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FAWKHAM PARISH COUNCIL

Minutes of the Annual Parish Council Meeting of Fawkam Parish Council held at Fawkam Village Hall, Valley Road on **Thursday
16th May 2019 at 7pm**

Members of the Parish Council:
Cllr Laura Evans (Chairman) Cllr Duncan Harker, Cllr Alun Evans, Cllr Mike Pearsall and Cllr Maxine Fothergill.
2 members of the public

Planning Minutes

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

Parish Council Meeting

1. Apologies for Absence

2. Election of Chairman for the Municipal Year 2019/20:

Cllr Harker Nominated Cllr L Evans seconded by Cllr A Evans, there were no further nominations and Cllr L Evans Accepted the nomination and was duly elected Chairman for the year 2019/20, Acceptance papers were duly signed and witnessed by the Clerk.

3. Election of Vice-Chairman for the Municipal Year 2019/20

Cllr L Evans nominated Cllr A Evans seconded by Cllr Harker, there were no further nominations and Cllr A Evans Accepted the nomination and were duly elected Vice Chairman for the year 2019/20, Acceptance papers was duly signed and witnessed by the Clerk.

4. Acceptance of Office:

Members to complete their acceptance of office form that is duly signed by the Clerk. The Clerk confirmed that acceptance of office papers had been received.

5. Members of the Public:

There were two members of the public and no matters raised.

6. Declarations of Interest:

There were no declarations declared

7. Approved Minutes:

The Minutes of the Parish council meeting held on Thursday 18th April were accepted as a true record and any recommendations thereby ratified.

ALL IN FAVOUR

8. Matters arising:

Valley Road: Cllr L Evans reported she has a meeting arranged with KCC on 28th May.

Clean team: Cllr A Evan reported that the cleaning team would be out again on Friday 17th May and has already been able to clean and smarten up several areas on previous cleaning days.

9. Committee and Sub-Committee Structures for 2019/20

(a) Planning Committee - All Members , This was agreed and acknowledged that most Planning matters would be dealt with at Parish Council main meetings.

AGREED

10. Appointment of Parish Council Representatives on “Outside Bodies”

(a) Village Hall Management Committee:

The Village Hall Management Committee invites the Parish Council to nominate up to two representatives. Cllr Harker agreed to remain on this committee.

AGREED

(b) Brands Hatch Liaison Group:

Motor Sport Vision invites the Parish Council to nominate one representative. The Clerk attends, Cllr Fothergill Agreed to sit on this group.

AGREED

(d) Sevenoaks Committee of Campaign to Protect Rural England:

The Parish Council to nominate one representative this is to attend on an as required basis. The Parish council no longer has a membership to the CPRE but the Clerk was asked to find out the cost of any future Membership for Members to consider at June meeting.

AGREED

(e) Church Liaison Committee:

The ecclesiastical Parish of Fawkham and Hartley invites the Parish Council to nominate one representative. Cllr Harker asked to remain on this committee. This was agreed.

AGREED

11. Annual Review of Council Procedures**(a) Standing Orders and Financial Regulations.**

Cllr A Evans has asked for the following to be considered. For the standing orders

Amendment of existing standing orders**Purpose**

The purpose of this paper is to detail and gain agreement for the proposed amendments to the existing standing orders. A copy of the current standing orders is attached. Wherever an amendment is proposed I will suggest where it should be placed in the existing standing orders.

Rationale

Earlier in the year the Parish Council decided certain ways of working should be introduced. These were never recorded in the standing orders. This means that the current standing orders are out of date. As we commence a new term of the Parish Council it seems a good time to amend the standing orders to reflect the way that the Council has agreed to work. When amending the standing orders, it did become apparent that there were a couple of other sections that should be amended.

Proposed amendments

Section 3 w. A meeting shall be held monthly provided it is quorate regardless of the quantity of business on the agenda.

Section 3 x. If agenda items adhere to the guidelines (as outlined in the standing orders) and are not discriminatory they should be included on the meeting agenda.

Section 6 b. The number of days should be reduced from 7 to 3 days.

Section 9 b. The number of days should be changed from 14 to 7 days as this is currently what is done.

