



# FAWKHAM PARISH COUNCIL

Minutes of the Annual Council Meeting of Fawkham Parish Council held at Fawkham Village Hall, on Thursday 18<sup>th</sup> May 2023 at 7.30pm to transact the following business.

Grace Champion  
Clerk to Fawkham Parish Council

## Members of the Parish Council:

Cllr Laura Evans (Chair), Cllr Will Johnstone, Cllr James Cherry & *two councillor vacancies*

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## Annual Council Meeting Agenda

### 1. Election of Chair for the Municipal Year 2023/24

The elected Chair will sign acceptance of that office.

**Resolved:** Cllr L. Evans was nominated by Cllr J Cherry, seconded by Cllr Johnstone. There were no further nominations. Cllr L. Evans accepted the position of Chair and signed the acceptance of office.

### 2. Election of Vice-Chair for the Municipal Year 2023/24

The elected Vice-Chair will sign acceptance of that office.

**Resolved:** Cllr L. Evans nominated Cllr Cherry, seconded by Cllr Johnstone. There were no further nominations. Cllr Cherry accepted the position of Vice-Chair and signed the acceptance of office.

### 3. Formal signing of acceptance of office forms by Councillors.

**Resolved:** All councillors signed their declarations of acceptance, along with the Clerk countersigning these.

### 4. Apologies for Absence.

None.

### 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.

**Noted:** Cllr Evans noted that finance items listed are for her reimbursement.

**Noted:** Cllr Johnstone noted that finance items listed are for his reimbursement.

**Noted:** Cllr Johnstone declared an interest in a planning item (SE/23/01184/LDCPR) due to it being a neighbouring property.

**Noted:** Cllr Evans declared an interest in a planning enforcement case being discussed due to it being a neighbouring property.

### 6. 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.

**Noted:** 3 members of public were in attendance.

**Noted:** Dst Cllr L Harrison gave a brief summary on the new District Councillor who had been elected and informed the PC that she would be taking Dst Cllr Malone on a tour of Fawkham and West Kingsdown in the coming weeks. The Chair asked if the Clerk could be informed when the date had been decided so any Fawkham Councillors who are available can also attend.

Noted: Dst Cllrs L Harrison and E Bulford provided an update on the lights at Brandshatch. They had submitted more good quality photos and will come back to the PC with an update soon. They also confirmed that they have provided Brandshatch with the light pollution map that had been provided by the Chair.

7. Councillor vacancies – update and next steps to be taken.

**Noted:** The Chair informed the meeting that there are now two councillor vacancies, one that can be filled immediately and one that the 14 day notice has been displayed for.

8. Annual Review of FPC Policies

**Proposed:** To review, amend if required, and accept the following documents for the year 2023/24.

**Resolved:** All Policies were accepted, with a few small amendments agreed by all., as noted below Clerk to update document on website.

- Standing Orders
- Financial Regulations
- Risk Assessment
- Asset Register

**Noted:** Clerk agreed to email finalised document to all once final notes on assets had been inputted.

**Proposed:** to discuss and decide the approval of one of the following quotes for tree inspection and Christmas Tree tidy up on the village green: Alltreeconsultancy £204.00 (£170.00 ex VAT) and Lumberjack Tree Services £325.00.

**Resolved:** All were in agreement to accept the quote from Alltreeconsultancy. Clerk to schedule a date for the work to be carried out.

**Noted:** it was agreed that as the quote obtained is below the threshold level within the Financial Regulations, it would be accepted as obtaining further quotes was proving difficult and the repair needs to be carried out before it gets any worse.

- Code of Conduct
- Document Retention Policy
- Social Media Policy
- Information and Data Protection Policy

**Proposed:** Data Protection and Freedom of Information Act. To review the procedure/s and requests made.

**Resolved:** The Clerk confirmed that the PC had not received or been informed of any requests or breaches in relation to the above.

