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**FAWKHAM PARISH COUNCIL**

I hereby summon you to attend the ANNUAL Parish Council Meeting of Fawkam Parish Council to be held at Fawkam Village Hall, Valley Road Fawkam commencing after the Annual Meeting to be held on **Thursday 20th June 2019 at 7.30pm.** to transact the following business.

Clerk to the Council.  
Lynda Harrison

Members of the Parish Council:  
Cllr L Evans (Chairman), Cllr Duncan Harker, Cllr A Evans, Cllr M Pearsall and Cllr M Fothergill.

**Planning Agenda**

**Planning: No plans have been received at the of publication of the agenda**

**Parish Council Meeting  
Agenda**

**1. Apologies for Absence: Cllr Harker**

**2. Members of the Public:**

The Councils meetings are open to the public, however only the first half hour is given for Members of the public to partake and raise anything matters. Prior to the full council meeting 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 as the council will be discussing confidential matters.

**3. Declarations of Interest:**

Councillors to make any declarations that may be required by virtue of the Parish Council's adopted Code of Conduct.  
Councillors to complete their declarations of interest.

**4. Approved Minutes:**

To approve as a correct record the MINUTES of the Annual Parish Council Meeting held on 116th May 2019, as attached.

**5. Matters arising:**

Matters arising relating to the minutes.

**6. Clerk's conditions of employment:**

Members will have discussed the tabled paper in a confidential item before the main meeting and the any financial implication agreed.

**7. Roads: Update on the Road Issues following the meeting with KCC on 28/5:**

- meeting overview and actions agreed
- establishment of a Lorry Watch scheme - see leaflet attached below
- funding likely to be required for new signs at Scratchers Lane/Brands Hatch Road c. £500. KCC to provide suggested requirements and costings in July.
- funding required for two new gate village entry signs c.£1500 max per gate (CIL)

**8. Asset Register –**

See attached updated register following a review of the physical assets. Actions contained in the register to be discussed and agreed.

**9. Membership to CPRE:**

Members are asked to consider joining Sevenoaks CPRE, at an annual cost of £30.

**10. Risk Assessment:**

Members are asked to discuss way forward on format and content of the risk register as tabled

**11. Correspondence:**

No correspondence received at the time of the Publication of the Agenda

**12. Village Hall report:**

(a) Update received from the treasurer and Chairman of the Village Hall.

(b) Update regarding the running of the Management Committee as all Trustees are hoping to retire.

**13. Action Plan:**

Action planning from the village survey findings.

Attached here are some papers for Members to read through before the meeting please. During the meeting, Cllr A Evans and Cllr L Evans will briefly go through the key outcomes of what residents said they would like to see improved or changed, then get everyone's input on what we have planned or underway already to achieve those, and what more we could do. There will be some issues that we cannot address.

The Chairman proposes The Council members then take the agreed actions and form projects which various Cllrs can take forward, including creating a required budget and timeline for agreement, and ideas for how the wider community can get involved. I would also like to propose that we hold a few drop in sessions at the village hall in August/September to share the survey results and planned actions with residents and to encourage them to get involved where they can.

**14. Website:**

Members agreed at the May meeting to discuss further the Parish Website and its contents.

**15. Finance - Expenditure and Income:**

Details to be tabled. The Annual return has been returned from the internal auditor with no areas of concerns raised, This can now be duly signed by the Chairman and sent to LittleJohn external auditors for Parishes

**16. KCC meeting:**

Cllr L Evans to update members following her meeting with KCC regarding Valley Road and other issues

**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 cannot guarantee inclusion on the proposed agenda.

**18. Proposed dates for the Year to be agreed for 2019/20**

Parish Council Meeting Thursday 18th July 2019  
Parish Council Meeting Thursday 15th August 2019  
Parish Council Meeting Thursday 19th September 2019  
Parish Council Meeting Thursday 17<sup>th</sup> October 2018  
Parish Council Meeting Thursday 21st November 2018  
Parish Council Meeting Thursday 19th December 2018  
Parish Council Meeting Thursday 16<sup>th</sup> January 2020  
Parish Council Meeting Thursday 20th February 2020  
Parish Council Meeting Thursday 19th March 2020  
Parish Council Meeting Thursday 16<sup>th</sup> April 2020

**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 end (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