Section 12 a. Draft minutes to be circulated within 7 days of the meeting. Any inaccuracies to be flagged by email to all members within 7 days of receipt. Any corrections agreed to be made ahead of the subsequent meeting, so final minutes should be able to be confirmed by resolution at that meeting. Final minutes to be published on the Parish website within 7 days of agreement.

Section 19. Since the standing orders were last amended in 2014 the Parish Council in 2016 adopted 4 employment policies (Appraisals, Grievance, Disciplinary and Dignity at work). They need to be included into this part of the standing orders.

Section 19 c. Amend wording to read the Chair and one other councillor in regards to conducting performance reviews.

These amendments were considered and agreed

Section 3

W to be added to standing orders

Section 3

X to be added although no financial matter can be agreed if not on the agenda in accordance to regulations and National Guidelines.

Section 6b

Correct ruling as agreed from the Charles Arnold – Bake, Local Councils Administration book.

Section 9b

Reduce for 14-7 days

Section 12a

Minutes – The Clerk will endeavour to complete the minutes and send to the Chairman within 7 days work load permitting

Section 19

It was agreed that the draft policies that had previously been discussed by past members of the Parish Council may be too Borough related and not fit for purpose. These would be reviewed by the Clerk, Chair and Vice Chair and presented to the council for formal adoption at a later meeting. This was agreed

It was proposed through the Chair that the amendments be accepted

ALL IN FAVOUR

Financial regulations – Cllr Harker noted that should there had been an election the Parish would have been looking at a bill for £7,500 and that at the precept meeting monies should be put aside over the next four years to cover such an expense.

AGREED

(b) Risk Register:

The Parish Council's risk register was last reviewed and adopted in April 2018. The Clerk was asked to send West Kingsdown risk register to members to consider changing Fawkhams to fit the Parish Better.

(c) Data Protection:

This is required to report annually any breaches in Data Protection: 2018/19 there were no breaches. Cllr L Evans asked about a privacy policy. The Clerk would investigate through archives to see if the Parish has one. **NOTED**

(d) Insurance:

The policy runs through to 1st June and a renewal notice should arrive in the next week .

RECEIVED**(e) Asset Register:**

The asset register was reviewed and the Clerk was asked to contact the landlord of the Rising Sun and ask how frequently the defibrillator is tested. Cllr Harker and Cllr A Evans to check the salt bin and let the clerk know if they need to be filled.

AGREED**12. Annual Review of donations to charities:**

Last year the Council made one donation of £50 to the Royal British Legion for the wreath. Also a contribution of £300 to the Village hall for the use of the hall by the Parish Council. For the year 2018/19 Fawkham PC made a donation of 125.00 to a dementia awareness day that was jointly funded and open for all residents to attend in West Kingsdown and Fawkham

13. War Memorial

The Clerk is maintaining the war memorial following a local resident who stepped down from doing this and no replacement could be found. It was thought that maybe the volunteer group may take the maintenance on when signs and general tidy up has been completed.

14. Correspondence:**KCC Mineral and waste consultation**

Kent Minerals and Waste Local Plan 2013-30

Kent Mineral Sites Plan

Early Partial Review to the Kent Minerals and Waste Local Plan

Should you have any queries, please do not hesitate to contact a member of the Minerals and Waste Planning Policy Team on 03000 422370 or at mwlp@kent.gov.uk. **RECEIVED**

A. St Marys Church Fete Advertising board

Members considered a request for publicity boards being displayed at Fawkham Village Hall regarding the forthcoming Parish of Fawkham & Hartley summer fete the fete takes place on Saturday 8th June. Ahead of this date the board would be provided and erected. This was proposed through the Chair to allow this and also offer Cllr L Evans drive should they wish to place an extra board. **AGREED**

B. Swanley proposed development:

All parishes have been emailed details of an appeal against Sevenoaks District Council's decision to refuse planning permission to redevelop Swanley Centre will take place in June.

The owners of Swanley Centre, U+I, lodged a planning application in 2017 to demolish the existing centre and replace it with seven tower blocks ranging from three to 11 stories high providing 303 new homes and 4,318 square metres of commercial and retail space.

