

Fawkham Parish Council

Draft minutes of the Parish Council Meeting held at Fawkham Village Hall, Valley Road Fawkham on Thursday 19th March 2020 at 7.30 pm.

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

1. Apologies for Absence:

Cllr M.Fothergill (holiday), District Cllr L Harrison and District Cllr F Parkin

2. Planning applications:

None

3. Planning decisions/updates:

Updates:

Clerk to email planning enforcement at SDC again with regards to CIL money for 2 Cross Cottage.

4. 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.

No members present

5. 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.

No declarations of interest

6. Approve Minutes:

To approve as a correct record the minutes of the Parish Council Meeting held on 20th February 2020, as attached.

Resolved: It was proposed through the Chair that the minutes be approved and signed by the chair. ALL IN FAVOUR

Matters Arising:

Rogers Wood Lane triangle: Cllr A Evans to conduce Brands Hatch Place Hotel to discuss repair work when possible.

7. Asset register:

To discuss and agree the process for annual review

Comment: Asset register was discussed, members of the parish council will review each asset.

8. School playground lease and licence:

To discuss the current situation and agree the way forward

Resolved: Cllr L Evans proposed carrying forward this item to the next Parish Council Meeting in light of the current situation (Covid-19). Seconded by Cllr A. Evans ALL IN FAVOUR

9. VE Day

Tree purchase:

Proposed: Agree the purchase of a tree(s) to be planted in the area near to Baldwin's Pond to commemorate VE Day 75 - subject to formal agreement by the Church. Options to be discussed:

- a. Two apple trees - 2 different types needed to cross-pollinate each other @£30 each (no VAT as fruit trees exempt) = £60
- b. One or two Hazel 'white filbert' trees- £30 each (no VAT as classified as fruit), traditional Kentish cobnut tree
- c. Sorbus aria 'Lutescans' - silver leaved white beam - £35 + VAT = £42, ornamental tree with silver-grey-green leaves
- d. Horse Chestnut, as planted in 1995 - red variety in stock , £270 incl VAT excl delivery

Resolved: Cllr L.Evans proposed to purchase option b, seconded by Cllr A.Evans and D.Harker

Tree Plaques:

Proposed: Purchase of an engraved plaque on a stake to say why and when the tree(s) were planted. Options:

- a. Timpson £46 incl stake and delivery: <https://www.timpson.co.uk/engraved-products/memorial/memorial-crosses-and-stakes/wooden-memorial-stake-black-aluminium.html>
- b. https://www.brunelengraving.co.uk/prod/memorial/nameplates-plaques-memorial-brass-1/125mm-x-50mm?utm_source=Google+Shopping&utm_medium=cpc&utm_campaign=Google+Shopping&gclid=CjwKCAiA-vLyBRBWEiwAzOkGVAIWtpTYIVJG1ynAr3QFFilzgHQDORaM0QIsRCfm-i7M7Zwajj4FDx0Cfw0QAvD_BwE £34+£24.50 for stake

c. There are cheaper options for around £15 on Amazon but not robust with small plastic stake.

Proposed: The purchase of an additional plaque for the VE Day 50 tree, cost as above.

Resolved: Cllr L.Evans proposed to purchase tree option b, plaque -option a, -and an additional plaque for the VE Day 50 tree. Seconded by A.Evans. ALL IN FAVOUR

Decorations:

Proposed purchase of decorations etc:

1.a. Bunting 100% cotton fabric with a double-sided vintage faded Union Jack design @ £7 for 5m x 4 = 20m = £28

b. Alternative <https://www.ebay.co.uk/itm/Quality-Fabric-Union-Jack-Bunting-Flag-10metres-33ft-with-30-Flags-16cmX23cm/173298158955?hash=item2859600d6b:g:nBsAAOSwjEla6aJ4> at £3.98 per metre. Made from polyester, so thinner fabric.

c. Bunting with VE Day 75 design @ £7 per metre. <https://www.ebay.co.uk/itm/VE-Day-75th-Anniversary-Bunting-Vintage-UK-Made-Per-Meter-of-sale-to-SSAFA/352791286079>

Catering:

2. a. Union Jack plates, cups and napkins set: <https://www.ebay.co.uk/itm/Union-Jack-44-Piece-Disposable-Tableware-Set-British-Royal-Events-Armed-Forces/282935425740> 5 sets = 60 plates and 60 cups, plus 120 napkins @£7.65 = £38.25

OR b. plates on their own + £3.56 for 12 x 5 = £17.80. Napkins £1.99 for 20 x 6= £12. Cups £3.22 for 10 x 6 = £19.32. Total buying separately = £49.12

3. Flag 1 at £12.99

4. Union Jack straws 25 for £1.25.

Total for 1a + 2a + 3 + 4 = £80.49

VE day running of the event:

Proposed: Discuss and agree Schedule of events (see attached action plan)

VE day advertising

Proposed: Discuss and agree text/layout for leaflets and boards. Agree on the supplier of leaflets.

