

Fawkham Parish Council

I hereby summon you to attend the Parish Council Meeting of Fawkham Parish Council to be held at Fawkham Village Hall, Valley Road Fawkham on Thursday 19th March 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

1. Apologies for Absence:
Cllr M.Fothergill.

2. Planning applications:
None

3. Planning decisions/updates:

Decisions:

Ref: 20/00036/LDCEX

Site: Eastwood Cottage Rogers Wood Lane Fawkham single planning unit (use class C3)
Granted

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.

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 adopt-ed Code of Conduct.

6. Approve Minutes:

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

7. Asset register:

To discuss and agree the process for annual review

8. School playground lease and licence:

To discuss the current situation and agree the way forward

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

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-vLyBRBWEiwAzOkGVAIWtpTYIVJG1ynAr3QFFilzgHQDORaM0QlsRCfm-i7M7Zwajj4FDxoCfw0QAvD_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.

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)

11. Parish in Bloom:

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

12. Website:

To discuss and agree the website provider and domain name. 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.

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

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.

13. Finance:

- a. Information on Accounting Practice to be 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.

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

15. AONB 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.

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
 Benchmarx £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, £3,138.19 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, £11170 (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

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

Update on items

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.

19. Chair and Councillors reports

To note any items not listed on the agenda

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.

21. Dates for the year 2019/20:

Annual Parish Meeting - Thursday 26th March 2020 7pm for tea/cake, 7.30pm start

Parish Council Meeting - Thursday 16th April 2020 7.30pm

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

AGM village Hall 7.00pm - Thursday 14th May 2020

Parish Council Meeting - Thursday 18th June 2020 7.30pm

Fire safety in the Village Hall

The village hall does not have a fire alarm system. In the event of a fire or other hazard requiring rapid exit of the building please use either the main entrance or one of the emergency exits. The emergency exits are located at the end of the main Hall nearest to Valley Road (furthest from the main entrance) and in the kitchen at the rear/left of the building. Please make your way to the far side of the Village Hall car park, furthest away from the building. The Clerk will advise if and when it is safe to return to the building.



14th March 2020

I. Marchant Clerk