Sevenoaks District Council's Development Control Committee had concerns about car parking arrangements, the height, scale and bulk of the proposals, believing they were out-of-keeping with the area, and that no affordable housing was included. The Committee refused the application on 16 November 2017. The following April, U+I appealed against the decision to the Government's Planning Inspector.

The appeal will take the form of a public inquiry at the Alexandra Suite, St Mary's Road, Swanley BR8 7BU from 10am on Tuesday 4 June until Friday 7 June 2019. The inquiry will include an evening session on Wednesday 5 June 2019 from 6.30pm. Proceedings are open to the public.

The appeal documents can be viewed at Sevenoaks District Council offices and online at www.sevenoaks.gov.uk by searching for planning application 17/02279.

Further information about planning appeals can be viewed at www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal

After the appeal has taken place, the decision will be published on the Planning Inspectorate's website <https://acp.planninginspectorate.gov.uk>

RECEIVED

15. Local plan update:

Proposed by Cllr L Evans

Communication to 'round robin' group: Propose that an email is sent with a brief update on the Local Plan that also asks for consent for email address to be added to a FPC email distribution list for occasional updates on issues affecting Fawkham, i.e. beyond the Local Plan. This would include topics such as the survey outcome and actions taken as a result. We also need to update the wording on the website about email communications.

PROPOSED ACTION REQUIRED: Local Plan update and future communications

"Dear all

This update is to let you know the latest on the Sevenoaks Local Plan and also to seek your consent to receive future occasional emails from Fawkham Parish Council.

Local Plan Update

Sevenoaks District Council (SDC) submitted the Local Plan on April 30 to the Planning Inspectorate for independent examination. The examination is likely to take place in around six months time, due to the volume of Local Plans currently being submitted.

There are two sites in Fawkham, ST2-52 Fawkham Business Park and ST2-53 Grange Park Farm, subject to approval of the Plan by the Planning Inspector. SDC documents state these contain 31 and 32 houses respectively, expected to be delivered in 3-4 years, and that applications are being prepared for these sites. We will, of course, let you know as soon as we receive any further information. There is also existing planning permission for a 52-bed dementia care home at Salts Farm, and that site appears to be currently being marketed for sale. MX52/53, Corinthians and Banckside, is not included although the developer's representation that it should be has been submitted to the Inspector along with all other comments.

Future Communications - YOUR ACTION IS REQUIRED

Fawkham Parish Council would like to send you occasional emails about other issues affecting our village, such as the outcome of the recent survey and the actions that are being planned as a result. To do this, we need your explicit consent under the terms of the GDPR. If you would like to receive these emails:

- please reply to this email saying "yes, please opt me in to receive occasional emails from Fawkham Parish Council".

Your email address will not be used for any other purpose, nor shared with any other organisation. You may unsubscribe at any time by sending us an email asking us to remove your email address.

If you are aware of neighbours who do not use email, please ask them to contact us by telephone on 01474 852686 and we can arrange for a paper copy of future communications to be sent to them.

You may also like to know that a Fawkham Community Facebook Group exists which includes information about road closures and local events. You can request to join it here: <https://www.facebook.com/groups/667188993676293/about/>"

This was proposed by Cllr A Evans and seconded by Cllr Harker that the email be sent by the clerk and Councillors copied in.

ALL IN FAVOUR

16. Village Hall report:

Report from Village Hall committee regarding changeover of trustees which updates members of the current situation.

Mr Moss had had a long conversations with both the Charity Commission and Jenny Bradbury at Action for Communities Within Rural Kent (village hall support). There are two options available.

1. Follow the trust document procedure to CLOSE the hall.
2. Go through a procedure to transfer the charity status from the FVHMC to the Parish Council as sole trustees. Please also see attachment concerning this which is very informative.

Both of these options require legal support and I am waiting to hear back from LawWorks that I contacted last week. You will recall that the CC suggested using LawWorks which is a charity to provide legal services to non-profit organisations.