Suppliers - Solpress, Instaprint, Pixart printing. £30 for A5 leaflets and £21 for A6 leaflets. Delivery £4.95 for all companies

VE day Picnic

Proposed: Discuss and agree victory day picnic menu (see attached)

Resolved: Decorations, catering, running of the event, advertising and picnic. Cllr A.Evans proposed that in the current Covid-19 situation and government advice VE Day celebrations be postponed. Cancellation notice to be posted on facebook and the parish

council website. Tree to still be planted as a celebration of VE day 75 whilst respecting the most up to date government advice re Covid-19.
Seconded by Cllr L.Evans. ALL IN FAVOUR

11. Parish in Bloom:

Proposed: Purchase of suitable perennial plants for village gateways from Provender Nurseries up to a cost of £80 incl VAT

Resolved: ALL IN FAVOUR

12. Website:

To discuss and agree the website provider and domain name. The change to the website is necessary to meet new accessibility requirements. There is an approved financial budget of £1000 for this project. Following further research by the Website Project team, a final shortlist has been created:

Supplier A - current supplier, outdated design, most costly longer term option at a 3 year cost of £1,350 and 5 year cost of £2,700

Supplier B - new supplier offering a PC-specific framework at a 3 year cost of £1,264 and 5 year cost of £1,764. Modern, clean design, with good side-menu design, offers flexibility in included features, additional and/or bespoke features also offered at a cost varying from free to paid for.

Supplier C - new supplier offering a PC-specific framework at a 3 year cost of £1,089 and 5 year cost of £1,549. Various designs to choose from, top-tab menu design, 5 features included, a further 5 can be added at additional cost of £100 to add and £100 pa ongoing.

Proposed: Based on review of the design and features, the Project team recommends that Supplier B be used to provide the framework of the new website and its future hosting at a year one cost of £764 and future annual cost of £250. Once the detailed design and content has been prepared it may be desirable to upgrade the package with an increased year one cost of £150 and an increase in ongoing annual cost of £50, which would be brought back to a PC meeting for discussion and agreement.

Resolved: It was proposed by Cllr A.Evans and seconded by Cllr D.Harker to accept the recommendations of the project team as above. ALL IN FAVOUR

Proposed: The domain name Fawkhampc.org.uk be registered and used for the new website.

Resolved: Cllr L.Evans proposed and Cllr D.Harker seconded.

Proposed: The detailed design of the site, including the menu structure based on the "what we want" document, be delegated to the project team. Content to be revised and new content written where required, with 'top menu' content circulated for comment.

Resolved: Cllr L.Evans proposed and Cllr D.Harker seconded.

Noted: Fawkham Parish council would also like to thank Lawrence Moss for his continued support of the website project and management of the Fawkham Parish Council website page.

13. Finance:

- a. Information on Accounting Practice was circulated-
- b. Proposal: agreement to the forecast budget figures presented at the meeting on January 28th and to the future reporting of actual spend compared to budget
- c. Discuss the need or not to pay for the hire of Fawkham Village hall for the APM
- d. Expenditure and Income - details to be tabled.

Cheque list summary

Fawkham Parish Council February 20th 2020 Cheque List					
Date	Cheque No.	Payee	For	Amount	Entry Number
20/02/2020	875	l.marchant pay	Clerk pay	£364.72	84
20/2/20	876	HMRC	HMRC NI and Tax	£91.20	85
20/2/20	877	SDC	dog bins	£28.08	86
20/2/20	878	l.marchant expenses	stationary stamps	£25.20	87
			Total	£509.20	

Noted: Information on Accounting Practice circulated -all to read.

Resolved: Cllr L.Evans proposed to formally adopt the forecasted budget, Cllr A.Evans seconded. ALL IN FAVOUR

Noted: The APM has been cancelled and therefore there is no need for the hire of Fawkham Village Hall

Noted: Expenditure and Income reviewed and approved by all, cheques shown presented and signed.

14. Correspondence:

- a. An email was received from Cllr Harrison regarding the operation of the last meeting. A reply has been sent to Cllr Harrison
- b. Halstead Green Belt Group Meeting 24th March - invitation to attend a presentation

Noted: Due to the current Covid-19 situation this meeting has been cancelled.

15. AONB (Area of Outstanding Natural Beauty) Working Group:

An initial meeting was held by Cllrs Laura Evans and Alun Evans with three members of Hartley PC. Discussions focused on agreeing the boundaries of the area to be considered and initial steps to be taken to start building a case. Next meeting to be held in May.

Proposal: formal agreement to begin pursuing the inclusion of the Fawkham valley within the Kent Downs AONB via the joint working group.

