

FAWKHAM PARISH COUNCIL

I hereby summon you to attend the Annual Council Meeting of Fawkham Parish Council to be held at **Fawkham Village Hall**, on **Thursday 9th May 2024** 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 W Johnstone, Cllr J Cherry, Cllr D Mansfield and Cllr L Sleeman.

Annual Council Meeting Agenda

1. **Election of Chair for the Municipal Year 2024/25** - The elected Chair will sign acceptance of that office.
2. **Election of Vice-Chair for the Municipal Year 2024/25** - The elected Vice-Chair will sign acceptance of that office.
3. **Disclosable Pecuniary Interests:** All Councillors to confirm their forms remain up to date.
4. **Apologies for Absence.**
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.
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.
7. **Annual Review of FPC Policies: Proposed:** To review, amend if required, and accept the following documents for the year 2024/25:
 - Standing Orders
Proposed: agreement of proposed amendments to clauses 18a and 18c.
 - Financial Regulations
Proposed: agreement of proposed amendments to clauses 11b and 11h.
 - Risk Assessment
 - Asset Register
 - 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.
 - Equality & Diversity Policy

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

1. **Annual review and approval of yearly subscriptions:**

- CPRE
- KALC

2. **FPC Insurance Renewal: Proposed:** to agree the renewal of FPC's insurance with BHIB on 01 June 2024 at a total cost of £427.91.

3. **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

4. **Planning applications:**

- **SE/24/00845/DETAIL** - Former Depot North of Salts Farm Fawkham Road Fawkham Kent DA3 7BJ - Approval of Details. Details pursuant to condition 6 (external lighting) of 22/03424/REM. **Consultation deadline: not available.**
- Land To The Rear Of Hurstgrove, Castle Hill, Hartley, Longfield Kent DA3 7BQ:
 - **SE/24/00609/DETAIL** - Details pursuant to condition 6 (surface water drainage) of 22/00666/FUL. **Responded via Delegated Authority to the Clerk on 22 April 2024.**
 - **SE/24/00881/DETAIL** - Details pursuant to condition 7 (archaeological watching brief) of 22/00666/FUL. **No comment made.**
 - **SE/24/00882/DETAIL** - Details pursuant to condition 8 (green roof) of 22/00666/FUL. **No comment made.**

5. **Planning updates:**

- **23/01927/FUL - Gay Dawn Farm Pennis Lane Fawkham:** Demolition of one barn and the part-demolition and conversion of three barns to form nine self-contained dwellings with associated parking, private gardens and landscaping. **GRANTED**
- Former Depot North of **Salts Farm** Fawkham Road Fawkham Kent DA3 7BJ:
 - 24/00259/DETAIL - Approval of Details. Details pursuant to condition 6 (external lighting) of 22/03424/REM. **REFUSED**
 - 24/00280/DETAIL - Approval of Details. Details pursuant of condition 8 (Scheme for the delivery and management of all on-site communal and visitor parking spaces) of 22/03424/REM. **GRANTED**

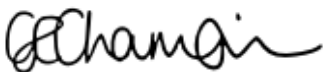
6. **Approve Minutes: Proposed:** To approve as a correct record the minutes of the Parish Council Meeting held on Thursday 4th April 2024, as attached.

7. **Matters Arising:** Matters arising relating to the Minutes, not on this agenda.

8. **Finance Approval:** Expenditure and Income - details to be tabled.

Approval of cheques and payments

9. **CIL:** Review of potential projects/issues requiring CIL funding, including prioritisation.
10. **Neighbourhood Plan:** to note an update on progress and next steps, and to review the membership of the Steering Group in accordance with its Terms of Reference.
11. **Small Grains:** update and discussion/agreement of next steps
12. **KCC Community Warden:** Community Warden:
Proposal: agreement in principle to pursuing a model of funding the continuation of KCC's Community Warden for Fawkham, West Kingsdown, Ash-cum-Ridley and Hartley Parishes, following a discussion of need and associated likely costs.
13. **Chair and Councillors reports:** To note any items not listed on the agenda.
14. **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.
15. Agreement of dates, time and place for meetings for the forthcoming year 2023/2024:
Dates to be agreed:
 - 6 June 2024
 - 4 July 2024
 - 1 August 2024
 - 5 September 2024
 - 3 October 2024
 - 7 November 2024
 - 5 December 2024
 - 2 January 2025
 - 6 February 2025
 - 6 March 2025
 - 6 April 2025
16. **Confidential Item - Planning Enforcement:**
Proposed: to review, update and agree actions for cases.



Signed G Champion, Clerk