15th April, 7.30pm

Thursday 20th May, 7.30pm

Thursday 17th June, 7.30pm

Thursday 15th July, 7.30pm

Thursday 19th August, 7.30pm

Thursday 16th September, 7.30pm

Thursday 21st October, 7.30pm

Thursday 18th November, 7.30pm

Thursday 16th December, 7.30pm

Thursday 20th January, 7.30pm

Thursday 17th February, 7.30pm

Thursday 17th March, 7.30pm

The Annual Council Meeting (ACM) will be held once face to face meetings resume. All meetings will be held virtually via Zoom until face to face meetings resume.

Meeting closed at 8.57pm