Resolved: Proposed by Cllr L.Evans and seconded by Cllr D.Harker. ALL IN FAVOUR

16. Kitchen Refurbishment Update

Update on Fawkham Village Hall kitchen refurbishment

Proposed: Discuss and agree kitchen refurbishment quotes. Three quotes have been obtained for each element of the works contained within the previously agreed specification:

1. Supply of units:

Howdens £1042.22 excl VAT, £1250.66 Incl VAT

Magnet £1086.72 excl VAT, £1304.06 incl VAT

Benchmark £1764.12 excl VAT, £2116.94 Incl VAT (includes additional tower unit to cover electrics box £122+VAT)

2. Fitting of units:

Russell J White Ltd: £3685 excl VAT, £4422 incl VAT

LEB property Maintenance: £3575 (Not VAT registered) + skip £140 = £3715

D.R.Clark Consulting Services: £5341 excl VAT, £6409.20 incl VAT

Alternatively, and for comparison, a quote has been obtained to both make and fit the kitchen units: Dimension One kitchen & bathrooms Ltd: £8936 excl VAT, £11,170 (building and supply of own kitchen units)

3. Flooring:

All Type Flooring ltd: £1366.67 excl VAT

Kent flooring £1500 excl VAT

Dimension one Kitchen and bathrooms Ltd: £1850 excl VAT

4. White goods

Hotpoint COOK 30 MWH301B 30 Litre Microwave £74.17

Fridgemaster MC55251MB 50/50 Frost free fridge freezer £240.84

Fridgemaster MUL49102MB undercounted frost free fridge £99.17

Dishwasher hotpoint extra FDFEX11011K £246.67

Total 660.85 excl VAT

5. Kitchen Furniture

Sinks and Taps (Screwfix)

Franke Ascona Inset Sink Stainless Steel 1.5 Bowl £141.66

Franke Sion Dual-Level Mono Mixer Tap £74.99

Franke Inset Washbasin Stainless Steel £83.33

Lecci Basin Pillar Taps £29.16

Total £329.14 excl VAT

Resolved: Proposed by A.Evans and seconded by D.Harker

To use Benchmarx to supply the kitchen. Benchmarx products have been inspected and deemed to be a suitable and quality product. Howdens are unable to put the quote into the name of the Parish Council.

It was decided to use Russell J White Ltd as the kitchen fitter and undertaker of the works. The quote was competitively priced and he has provided references.

It was decided to use All Type flooring as the most competitively priced quote.

To purchase the white goods and finings as above, and to allow a 15% contingency on prices quotes for the supply of the white goods.

ALL IN FAVOUR

Noted: Freestyle Flooring were also contacted for a quote but did not return one.

Noted: Cllr M Fothergill has a connection with D.R Clarke, one of the kitchen fitters asked to quote, as being used by her own business. Russell J White Ltd, also asked to quote, is the husband of an employee of Cllr M Fothergill's business. Kent Flooring have also been used by Cllr M Fothergill for her house.

Cllr M Fothergill was not present at the council meeting and therefore did not take part in the discussion or vote.

Noted: The Clerk's husband is also a builder however he was not asked to provide a quote for any of the works due to be undertaken and has no connection to any of the fitters or flooring companies who did quote.

Comment: Clerk to ensure the insurers of the hall are informed about the commencement of works

17. HIP (please see attached Updated Highways Improvement Plan (HIP) for full details):

Update on items

Comment: Information has been provided to the council about the usage of HGVs through Fawkham. Cllr L.Evans to review data and summarise

18. Projects and Actions sheet

A review of progress of items not on the agenda, which do not need a decision or agreement on cost. See attached.

Note: The Fawkham village walk scheduled for May will be subject to the conditions and government advice at the time.

19. Chair and Councillors reports

To note any items not listed on the agenda

Noted: Fawkham Parish Council have in response to the current Coronavirus (Covid-19) situation distributed leaflets to all houses in the village offering help to the local community whilst also asking for volunteers to assist. A volunteer WhatsApp group has been created whereby offers for assistance will be posted so that a volunteer can offer their assistance.

Noted: AGAR reports need to be considered and approved by full council no later than the 29th June. Clerk to clarify if this deadline will be extended given the current Covid-19 situation.

Resolved: Proposed by D.Harker and seconded by L.Evans to postpone the Annual Parish Meeting due to the current Covid-19 situation. Invitees will be asked to submit their reports via e-mail to

the Clerk and reports will be posted on the Parish Council website. Questions will be able to be emailed in to the Clerk for answering by the Parish Council. ALL IN FAVOUR

Resolved: Fawkham Parish Council would like to see quarterly reports from the District Cllrs and KCC Cllr, starting with the APM and thereafter June, September and December.

Proposed by D.Harker and seconded by L.Evans. ALL IN FAVOUR

Resolved: It was proposed through the Chair that an action plan be prepared in response to the Covid-19 situation, and circulated by email for agreement. This will include delegation powers. ALL IN FAVOUR

Noted: A meeting was due to be held on the 24th March to discuss the Clerk's probation. The meeting will not be held due to the Covid-19 situation however it was noted that the Clerk had passed probation. Performance Objectives will be set at a future meeting to be arranged.

Noted: Cllr L.Evans attended the Friends of Fawkham Church AGM on Friday 13th March

20. 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.

None

21. Dates for the year 2019/20:

Annual Parish Meeting - Postponed

Parish Council Meeting - Thursday 16th April 2020 7.30pm - TBC pending latest government advice

Annual Council Meeting (ACM) - Thursday 14th May 2020, AGM Fawkham Village hall at 7.00pm followed by the ACM - TBC pending latest government advice

AGM village Hall 7.00pm - Thursday 14th May 2020 - TBC pending latest government advice

Meeting Closed at 9.18pm