- Equality & Diversity Policy

**Noted:** Page 6 amendments to show date adopted accepted by all.

- Antibullying & Harassment Policy

**Noted:** Page 6 amendments to show date adopted accepted by all.

- Grievance Policy
- Disciplinary Policy
- Complaints Procedure
- Publication Scheme
- Delegated Authority to the Clerk

9. Annual review and approval of yearly subscriptions:

- CPRE
- KALC

**Noted:** all were in agreement for the above yearly subscriptions to continue.

10. FPC Insurance Renewal

**Proposed:** to agree the renewal of the FPC's insurance with BHIB which renews on 01 June 2023 at a total cost of £322.27.

**Resolved:** All Councillors were in agreement to authorise this payment.

11. Outside bodies and arrangements

**Proposed:** To appoint Parish Council Representatives to outside bodies and arrangements for reporting back:

- Brands Hatch Liaison Group - one

- CPRE - one
- Church liaison – one

**Resolved:** The representatives were appointed as follows:

- Brands Hatch Liaison Group – to be agreed once new councillors appointed.
- CPRE – Cllr Evans.
- Church liaison – Cllr Johnstone.

12. Planning applications:

- **23/00980/FUL - Stables North East Of Brands Hatch Hotel Brands Hatch Road Fawkham Kent DA3 8PD - Demolition of existing stable block and replacement with 3no. bedroom dwelling with associated works**  
**Consultation Deadline: 10 May 2023.**

**Resolved:** The Chair confirmed that FPC's comments had been submitted via delegated authority to the Clerk on 10 May and gave a summary of FPC's objection, mainly due to the large increase in volume, and on the question around the increase in floor space and whether it includes the roof overhang.

- **SE/23/01184/LDCPR - 3 Calais Cottages, Three Gates Road, Fawkham, Longfield, Kent DA3 8NY - Loft conversion including mini-hip to gable extension. Installation of 3 front and 1 rear facing rooflights.**  
**Consultation Deadline: Unavailable**

**Resolved:** It was agreed by Cllr Evans and Cllr Cherry agreed that they had no objection to raise in relation to this application.

- **23/00547/FUL - Land Opposite Fawkham Village Hall Valley Road Fawkham Kent - Construction of a new vehicular and pedestrian access with fence, gate piers and associated landscaping. Relocation of existing fencing.**

**Consultation Deadline: 24 May 2023.**

**Resolved:** The amended application was discussed and new photos of the design were shown. It was agreed by all Councillors that FPC would continue to object to this application. All agreed that whilst the new design was an improvement, it still looked like a dwelling entrance and not an entrance to a field/woodland. All agreed to standby the comments previously submitted in April.

- **SE/23/01260/DETAIL - The Coach House Hillside, Valley Road Fawkham Longfield, Kent DA3 8EG:**  
*Details pursuant to condition 2 (external surfaces) of 20/01719/FUL*  
*Details pursuant to condition 5 (electrical charging point) of 20/01719/FUL*  
*Details pursuant to condition 6 (biodiversity) of 20/01719/FUL*

**Consultation Deadline: 01 June 2023.**

**Resolved:** The conditions were discussed and it was suggested by Cllr Evans to request hedgehog highways within any existing fencing or fencing which is erected in future, all other councillors agreed to this. No objection would be submitted to this application.

12. Planning updates:

- **23/00477/CONVAR - Eureka Manor Lane Fawkham:** *Variation of condition 17 of 22/01464/FUL for 'Cessation of the existing use, clearance of the existing built development and the erection of 3no. detached dwellings with enhancements to the landscape and ancient woodland. Associated parking and landscaping.'* to read: *"Prior to any of the permitted dwellings reaching the damp proof course level the existing buildings shown on drawings 2272/30/001A, 2272/10/100A, 2272/30/002B and 2272/10/000B shall be demolished and all the resulting materials removed from the site.* **GRANTED**
- **23/00578/LDCEX - Carters Cottage Valley Road Fawkham Kent DA3 8NL:** *Confirmation that use of land as residential garden is lawful.* **GRANTED**
- **Land South of Fawkham Manor Farm (stables) Manor Lane Fawkham Kent DA3 8NH:**
  - 23/00679/DETAIL - *Details pursuant to condition 3 (soft landscaping) - 22/02421/FUL* **GRANTED**
  - 23/00798/DETAIL - *Details pursuant to condition 4 (drainage and parking) - 22/02421/FUL* **GRANTED**
  - 23/00799/DETAIL - *Details pursuant to condition 5 (storage and manure) - 22/02421/FUL* **REFUSED**

