



# FAWKHAM PARISH COUNCIL

Draft minutes of the Parish Council Meeting held remotely by video link following agreed legislation 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

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## 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.  
Comment: Cllr L.Evans made a declaration of interest regarding the planning application at Trinity House, and regarding a Finance item (refund of purchases on behalf of FPC).

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 made the council aware that she is creating a Fawkham Wildlife Group to encourage local residents to interact and engage with wildlife.

Comment: It was noted by D.Cllr F.Parkin that there had been a temporary road closure in Three Gates Road as a result of fly tipping.

Resolved: Cllr A.Evans to create a working party to form a plan of action to see what can be done to prevent fly tipping in the parish. D.Cllr F.Parkin and Cllr D.Harker volunteered to join the group.

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

Comment: FPC has no objection to the application. FPC recommends SDC apply local planning policy.

Ref: - 20/01567/HOUSE

Site: Trinity House Valley Road Fawkham KENT DA3 8LX

Development: Erection of a single storey garage

Resolved: FPC all in favour to object to the above application, on the grounds of inappropriate development in the Green Belt and contrary to Policy GB5. FPC would like feedback as to why this application was not included in the original planning application for Trinity House which was granted planning permission under special circumstances.

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.

Resolved: D Cllr.Fothergill, Cllr A.Evans and Cllr D.Harker all in favour to object to the application. Development is 25% over the 50% limit for permitted development. FPC expects SDC to adhere to current planning policies.

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

Noted

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

Noted

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.

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.

Cllr A.Evans noted that the dialogue with Brandshatch Place Hotel was ongoing regarding the damage to the triangle of land at the junction of Rogers Wood Lane.

Cllr L.Evans noted that the bank mandate change to add Cllrs A.Evans, D.Harker and D.Cllr M.Fothergill to the online bank account is ongoing

8. Finance Approval:

Expenditure and Income - details had been circulated.

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 June 18th 2020 Cheque List |            |               |  |                 |              |
|---|------------|---------------|--|-----------------|--------------|
| Date  | Cheque No. | Payee         | For  | Amount          | Entry Number |
| 18/6/20   | 889        | L.evans       | expenses - parish in bloom and VE day        | £222.50         | 13           |
| 18/6/20   | 890        | I.marchant    | clerk salary                                 | £455.92         | 14           |
| 18/6/20   | 890        | I.marchant    | overtime pay                                 | £78.90          | 14           |
| 18/6/20   | 891        | R.H gardening | General Maintenance - R.H gardening services | £185.00         | 15           |
| 18/6/20   | 891        | R.H gardening | Grass cutting - R.H gardening services       | £200.00         | 16           |
| 18/6/20   | 892        | I.marchant    | expenses - Lebra phone subscription          | £10.00          | 17           |
| 18/6/20   | 892        | I.marchant    | expenses - Zoom subscription                 | £28.78          | 18           |
|   |            |               |  |                 |              |
|   |            |               |  |                 |              |
|   |            |               | <b>Total</b>                                 | <b>£1142.32</b> |              |
|   |            |               |  |                 |              |

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

Resolved: FPC approved AGAR part 2, section 1 and 2. Clerk to publish documents to the PC website.

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.

Resolved: Commencement date set as Tuesday 23rd June 2020. Clerk to publish the Notice of public rights to the PC website.

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

Resolved: Documents approved by the PC. Clerk to publish documents to the PC website.

#### 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: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.

Resolved: Cllr D.Harker proposed to accept both proposals. D.Cllr M.Fothergill seconded the proposals and all agreed.

#### 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](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)

Resolved: It was agreed by the PC to purchase the plastic bankers box.

Resolved: It was agreed by the PC to bring this item back on the July agenda. A slightly bigger time capsule for burial in the ground is needed than documented here.

#### 12. Document retention Policy:

Proposed: To discuss and approve FPCs document retention policy attached

Resolved: Cllr D.Harker proposed to accept the proposal. Cllr L.Evans seconded the proposal and all agreed.

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.

Resolved: Cllr L.Evans proposed to accept the proposal. Cllr A.Evans seconded the proposal and all agreed.

14. Highways Maintenance issues (See attached):

Update on issues arising in the village

Comment: Cllr L.Evans reviewed the current Highways Maintenance issues document.

- White Lines have been painted along the road from the railway bridge at Longfield to Scudders Hill
- Cllr L.Evans informed that the PC that she has been informed that the WigWags which were not functioning correctly are being monitored. Two of the three are now believed to be working.
- A CCTV Flooding Survey was due to be carried out in April 2020, Cllr L.Evans to chase for an update
- Cllr A.Evans informed the PC that Highways England are aware of the net hanging down underneath the bridge at the junction of Scratches Lane however there has been no communication as to when this is being dealt with. Cllr A.Evans to chase.

15. Highways Improvement plan (see attached):

Update on HIP 2020/21

Comment: The HIP for 2020/21 was emailed to Geoff Bineham in May. Clerk to send out a further email to chase a reply in 2 weeks.

16. Kitchen Refurbishment:

Update on the Kitchen refurbishment project including timescales

Comment: RJ White starts the kitchen installation on the 22nd June. All progressing as expected.

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](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>

Resolved: It was agreed by all to purchase the 4 drawer filling cabinet and ring binders.

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).

Comment: Item to be carried forward to July's aged. Clerk to chase KCC for a response.

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

Resolved: Cllr.L.Evans proposed and D.Cllr M.Fothergill seconded. The clerk is to ask the contractor's for a proposal to address this area eg with a membrane and gravel or bark chip, to provide a more permanent solution.

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.

Comment: It was suggested by Cllr A.Evans that FPC make up the kind donation received to £50 and then use this money to purchase some local produce for the community cupboard. Item to be brought back on July's agenda.

21. Chair and Councillors reports:

To note any items not listed on the agenda.

None

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.

- Bigger time capsule approval - Cllr A.Evans
- Donation increase to £50 - Cllr A.Evans
- FPC Action plan review - Cllr L.Evans
- Review Parish in Bloom submission document - Cllr L.Evans
- Review new Model Code of Conduct - Cllr. L.Evans

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

