



# FAWKHAM PARISH COUNCIL

Minutes of the Annual Council Meeting of Fawkham Parish Council 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

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## 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 Truder arrived at 7.38pm

2. Election of Chair for the Municipal Year 2021/22

The elected Chairman will sign acceptance of that office.

Resolved: Cllr D.Harker nominated Cllr L.Evans, seconded by Cllr A.Evans. There were no other nominations. Cllr L.Evans accepted the position of Chair and signed the acceptance of office.

3. Election of Vice-Chair for the Municipal Year 2021/22

The elected Vice-Chairman will sign acceptance of that office

Resolved: Cllr D.Harker nominated Cllr A.Evans, seconded by Cllr L.Evans. There were no other nominations. Cllr A.Evans accepted the position of Vice Chair and signed the acceptance of 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.

Comment: Cllr L.Evans commented that she had an interest in the finance section for expenses to be reimbursed.

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.

District Cllr L.Harrison present. Apologies were received from District Cllr F.Parkin.

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.

Comment: FPC has no objection to this application. FPC are pleased that the upgraded cable will be less visible than the existing 5 overhead lines, especially as some are within Baldwins Green Conservation Area. FPC would prefer for the overhead cables to be replaced with underground cabling, as recommended in the Conservation Area Appraisal at point 4.2, and will ask that this is requested, if at all possible.

Cllr J.Truder entered the meeting.

7. Planning updates:

Update

Comment: Planning application (Ref 21/00845/FUL - Land To The Rear Of Hurstgrove Castle Hill Hartley) was refused.

Comment: Cllr M.Fothergill informed the PC that she has asked for the planning application for Fawkham Manor Hospital (21/00696/LBCALT) to be called to the Development Control Committee due to the narrowness of the highway proposed to be used for access. Cllr M.Fothergill has asked if a Highways officer can come out and view Manor Lane in person. Cllr M.Fothergill thought the application would be heard at the meeting being held on the 10th June. Cllr L.Harrison informed the PC that if the application goes to committee then both a District Cllr and a Parish Cllr can attend the meeting. Cllr M.Fothergill also mentioned that she had contacted KCCLlr D.Brazier to see if he can assist with regards to the narrowness of the access road to the proposed site.

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.

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

9. Matters Arising:

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

Comment: Cllr L.Evans informed the PC that she has purchased the litter pickers, hoops and high-vis jackets as approved at the previous PC meeting. These will be stored at the village hall. Cllr L.Evans also noted that the PC is awaiting three quotes for the fence required to fill the gap along the path to the school from the VH car park. Cllr D.Harker said that one quote has been obtained and another contractor will be contacted for a quote. The contractor performing exterior work at the VH will also be asked for a quote.

10. Finance Approval

Expenditure and Income - details tabled.

Approval of 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 May 2021 Payment List				
Date	Cheque No./ Online payment	Payee/For	Amount	Entry Number
20/05/21	ONLINE	L.Evans expenses - easter eggs	<b>£24.00</b>	6
20/05/21	ONLINE	L.evans. -5x litter pickers, 6x high vis jackets	<b>£39.50</b>	7
20/05/21	ONLINE	l.evans - 5x hoops for litter picking	<b>£40.45</b>	8
20/05/21	ONLINE	L.evans expenses - land registry search N Plan	<b>£18.00</b>	9
20/05/21	ONLINE	Clerk Salary	<b>£468.39</b>	10
20/05/21	ONLINE	Clerk expenses Zoom	<b>£14.39</b>	11
20/05/21	ONLINE	Grass cutting 3 sites	<b>£200.00</b>	12
		<b>Total</b>	<b>£590.34</b>	

Note: Cllr L.Evans asked the PC for their thoughts on if the Zoom subscription should be cancelled now that PC meetings have returned face to face. After discussion it was agreed to keep the subscription for now and review its usage over the coming months to determine if it should be cancelled or not.

### 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

Document Retention and Disposal Policy

Code of Conduct

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

Resolved: Documents were reviewed as noted below:

Standing Orders - It was agreed that the standing order would be updated after comments from Cllr D.Harker that there should be some wording in the Standing Order for Cllr to confirm prior to a PC meeting if they are attending or not. It was agreed by all to update the document and table it for adoption at the next PC meeting in June.

Financial Regulations - Cllr L.Evans proposed to adopt with some very minor amendments made to reflect online banking arrangements, Cllr M.Fothergill seconded.

Risk Register - Cllr L.Evans proposed to adopt subject to 2 amendments being made, all agreed and seconded. Amendments to be made relate to the usage of online banking now being used to make payments for the PC.

Asset Register - The register has been updated already and all agreed to the updates.

Code of Conduct, Employment Policies - FPC Appraisal Policy, FPC Disciplinary Policy, FPC Grievance and Dignity at work Policy - Cllr A.Evans thought that these documents all required a thorough review as some are now outdated. It was decided to hold over the documents and review them more thoroughly.. All agreed.

Document retention policy - Cllr L.Evans proposed to adopt the policy with no amendments, Cllr D.Harker seconded.