**Noted:** All planning updates were noted.

13. Approve Minutes:

**Proposed:** To approve as a correct record the minutes of the Parish Council Meeting held on Wednesday 19<sup>th</sup> April 2023, as attached.

**Resolved:** It was proposed through the Chair that the minutes be approved and signed by the Chair, seconded by Cllr Johnstone.

14. Matters Arising:

Matters arising relating to the Minutes, not on this agenda.

**Noted:** Baldwin's Green – Cllr L Evans noted that she was awaiting a further response from KCC Cllr D Brazier.

**Noted:** FPC salt bins. Cllr L Evans confirmed that there was no update as yet on this item.

**Noted:** Small Grains. The Chair informed the PC that the pile of garden waste still had not been removed at Small Grains although SDC are expected to do this at some point. FPC are still also waiting for the new litter bin to be installed here.

**Noted:** Artificial lights at Brandshatch – Dst Cllr Harrison had already provided a short update on this above. Cllr L Evans informed the PC that the church had agreed to turn their car park light off. and that it was planned to make it motion-sensitive. It was also agreed that Cllr Johnstone would speak to the school about their lights that are on continually to see if these can be turned off or put on a timer.

**Noted:** HIP – Cllr L Evans informed the PC that the yellow lines had now been repainted at Small Grains.

15. Finance Approval

Expenditure and Income - details to be tabled.

Approval of cheques and payments

Fawkham Parish Council 18th May 2023 Payment List			
Date	Payee/For	Budget taken from	Amount
18/05/23	Clerk Salary - G. Champion	salary/TAX/NI	£408.98
18/05/23	Clerk HMRC Tax & NI payment	salary/TAX/NI	£102.20
18/05/23	Clerk Repayment - Children's crisps CORONATION BUDGET	Community Events	£5.63
18/05/23	Clerk Repayment - Kitchen Roll CORONATION BUDGET	Community Events	£4.00
18/05/23	Clerk Repayment - lemonade CORONATION BUDGET	Community Events	£3.90
18/05/23	Clerk Repayment - A5 envelopes CORONATION BUDGET	Community Events	£9.99
18/05/23	R.Miller Repayment - crown crafts CORONATION BUDGET	Community Events	£11.59
18/05/23	R.Miller Repayment - facepaints CORONATION BUDGET	Community Events	£14.05
18/05/23	L MARCHANT Repayment - Coin pouches CORONATION BUDGET	Community Events	£8.88
18/05/23	W JOHNSTONE repayment - bar license CORONATION BUDGET	Community Events	£21.00
18/05/23	W JOHNSTONE repayment - fruit for Pimms CORONATION BUDGET	Community Events	£10.70

18/05/23	W JOHNSTONE repayment - children's squash CORONATION BUDGET	Community Events	£1.50
18/05/23	Clerk Repayment - Easter Eggs	Community Events	£28.65
18/05/23	Defibshop Defibrillator Pads - replacement (order 1000131558)	Miscellaneous	£91.74
18/05/23	Tony Fullwood Invoice F/5 NPLAN BUDGET	Nplan	£9,464.05
18/05/23	BHIB Local Councils Insurance Renewal	KALC + CPRE mem, Ins fees, Audit, Safe cust & ICO fees	£322.27
	<b>Total</b>		<b>£10509.13</b>

**Resolved:** It was agreed to approve the payments listed in the schedule above.

#### 16. CIL

Update on ideas and quotes received.

