

# FAWKHAM PARISH COUNCIL

Draft minutes of the Parish Council Meeting held remotely by video link following agreed legislation on Thursday 16th 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

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## Parish Council Meeting Minutes

1. Apologies for Absence:  
Cllr Duncan Harker (At Work)

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.  
None

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.

Present D.Cllr L.Harrison, D.Cllr F.Parkin and Kent County Cllr D.Brazier.

4. Planning applications:  
None

5. Planning decisions/updates:  
Ref: 20/00718/HOUSE  
Site: Brick Kiln House, Pennis Lane, Fawkham, Kent, DA3 8LZ  
Development: Open car barn and store  
Approved

Ref: 20/00717/LDCPR  
Site: Eastwood Cottage, Rogers Wood Lane, Fawkham, KENT, DA3 8NP  
Development: Provision of a mobile home to provide additional accommodation for family members within the lawful residential planning unit  
Granted

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.

Resolved: It was proposed through the Chair that the minutes from the 16th April 2020 be approved and signed by the chair. All Agreed. Signing will take place at the next face to face meeting of the Council.

Resolved: It was proposed through the Chair that the minutes from the 6th May 2020 be amended to include the word 'not' in the following sentence and subsequently approved. Seconded by M.Fothergill

“even though the land is believed to have *not* been used for an agricultural purpose since the early 1970s”

Signing will take place at the next face to face meeting of the Council.

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). Graffiti had been removed within 12 hours by an unknown person.

Notice has been given that Valley Rd surface preservation work has been rescheduled to August.

Triangle land at Rogers wood Lane - Cllr A.Evans to contact Brandshatch place

8. Finance Approval:

a. Expenditure and Income

Resolved: Expenditure and Income reviewed, invoices and cheques reviewed and approved by All. Cheques will be passed to 2 Councillors to be signed whilst adhering to government advice re Covid-19, as agreed in the updated financial regulations.

Cheque list summary

Fawkham Parish Council May 14th 2020 Cheque List

Date	Cheque No.	Payee	For	Amount	Entry Number
14/05/2020	884	RH gardening services	x2 grass cuttings	<b>£200.00</b>	7
14/05/2020	885	netwise	website provider	<b>£764.00</b>	8
14/05/2020	886	L.marchant	salary	<b>£364.92</b>	9
14/05/2020	887	HMRC	Tax deduction	<b>£91.00</b>	10
			<b>Total</b>	<b>£1419.92</b>	

9. Financial year end:

Comment: A VAT reclaim of £2310.54 was obtained for the past 3 years VAT spent by the Parish Council. VAT will now be logged for each invoice paid to keep track of VAT to be reclaimed. The Clerk was commended for her work on this.

Comment: AGAR and the internal audit will be completed and ready for approval by the Council at the June PC meeting.

Note: Standing orders, Financial regulations, Risk Assessment and other PC documents will be updated and reviewed at the June meeting.

10. Finance: - online access to FPC bank account

Update as to which PC members have online access now

Comment: Cllr A.Evans to check with Cllr D.Harker to assess if they have PC bank account access

11. Tree stump removal:

Proposed: Discuss and approve tree stump treatment quotation.

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

Resolved: Cllr L.Evans proposed to accept the quotation, seconded by Cllr A.Evans, all in agreement.

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.

Resolved: Cllr L.Evans proposed to accept the quotation by MHL Garden Care, seconded by Cllr A.Evans, all in agreement.

13. Coronavirus volunteers update

Comment: Cllr L.Evans - In recent weeks the number of new requests for help has dwindled. Volunteers were coping well with any requests that came in.

Cllr A.Evans commented that a real sense of community had been created recently and that it was good to know that the volunteer base were there if required.

Comment: Kent County Cllr D.Brazier informed the PC that the Kent together scheme had so far helped approximately 8000 people. Requests obtained are immediately sent to local hubs and further down to volunteers.

14. Asset register update:

Proposed: To approve the updated asset register

Resolved: Cllr L.Evans proposed to accept the updated asset register. Seconded by Cllr A.Evans.