Clerk to update documents as required and publish revised versions to the website.

### 12. Outside bodies and arrangements

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

- a. Brands Hatch Liaison Group - one
- b. CPRE - one
- c. Church liaison-one

Resolved: It was agreed that Cllr M.Fothergill would represent the PC at the Brands Hatch Liaison group, Cllr L.Evans would represent the PC for CPRE and Cllr D.Harker would represent the PC as the Church Liaison Cllr.

Note: Cllr L.Evans asked for the representatives to feedback to the next PC meeting after any meetings attended.

### 13. Subscriptions

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

Resolved: It was proposed by Cllr L.Evans and agreed by all that these subscriptions should be continued.

### 14. Data Protection and Freedom of Information Act

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

Resolved: No requests or breaches were reported. Cllr L.Evans noted that the PC revised its Privacy Policy as part of the website updating in 2020, but processes for GDPR and FOI requests need to be updated. Clerk to action.

### 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.

Noted: Cllr L.Evans asked if the meeting DCllrs Harrison and Fothergill are holding with Tom Fry and the Planning Enforcement team was in the following week, and Cllr L.Harrison confirmed it was. Cllr D.Harker asked DCllrs Fothergill and Harrison if DCllr Parkin was aware of the meeting and DCllr Harrison confirmed that she would make sure DCllr F.Parkin was aware.

Cllr M.Fothergill summarised that both herself and DCllr L.Harrison had prioritised enforcement cases in in Fawkham and West Kingsdown respectively to discuss at their upcoming meeting. Cllr L.Evans asked how Cllr M.Fothergill had prioritised the cases and commented that it was a shame the PC were not involved in agreeing the priorities. Cllr M.Fothergill said she had chosen the priorities from the spreadsheet the PC uses to keep to track of the planning enforcement cases, and that she would send the PC the list of priority cases to be taken to the meeting.

Resolved: The PC agreed to await the outcome of the Cllrs meeting with Planning Enforcement before deciding on next steps.

The Clerk was also actioned to agree a date for the PC to hold the agreed training session with the planning department at SDC

### 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.

Resolved: A discussion was held with regards to concerns that whilst there is no Local Plan in place, housing development applications such as Salts Farm (recently approved) will continue to come forward and be granted planning permission.

Cllr L.Evans informed the PC that the Minutes of the last full SDC council meeting show a question was raised as to the timescales for a new Local Plan, and it was answered that an update will be provided at the next Development and Advisory Committee in July. It was

agreed that once the meeting in July takes place the PC can review the information and decide how they wish to proceed.

#### 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.

Resolved: Clerk to follow up with the office of Laura Trott to see when meetings can be arranged, both via Zoom to discuss issues and to visit the parish

#### 18. Neighbourhood Plan

Update since last meeting

Comment: Cllr L.Evans noted that the Formal Designation of Fawkham as a Neighbourhood Area has been received. The 2nd Steering Group meeting had been held and the working groups continue to develop their evidence base. Questions are also being gathered to form possible surveys/questionnaire. Cllr L.Evans noted that a specification has been drawn up to appoint a Planning Consultant to support the preparation of the Neighbourhood Plan, and that this has been sent to several candidates, replies are awaited. Hartley PC have also held their first N Plan Steering Group 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.

Resolved: A list of appropriate questions and attendees was agreed. The Clerk will send these together with an invite to attend the APM on the 1st June 2021 at 7pm. The APM will be publicised on the website, noticeboards and Facebook Group.

#### 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**

Resolved: Cllr D.Harker proposed to accept the quotation for the 3 year LTU by BHIB. Cllr L.Evans seconded the proposal.

Note: The insurer provider was contacted to ensure cover was in place for the footpath that runs from the VH car park to the School. Cover was confirmed to be in place however the path should be inspected weekly to ensure there are no obvious hazards or causes for concern. Clerk to contact the school to see if they can carry out the weekly inspection.

#### 21. Fawkham demographics and local residents

To discuss report

Comment: Cllr M.Fothergill noted that as a result of the pandemic a lot of things that the PC had been hoping to achieve had not been able to take place.

A discussion was held by the PC with regards to activities/community events that could be carried out in the Village to include everyone, especially the more elderly residents. Cllr J.Truder stated that she would like to hold a community coffee morning at the Village Hall

on a Friday once a month so that local residents can come together. The PC thought that this was an excellent idea. It was agreed that Cllr J Truder would look into this further so that the specifics of this could be discussed in more detail at the next PC meeting.

22. Chair and Councillors reports:

To note any items not listed on the agenda

Comment: Cllr L.Evans noted that the Traffic count along Valley road will now take place W/C 21st June. The question has also been raised with KCC highways as to when the white lines and remedial work to the iron works will take place.

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.

None

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

Comment: The Annual Parish Meeting will take place on the 1st June 2021.

It was agreed the future PC meetings will continue to take place on the 3rd Thursday of every month at 7.30pm in the Village Hall.

Meeting closed at 9.30pm