

FAWKHAM PARISH COUNCIL

I hereby summon you to attend the Parish Council Meeting of Fawkham Parish Council to be held at Fawkham Village Hall, Valley Road Fawkham on **Thursday 19th December 2019 at 8.30pm** to transact the following business.

Please note a closed session will be held from 7-8.30pm regarding the recruitment of a Clerk.

Acting Proper Officer to
the Council
Cllr Laura Evans

Members of the Parish Council:

Cllr Laura Evans (Chair), Cllr Alun Evans (Vice Chair), Cllr Duncan Harker, Cllr Maxine Fothergill, one vacancy

Planning Agenda

Planning applications:

None received at time of publication.

Planning decisions/updates:

Eureka : Status of caravans at Eureka and The Cabin at Woodlands activity centre as permanent residential addresses - to be followed up with SDC

Cross Cottages 19/03193/CONVAR: retrospective application re hedges. **Objection**

West Rays: single story extension: **Refused**. Planning status of brick wall and gates to be followed up with SDC.

6 Small Grains: first floor extension. **Granted**.

Parish Council Meeting Agenda

1. Apologies for Absence:

Cllr Fothergill

2. 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.

3. 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.

4. Approved Minutes:

To approve as a correct record the MINUTES of the Parish Council Meeting held on 21st November 2019, as attached.

5. Matters Arising:

Matters arising relating to the Minutes.

6. Correspondence:

- a. Letter received from SDC regarding the Parish Precept for 2020/21. Date of Finance meeting in January to review budget and set precept to be agreed.
- b. An email was received on 25.11.19 from a resident regarding the section of the meeting open to public participation. To be discussed.

7. Consultation on the Proposed Modifications to the Minerals Sites Plan and Proposed Modifications to the Early Partial Review of the Kent Minerals and Waste Local Plan 2013-30:

Following the Examination in Public in October 2019, the County Council is now seeking views on the soundness and legal compliance. The consultation period ends Tuesday 14th January 2020 at midnight. <http://consult.kent.gov.uk/portal/>. To be discussed.

8. VE Day 75:

Update on progress with plans for VE day celebrations in May.

9. Local Plan update:

Sevenoaks District Council has replied to the Inspector's letter of 28 October, 2019: [Council's letter \(ED42\)](#) The Inspector will reply after the General Election. FPC sent a letter to the Programme Officer for the Inspector expressing disappointment with her decision to cancel the remaining hearing sessions. The reply received stated: "The Inspector has confirmed that the conversation concerning the Examination is between the Inspector and the Council, and that she is not accepting any documents which address this issue. Under these circumstances I am sorry to tell you that I am not able to forward the letter to the Inspector". It is not clear at this stage what the following steps in the process will be, or when.

10. Highways Improvement Plan (please see attached updated HIP for full details):

- a. Village gates - have been ordered, delivery expected mid-end January with installation shortly thereafter.
- b. Traffic Count - has taken place, results awaited. Unfortunately the counts were not taken in the positions agreed with KCC Highways and was not possible to move them. It is hoped further counts in the agreed positions will be taken early in the new year.
- c. Kent County Council Highways Seminar - report to be given by Cllr L Evans in January.
- d. Other highways items - see HIP

11. Fawkham Village Hall Kitchen Refurbishment:

Work to refurbish the hall kitchen has been postponed until early next year. Full discussion on the way forward will be on January's agenda.

12. Finance:

Expenditure and Income - details to be tabled by Cllr L Evans, Acting Responsible Financial Officer.

13. Councillor vacancy:

Update on the process to fill the vacancy.

14. Honour Board:

Cllr Harker to update on progress.

15. Website:

FPC's website needs to be updated to reflect the new accessibility code. The existing platform will cease on August 23rd. The current provider, Cantium, is offering a new service and has been contacted by the Chair to obtain further information, including costs and timescale. Way forward to be discussed.

16. Christmas tree lights:

The tree surgeon adjusted the lights as requested to close a gap on one side. He recommends a further 50m of lights are purchased to fill out the lower section of the tree. He could do this just before Christmas, or early in the New Year. Cost 50m lights = £125, 25m = £65, incl VAT. Cost to adjust and install estimated at £200+VAT. Alternatively this work could be undertaken before Christmas next year.

17. Projects and Actions Sheet:

A review of progress of items that do not need a decision or agreement on cost. Updated sheet is attached.

18. 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.

- Plans for Parish in Bloom - Cllr Fothergill
- Kitchen Refurbishment - all
- Highways Seminar report - Cllr L Evans

19. Dates for the year 2019/20:

Parish Council Meeting Thursday 16th January 2020

Parish Council Finance Meeting Thursday 23rd January 2020 TBC

Parish Council Meeting Thursday 20th February 2020

Parish Council Meeting Thursday 19th March 2020
Annual Parish Meeting Thursday 16th April 2020 TBC (to be held between 1st March and 1st June)
Annual Council Meeting - Thursday 21st May 2020
AGM village Hall - TBC

Fire safety in the Village Hall

The village hall does not have a fire alarm system. In the event of a fire or other hazard requiring rapid exit of the building please use either the main entrance or one of the emergency exits. The emergency exits are located at the end of the main Hall nearest to Valley Road (furthest from the main entrance) and in the kitchen at the rear/left of the building. Please make your way to the far side of the Village Hall car park, furthest away from the building. The Clerk will advise if and when it is safe to return to the building.