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.

Resolved: Cllr L.Evans proposed to accept the BHIB quotation, seconded by Cllr A.Evans. All agreed.

#### 16. VE Day 75:

Feedback from the PC and wider community

Noted: Cllr A.Evans commented that the VE Day 75 facebook posts on the day were well received. There seemed to be a good community spirit with socially distant front garden picnics taking place, a VE Day 75 rock painting competition being held and priest in charge of St Marys holding a service via you tube.

#### 17. Future community event plan:

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

Comment: It was noted that there are many families in the village with children and any future community events should take this into consideration. Agenda item to be carried forward.

#### 18. Highways Improvement plan (see attached):

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

Resolved: It was agreed to close the 2019/20 HIP with all actions complete, except for traffic count which will be carried forward to the 2020/21 HIP.

Meeting adjourned ay 7.58pm to Clap for Carers

Meeting resumed at 8.04pm

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

Resolved: It was agreed to request a new traffic count near to St Marys Church, Fawkham Rd as this location had been agreed by KCC, although the count subsequently took place in a different location. Kent County Cllr D.Brazier offered to sponsor a new speed survey if KCC will not carry out a new survey for which the PC offered thanks.

Cllr L.Evans noted that it had been seen in the traffic count already carried out that there had been a large increase in traffic volume, and HGV volume in particular, along the Valley/Fawkham Rd. Kent County Cllr D.Brazier commented that this was general across the county.

Cllr L.Evans commented that could KCC review the 30 mph speed limit by Fawkham Primary school. According to the speed survey there would be 70% compliance. New guidance in 2013 stated that there should be a 30mph speed limit where possible near schools, churches, village halls and through villages. This request is included in the new 2020/21 HIP.

It was proposed by Cllr L.Evans to send the 2020/21 HIP. All Agreed.

#### 19. Highways Maintenance issues ( See attached draft):

Update on issues arising in the village

Comment: Items still open

1. Cllr L. Evans has chased KCC re painting white lines alongside the road. Part of Valley Road is due to be resurfaced and white lines in that section should be painted then. Cllr L. Evans to check this and chase up the repainting of the remainder.
2. The WigWag near the village hall now appears to be working. One further WigWag is working but flashes all the time, not just during school hours. Paul Colley at KCC Highways has been emailed, Cllr L.Evans to chase.
3. At the bottom of Manor Lane there are several redundant poles and signs that need to be removed. This has already been raised with KCC Highways and a response is being chased up.

All other action completed.

20. Website project:

Update on progress and approval of invoice payment

Comment: Invoice approved under agenda item 8. Work is underway and on track for completion on time. To discuss at the June meeting a potential upgrade to allow more email addresses and further website features.

21. Parish in bloom:

Update on Parish in bloom activity to date and future plans

Noted: There will be a written submission this year, by 31.7, due to Covid-19. Cllr L.Evans went through the Parish in Bloom document containing actions to be carried out by the PC.

22. Covid-19 Time Capsule:

Proposed: To discuss a lockdown Covid-19 time capsule being compiled of the main events in the UK, and 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. Items could include an opening letter, a file of key events, thoughts from local residents, school children and business holders to show the effect on everyday life. Examples of rocks, photographs of NHS claps and VE Day picnics, a volunteer lanyard and other items could also be included

Resolved: It was agreed for Cllr A.Evans to return at the June meeting with more information regarding the contents 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

Resolved: Cllr L.Evans proposed to accept the prize amount request, seconded by Cllr M.Fothergill

24. Chair and Councillors reports:

To note any items not listed on the agenda

Cllr L.Evans commented that as Benchmarx had re-opened some hubs the Village Hall Kitchen project could be restarted.

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.

Cllr L.Evans raised - Risk assessment review, Document Retention Policy and Standing Order and Financial Regulation documents review

Cllr A.Evans - Time Capsule

26. Dates for the year 2020:

Parish Council Meetings -

Thursday 18th June 2020, 7.30pm

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

Meeting Closed at 8.50pm