



FAWKHAM PARISH COUNCIL

I hereby summon you to attend the Parish Council Meeting of Fawkham Parish Council to be held remotely via video link, on Thursday 14th May 2020 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, one vacancy

Parish Council Meeting Agenda

1. Apologies for Absence:
None received.

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.

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.

4. Planning applications:
None

5. Planning decisions/updates:

6. Approve Minutes:
To approve as a correct record the minutes of the Parish Council Meetings held on 16th April 2020 and 6th May 2020, as attached.

7. Matters Arising:

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

Crime reference number 46/65705/20 reported on the 16th April 2020 for the graffiti of Fawkham Village signs (brands hatch end)

8. Finance Approval:

Expenditure and Income - details to be tabled.

Approval of invoices, cheques and payments

9. Financial year end:

VAT reclaim, AGAR and internal audit timeline

10. Finance: - online access to FPC bank account

Update as to which PC members have online access now

11. Tree stump removal:

Proposed: Discuss and approve tree stump treatment quotation.

SL tree care quotation - £69 exc VAT, £82.80 inc VAT

12. Village Hall Hedge width reduction:

Proposed: Discuss and approve hedge width reduction quotation

MHL Garden Care - £350 (VAT not applicable)

RH Gardening Services - £420 (VAT not applicable)

SL tree care unable to provide a quotation as they are not carrying out site visits due to the current Covid-19 pandemic.

13. Coronavirus volunteers update

14. Asset register update:

Proposed: To approve the updated asset register

15. Insurance renewal:

Proposed: To discuss and approve Insurance provider for FPC

Proposed: Currently FPC insurance is through BHIB insurance brokers with the provider as Aviva. The renewal date is the 01/06/2020 with the price of £270.50 inclusive of insurance premium tax and broker fee.

The clerk sought to obtain new insurance quotes however this was difficult as the current insurance deal is in a long term agreement until June 2021. BHIB were reluctant to provide a figure for breaking the LTU.

One other insurance provider Zurich did return a quotation of £329.14 (inclusive of all taxes and fees).

As it is not known what the fee is to break the LTU and the quotation from BHIB remains competitive it is proposed to accept the BHIB quotation for the next insurance year.

16. VE Day 75:

Feedback from the PC and wider community

17. Future community event plan:

Discuss planning a possible future community event for when restrictions are lifted

18. Highways Improvement plan (see attached):

Proposed: Discuss and approve the closure of the 2019/20 HIP.

Proposed: Discuss and approve a new 2020/21 HIP to be submitted to KCC Highways

19. Highways Maintenance issues (See attached draft):
Update on issues arising in the village

20. Website project:
Update on progress and approval of invoice payment

21. Parish in bloom:
Update on Parish in bloom activity to date and future plans

22. Covid-19 Time Capsule:
Proposed: To discuss a lockdown Covid-19 time capsule being compiled of the main events in the UK, specifically what happened in Fawkham. It is suggested that there are 2 identical time capsules, one to be kept within the Parish Council files and the other that would be buried on the village green.
Discuss and agree the format and content of the time capsule

23. VE day 75
Proposed: To agree FPC donating £50 in total for the purchase of prizes for the VE day 75 rock painting competition

24. Chair and Councillors reports:
To note any items not listed on the agenda

25. 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.

Risk assessment review
Document Retention Policy

26. Dates for the year 2020:
Parish Council Meeting - Thursday 18th June 2020, 7.30pm held virtually via Zoom. Link to participate sent out with the Agenda for the meeting or please email Clerk for details.
Parish Annual Council meeting to be held as soon as PC meetings resume in person.

Signed L.Marchant FPC Clerk



