



FAWKHAM PARISH COUNCIL

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

D.Cllr L.Harrison and Kent County Cllr D.Brazier.

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.

Cllr L Evans for a cheque reimbursing costs in the Finance item.

Cllr D Harker for a planning item at Hillside Cottage

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 and D.Cllr F.Parkin

Comment: D Cllr F.Parkin informed the Parish Council that she was in the process of liaising with the Kent Wildlife Trust in order for the Fawkham Wildlife group to become affiliated with them.

Comment: D Cllr F.Parkin also informed the PC that the Neighbourhood Watch scheme has been verified

4. Planning applications:

Ref: - 20/01719/FUL

Site: The Coach House Hillside Valley Road Fawkham KENT DA3 8EG

Development: Demolition of existing dwelling and adjacent outbuildings and erection of replacement dwelling.

Resolved: It was resolved that All were in Favour of this proposal with comments and conditions in accordance with SDC planning policies.

Ref: - 20/01718/FUL

Site: Land West Of Hillside Valley Road Fawkham KENT DA3 8EG

Development: Demolition of existing building, removal of tennis court with erection of replacement building.

Resolved: It was resolved that All were in Favour of this proposal with comments and conditions in accordance with SDC planning policies

5. Planning decisions/updates:

Appeal Ref: APP/G2245/W/19/3242920

Site: Hurstgrove, Castle Hill, Hartley DA3 7BQ

Appeal Dismissed

Ref: 20/00922/HOUSE

Site: Halehurst Fawkham Green Road Fawkham

Granted

6 Approve Minutes:

To approve as a correct record the minutes of the Parish Council Meeting held on 18th June 2020, as attached.

Resolved: It was proposed through the Chair that the minutes be approved and signed by the chair. All Agreed. 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.

Comment: Cllr L.Evans informed the PC that the new PC website was launched on the 10th July 2020. The PC would like to thanks Lawrence Moss for all his help and invaluable knowledge in helping to achieve this.

Comment: Cllr L.Evans informed the PC that the land to the rear of the village hall has been trimmed to cut down the weeds. A longer term solution is needed to prevent the weed growth again and will be looked into.

Comment: Clerk to chase KCC regarding an email that was sent about the cutting of the grass verges in the village, and Chair to contact KCC Cllr.

Comment: the External Auditor has confirmed the exemption from an external audit fr this year.

8. Finance Approval:

Expenditure and Income - details to be tabled.

Approval of cheques and payments

Resolved: Expenditure and Income reviewed, invoices and cheques reviewed and approved by the 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 July 16th 2020 Cheque List				
Date	Cheque No.	Payee/For	Amount	Entry Number
16/7/20	893	SDC Dog Bins	£28.08	19
16/7/20	894	Clerks Salary	£455.92	20
16/7/20	894	Clerks Overtime	£98.66	20
16/7/20	895	RH gardening services	£200.00	21
16/7/20	896	Netwise - Upgrade	£140.82	22
16/7/20	897	MHL Garden Care, Hedge cut back to access windows	£350.00	23
16/7/20	898	Karim Diamond Internal Auditor	£157.50	24
16/7/20	899	Farningham Wadard books	£35.00	25
16/7/20	899	Amazon - ring binders	£19.96	26
16/7/20	899	Woodlands - plants, log roll, bark for gateways	£47.93	27
		Total	£1533.87	

9. Parish In Bloom

Proposed: To approve and discuss the Final Draft document

Resolved: It was agreed by all to submit the document by the end of the month. Cllr A.Evans suggested adding into the document more up to date pictures of the sunflowers grown by the children in the parish, Cllr L.Evans to action prior to the submission.

10. Projects and Actions Plan

Proposed: To review and action any items

Comment: Projects and actions sheet was reviewed. No new actions were added however it was noted that under building a sense of community -communications, that the new website has been launched, the facebook group continues to grow and that the new website has a subscribe to news function that will serve the purpose of the 'round robin' distribution list. This function will be drawn to villager's attention.

11. Highways Improvement plan (see attached):

Proposed: To chase KCC Highways for an update on the HIP 2020/21 previously submitted.

