



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 18th June 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

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:
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:
Ref: - 20/01568/HOUSE
Site: The Gables Fawkham Green Road Fawkham KENT DA3 8NW
Development: Proposed change of use of existing garage to a habitable room, roof changed from flat roof to new pitched roof. Existing porch to be enlarged with new roof extended flat roof

Ref: - 20/01567/HOUSE
Site: Trinity House Valley Road Fawkham KENT DA3 8LX
Development: Erection of a single storey garage

Ref: - 20/01619/HOUSE

Site: 14 Fairview Fawkham Green Road Fawkham KENT DA3 8NR
Development: Ground floor side extending into rear extension. Modifications to the roof of existing extension.

5. Planning decisions/updates:

Ref: 20/01145/ARGNOT

Site: Land North of Scudders Farm Valley Road Fawkham Kent

Development: Steel Framed Barn

Refused - Planning permission required

Ref: 20/00882/OUT

Site: Salts Farm Depot, Fawkham Road, Fawkham, KENT, DA3 7BJ

Development: Outline planning application for the erection of 26 dwellings with some matters reserved

Refused

6. Approve Minutes:

To approve as a correct record the minutes of the Parish Council Meeting held on 14th May 2020 and 3rd June 2020, as attached.

7. Matters Arising:

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

8. Finance Approval:

Expenditure and Income - details to be tabled.

Approval of cheques and payments

9. Financial year end:

Proposal: Approval of the AGAR part 2 .

- Section 1 and section 2 of the AGAR (part 2) must be completed and approved by the PC

- Both Section 1 and Section 2 of the AGAR must be approved and published on the PC website before the 1st July 2020

Proposal: To agree and set the commencement date for the exercise of public rights for a period of 30 consecutive working days including a common inspection period of the first ten working days of July.

Proposal: Approval of documents for Publication requirements (see attached) as required by the Accounts and Audit Regulations 2015, the Local Audit (smaller authorities)

Regulations 2015 and the Transparency Code for smaller Authorities

- The following documents must be approved for publication on the PC website.

- Certificate of Exemption (page 3)

- Annual Internal Audit Report 2019/20, page 4

- Section 1 - AGAR

- Section 2 AGAR

- Analysis of Variances

- Bank reconciliation

- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2) Accounts and Audit Regulations 2015

10. FPC Website:

Update on progress of the project to date.

Proposal: To discuss and agree a launch date of 10th July and associated communications plan.

Proposed: To upgrade the website package with a £50 one-off fee, and a £50 increase in the annual cost to allow: a. each Cllr and the clerk to have an email address of Cllr xyz @ [fawkhampc.org.uk](mailto:xyz@fawkhampc.org.uk) and b. enable a "Directory" feature on the website for useful local information. The website budget has £236 remaining. Please see the attached paper for further details.

11. Time Capsule:

Proposal: To discuss and agree on the general approach of the time capsule project including the content and covering letter, see attached documents.

Proposal: To discuss and agree the time capsule container and associated cost;

Stainless Steel - From Amazon both approx. £30.00

<https://www.amazon.co.uk/Capsule-Waterproof-Stainless-Durable-Container/dp/B07L94DM39>

<https://www.amazon.co.uk/moumou-Anti-Corrosion-Waterproof-Stainless-Container/dp/B0792VZBDJ>

Plastic bankers box - From Amazon for £15.99, see below

https://www.amazon.co.uk/BANKERS-BOX-ProStore-Plastic-Storage/dp/B0825KH3YM/ref=sr_1_1?dchild=1&keywords=bankers+box+36l&qid=1591886821&sr=8-1

12. Document retention Policy:

Proposed: To discuss and approve FPCs document retention policy attached

13. Fawkham the Story of a Kentish Village:

Proposal: To purchase a copy of Fawkham the Story of a Kentish Village by Proudfoot, to loan to villagers, for no more than £35, plus postage at £5 max. This will tie in with the History section on the new website, and can be taken from the website budget.

14. Highways Maintenance issues (See attached):

Update on issues arising in the village

15. Highways Improvement plan (see attached):

Update on HIP 2020/21

16. Kitchen Refurbishment:

Update on the Kitchen refurbishment project including timescales

17. Filing Cabinet:

Proposal: To purchase a filing cabinet (3 or 4 drawer) and associated ring binders for PC archive materials, to be placed in one of the storage cupboards at the hall. See proposed costs below;

Ring Binders £20 for 4 - https://www.amazon.co.uk/dp/B003H7BG38/?coliid=I2ICWZMSO18JCT&colid=KDCW79EAPGM0&psc=1&ref=lv_ov_lig_dp_it

Filling cabinet 4 drawer £101.39 inc VAT - https://www.staples.co.uk/4-drawer-a4-filing-cabinet-silver-black/cbs/297914003.html?promoCode=&Effort_Code=WW&Find_Number=297914003&m=0&isSubscription=False

Filling cabinet 3 drawer £74.39 - https://www.staples.co.uk/3-drawer-a4-filing-cabinet-silver-black/cbs/297761723.html?promoCode=&Effort_Code=WW&Find_Number=297761723&m=0&isSubscription=False

18. KCC grass verge cutting

Proposal: To discuss and agree action. Recent correspondence has been held with KCC with regards to the cutting of the grass verges in Fawkham. (BUT only to be discussed if KCC have responded to us)

19. Area behind Village Hall

Proposal: To tidy the rear of the hall behind the kitchen by using RH Services at a cost of £50-75

20. Donation

Proposal: A £10 donation was received from a Fawkham Parish Council resident as a contribution towards the volunteering effort in the current Covid-19 situation. It is proposed to donate this money to a local charity The Community Cupboard.

21. Chair and Councillors reports:

To note any items not listed on the agenda

22. 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.

23. Dates for the year 2020:

Parish Council Meetings -

Thursday 16th July 2020, 7.30pm

Thursday 20th August 2020, 7.30pm

Thursday 17th September 2020, 7.30pm

Thursday 15th October 2020, 7.30pm

Thursday 19th November 2020, 7.30pm

Thursday 17th December 2020, 7.30pm

Thursday 21st January 2021, 7.30pm

Thursday 18th February 2021, 7.30pm

Thursday 18th March 2021, 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.

Link to participate in the meetings will be sent out with the Agenda for the meeting or please email Clerk for details