It has emerged that:

- The current trustees (committee members) cannot resign until such time as replacement trustees are in place. If this is not followed the existing trustees are still responsible for the legal aspects of running the hall.
- The Parish Council use of the Hall should be treated like any other user. This means paying per use at normal rates and the completion of a hiring agreement. At present the FPC contributes £300pa towards running costs but there is no current hiring agreement. Last year (Jul 2018) the FPC did not respond when twice asked to sign such an agreement. This was a general request to all regular users after the form had been modified to meet current “safeguarding vulnerable users” legislation.

These are the essential and there is more.

There seems to be a number of bridges to cross and it may take some time.

The most recent up date is as follows

The AGM was held on 9 May 2019. There were no volunteers for the roles of Chairman, Treasurer or Bookings Secretary (officials). In total and from messages passed there are eight people willing to be on the FVHMC and act as trustees. However, none of these folk are willing to take on a role as an official. For a fully effective committee it would be preferable to have 12 committee members including the officials. The committee quorum is five. It is now intended to have a leaflet drop to all homes in Fawkham, leaflets to the schools, regular users, and general publicity on notice boards etc. If this fails to find the necessary people then a public meeting will be called. ACRK specialist has stated that we do not need an EGM but just a meeting. It should be noted that existing trustees cannot leave unless their position is filled. For this reason Maggie Dyne, Sheena Moss and Lawrence Moss will continue to act in their capacities until after the above recruiting campaign has been concluded. Prior to the AGM we contacted the Charity Commission and the ACRK village hall specialist and followed their comments and advice.

I have already sent you an email summarising the position and options facing the FVHMC following advice.

The accounts for Year to date 2019 were attached and the balance noted.

It was agreed to let Cllr Harker liaise between the FVHMC and the Parish Council and update members.

17. Action plan:

To review the action plan and agree which items were current – Action plan attached for members and agreed to be reviewed at the June meeting following presentation of the Village survey findings of what villagers would like to see improved.

18. Website:

Members would like to look at different provider for the web page that may suit Fawkham better than the KCC version. Agreed to discuss further at June meeting.

19. Finance –

Details were circulated that should the Parish had received the first half of the precept and current balance was £32,154.32 this included the £10,000 received from KCC for the kitchen project the Clerk would contact Cllr Brazier and explain that we may not be in a position to spend this money in a 6 month time frame .

ALL IN FAVOUR

Accounts:

The Accounts are still with Karin Diamond our auditor and once returned will be sent to Little John who are the external auditors. The Clerk would also update the mandates for all Councillors to be signature holder and to remove Mr S Gary.

20. Open Forum for Councillors to raise matters to be placed on the next agenda:

Rod Flooding:

Cllr L Evans commented that the classification for Valley Road changes from Castle Hill which seem inappropriate and that Gabriel's Spring Road classification was higher than required, it was thought still the same classification from the time before the motorway. Chair to continue to pursue with KCC Highways.

Clean team:

As previously mentioned the team of volunteers had been out cleaning and smartening up the village and would be out Friday 17th May, should anyone see signs damaged or in need of TLC take a picture and send it to Cllr A Evans.

Flowers in Bloom.

Cllr Fothergill mentioned that she had been speaking to South East in Bloom, Tyland Barn and Britain in Bloom, Various categories, including business and private residential properties and said she had information. Cllr L Evans replied that the Floral Fawkham had been an idea discussed before the elections and that bulbs had been bought and it hoped to do more later in the year to enhance the village, This year's deadline of June for the competitions that Cllr Fothergill had may be too soon for this year but certainly something to consider for the following year.

Website:

A bigger project but for now to leave as it is and then when managed by the Parish Council this site could be reviewed

Time of Meeting:

Members were asked to consider the start time of the meeting and a change from 7pm to 7.30pm Members all agreed that 7.30pm would be the preferred time this would come into effect from June PC meeting. **ALL IN FAVOUR**

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

Parish Council Meeting on Thursday 20th June 2019
 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 17th October 2019
 Parish Council Meeting Thursday 21st November 2019
 Parish Council Meeting Thursday 19th December 2019
 Parish Council Meeting Thursday 16th January 2020
 Parish Council Meeting Thursday 20th February 2020
 Parish Council Meeting Thursday 19th March 2020
 Parish Council Meeting Thursday 16th April 2020

It was noted that 19th December may be too near to Christmas and this date may change nearer the time.

Meeting closed at 9.06pm