Resolved: It was agreed for the Clerk to chase KCC Highways for a response

12. Highways Maintenance issues (See attached):

Update on issues arising in the village

Comment: Cllr L.Evans informed the PC that after reporting the redundant signs and posts at the junction of Manor Lane several of them have now been removed however two signs for the Hospital have not been taken down. Cllr L. Evans has submitted a further enquiry to action this.

Comment: Cllr L.Evans informed the PC that the second half of the CCTV survey of the drainage between Michaels Lane and Speedgate Hill will be carried to try and ascertain the cause of the flooding along Valley Road.

Comment: The white lines along Fawkham Road/Valley Road have been painted from the railway bridge at Longfield up to Scudders Hill. The remainder will be painted as part of the resurfacing work due in August.

Comment: The Wig-Wags near the village hall now appear to be working, but not known if sporadically and/or if a permanent fix has been done. KCC were chased by Cllr L.Evans to ask what had been done to fix them. No response has been received yet.

13. FVH refurbishment:

Update on the kitchen which is progressing well..

Proposed: To discuss and agree on the refurbishment of the loos, detailed quotations circulated with summary below; available dates for undertaking the work will be discussed also.

- R.Bates (No VAT - VAT exempt) - Complete refurbishment of Ladies, Gents and Disabled Toilets including the installation of unvented water heaters for hand washing, £7200. Electrics excluded for water heaters, price from Evergreen Electrical £400. Total £7600
- R.Wyles (No VAT - VAT Exempt) - Complete refurbishment of Ladies, Gents and Disabled Toilets including the installation of unvented water heaters for hand washing, £6100. Price excludes electrics for the water heaters and purchase of the water heaters which FPC would need to source.
- R.White (+ VAT) - Complete refurbishment of Ladies, Gents and Disabled Toilets including the installation of water heaters and expansion vessels for hand washing, £5880. Price includes electrics but excludes skip for disposal of waste, £250. Total £6130(+VAT).

Resolved: It was agreed and all were in favour to accept the quotation from R.Bates, following a discussion which included costs, specifications and dates available to undertake the work. It is intended that the works will be paid from the Fawkham Village Hall account subject to agreement at the FVH Meeting of 16th July.

- Proposed: To discuss and agree the flooring option for the loos, all Polyflor Verona colour Mocha :

- Kent Flooring - £975+VAT

- Freestyle Flooring - £7288 + VAT

Note: Split between loos and other areas not received at time of agenda posting, although advised it would be around 10% but more if undertaken separately to the other areas.

- Alltypes - £815+VAT

To note that other areas of refurbishment will be discussed on the Village Hall agenda, including the redecoration of the loos.

Resolved: It was agreed and all were in favour, to accept the quotation from All types flooring.

14. Fencing in car park:

Proposed: To discuss and agree the way forward with replacing/repairing the fence in the FVH car park. Current quotes obtained for complete replacement are as below, (Companies VAT exempt);

- MHL garden care - £3100 wooden posts/wooden gravel boards, £3600 concrete posts/concrete gravel boards
- RJ Home and Garden Solutions - £3750 wooden posts/wooden gravel boards, £3950 concrete posts/concrete gravel boards
- LD Garden Maintenance - £2460 wooden posts/wooden gravel boards, £2520 concrete posts/concrete gravel boards

Resolved: The above quotes were discussed. FPC agreed that the quotes obtained are too excessive for the council to be spending outside of the agreed budget. Cllr L.Evans had met with MHL Garden Care to discuss the possibility of repairing the broken panels/posts instead. MHL Garden Care said this could be done using concrete spurs where the posts are unstable, these would need to be installed on the residents' side of the fence. It was also recommended to have some tree branches removed that are pressing down onto the fence panels. They gave an approximate quote of £390 to repair the dog leg section of fence, including a new gate, £100 per spur (2-3 spurs) plus £80-100 for branches. Further quotes will be obtained. Cllr L. Evans will discuss the proposed work with the residents.

15. Fawkham Manor

Proposal: To discuss and agree whether to apply for listed building status for Fawkham Manor.