- School footway fencing.

**Noted:** The Chair informed the PC that she visited the site of the footway with the Clerk and two priority areas were measured. It was agreed that these areas would be emailed to KCC along with photos. Clerk to also chase the grass maintenance for the footway.

#### 17. Neighbourhood Plan

Update.

**Proposed:** To review, amend if required, and accept the Terms of Reference of the Neighbourhood Plan Steering Group for the year 2023/24.

**Resolved:** ToR agreed by all and adopted.

**Proposed:** to note the expenditure of £615 + VAT for the preparation of an initial design for parking at Small Grains, and to agree to transfer the remaining £442.90 from the Small Grains Maintenance budget and the leftover Coronation Budget to the Neighbourhood Plan budget to go towards this cost.

**Resolved:** Noted and agreed by all.

**Noted:** The Chair provided an update on the NPlan. The draft plan document is now with SDC for environmental screening. Subject to the outcome of this, the 6 week public consultation period is planned to be held from early July. Two drop in sessions will be held at the village hall where there will be lots of display boards with information about the Plan, plus photos and maps, Feedback on the draft Plan will be sought via a questionnaire. A leaflet publicising the consultation and drop in sessions will be delivered to all houses. The Chair also informed the PC that the NPlan is now forecast to run over budget and steps will be taken to minimise this wherever possible.

#### 18. Community Events

- CPR Training: **proposed:** to discuss and agree a donation amount of £50 from the miscellaneous budget to be made to Sevenoaks CPR Charity who held the training. Feedback received on the training.  
**Resolved:** All were in agreement to donate £50 from the miscellaneous budget in recognition of the well-received event.
- Coronation Event: feedback on event and to note the final cost.  
**Proposed:** to discuss and agree a donation amount of £50 from the coronation budget to be made to St Mary's Church who loaned FPC the gazebos for the coronation event.

**Resolved:** It was agreed by all that due to the tight budget, FPC would donate £30 to St Mary's Church. The event was well attended, despite the weather, and enjoyed by all those who were there. Thanks were due to those residents who volunteered to help organise it.

- Summer SDC family day – portaloos funding query from SDC. **Proposed:** discuss and agree if FPC are able to contribute towards the cost of the toilets.

**Resolved:** It was agreed that the Clerk would let SDC know that no budget is available from FPC to go towards the portaloos.

19. Flytipping/Waste near to Wilmay Copse

Discussion on next steps.

**Noted:** The Chair asked Dst Cllr Harrison if she could do anything further via SDC in relation to this issue, as the fly tipping was still there, and she agreed to look into it again. The Chair suggested speaking to the SDC flytipping officer to see if FPC could purchase a camera managed by SDC but dedicated for use in the Parish at some point in the future to try and manage the flytipping. Cllr Johnstone to ask if this would be possible and what the cost would be.

20. Chair and Councillors reports:

To note any items not listed on the agenda.

It was noted that a EIA screening request had been received by SDC for a further solar farm, Chimmens.

It was also noted a full planning application had been submitted for dwellings at Orchard Farm. Due to the timing of its receipt a public meeting will be held to see residents' views, before a response is submitted under delegated authority by the Clerk. The public meeting will be advertised via the website, Facebook and email,

It was noted that the dog training field has been removed from the church meadow.

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 cannot guarantee inclusion on the proposed agenda.

22. Agreement of dates, time and place for meetings for the forthcoming year 2023/2024:

Dates to be agreed:

15 June 2023

13 July 2023

24 August 2023

21 September 2023

19 October 2023

16 November 2023

14 December 2023

18 January 2024

15 February 2024


21 March 2024

18 April 2024

23. Confidential Item - Planning Enforcement:

**Proposed:** to review, update and agree actions for cases.

**Resolved:** A number of items were discussed and actions agreed.



Signed G Champion, Clerk