Resolved: It was proposed by D Cllr M.Fothergill and seconded by Cllr L.Evans to agree to apply for listed building status for Fawkham Manor. FPC will complete an application for listed building status and it was also agreed to write to residents local to Fawkham Manor to inform them of this plan and seek their views

Note: FPC are not opposed to the development of Fawkham Manor per se but wish to ensure that any further development of the site maintains the integrity of the building.

16. FPC Covid-19 Time Capsule

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>

A larger time capsule is available and is approx £49.95.

[https://www.amazon.co.uk/Stainless-Capsule-Waterproof-Container-Storage/dp/B06XCFYLJB/ref=pd_sbs_201_2/258-3754115-5945053?](https://www.amazon.co.uk/Stainless-Capsule-Waterproof-Container-Storage/dp/B06XCFYLJB/ref=pd_sbs_201_2/258-3754115-5945053?_encoding=UTF8&pd_rd_i=B06XCFYLJB&pd_rd_r=71002e51-49d8-4955-a849-ebbe9854949e&pd_rd_w=RNGQY&pd_rd_wg=IWIGf&pf_rd_p=2773aa8e-42c5-4dbe-bda8-)

[_encoding=UTF8&pd_rd_i=B06XCFYLJB&pd_rd_r=71002e51-49d8-4955-a849-ebbe9854949e&pd_rd_w=RNGQY&pd_rd_wg=IWIGf&pf_rd_p=2773aa8e-42c5-4dbe-bda8-](https://www.amazon.co.uk/Stainless-Capsule-Waterproof-Container-Storage/dp/B06XCFYLJB/ref=pd_sbs_201_2/258-3754115-5945053?_encoding=UTF8&pd_rd_i=B06XCFYLJB&pd_rd_r=71002e51-49d8-4955-a849-ebbe9854949e&pd_rd_w=RNGQY&pd_rd_wg=IWIGf&pf_rd_p=2773aa8e-42c5-4dbe-bda8-)

This is the only time capsule available at this larger size so exact comparison quote are not possible.

Proposal: To discuss and agree the Time Capsule action plan.

Resolved: It was discussed and agreed by all to purchase the larger time capsule for approx £49.95. Everything will be gathered together by Cllr A.Evans for September's meeting.

17. Code of Conduct Consultation

Proposal: To discuss the new Model Member Code of Conduct.

The Local Government Association (LGA) has launched a consultation on a new Model Member Code of Conduct. NALC strongly encourages local councils to consider the proposed new Model Member Code of Conduct and respond to the LGA consultation before the deadline of 17 August 2020.

Resolved: Cllr A.Evans and Cllr L.Evans agreed that the proposed new Model Member code of Conduct seemed well written and went into more depth than the Code currently adopted. All agreed; Clerk to respond to LGA on this basis. FPC will await the Code becoming final before looking to adopt it.

18. Fawkham against Fly Tipping

Proposal: To discuss and review the work carried out and currently ongoing by the action team.

Resolved: Cllr A.Evans thanked everyone on the project team, D Cllr F.Parkin, D Cllr M.Fothergill, Cllr D.Harker and KCC D.Brazier. Cllr A.Evans mentioned that wherever the nature cameras are placed local residents will be informed and updates will be posted on facebook.

Proposal: To discuss and decide on posters/signs to discourage fly tipping

Resolved: It was agreed to pick the more simple, straight to the point posters, potentially with the 'eyes' if the reference to fines can be removed.

Noted: Further fly tipping was reported on the day of the meeting to SDC under ref 006183: this was various items of car repair/oil waste through from a car along Valley Road from the church to the school.

19. 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 add £40 from FPC to increase this donation to £50 and to then buy £50 worth of stock from the Fawkham Bee company. This stock will then be donated to the Community Cupboard. This donation will enable a local company to be supported as well as local residents using the Community Cupboard.

The donation will be made under section 137 of the LGA 1972

Resolved: It was proposed to accept the proposal by Cllr A.Evans and seconded by Cllr D.Harker, All in favour.

20. Chair and Councillors reports:

To note any items not listed on the agenda.

There were none.

21. 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. There were no items at this stage.

Comment: Cllr D.Harker asked the question how should votes be recorded in the minutes. It was agreed that the standing orders would be checked by the clerk.

22. Dates for the year 2020:
Parish Council Meetings -
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