

MEETING OF THE COUNCIL

Thursday, 29 October, 2015

7.00 pm, Village Hall, Valley Road, Fawkham, DA3 8NA

Fire Safety in the Village Hall

Please note that the Village Hall does not have a fire alarm. In the event of a fire, or other hazard requiring rapid exit from the building, please use either the main entrance or the emergency exit. 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.

Dear Councillor,

You are hereby summoned to attend the meeting of the Fawkham Parish Council to be held in the Village Hall, Valley Road, Fawkham, DA3 8NA, on **Thursday 29 October 2015** at **7.00 pm**, for the purpose of transacting the business mentioned below.

Dr. Glenn Back, Clerk to Fawkham Parish Council

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- | Item No. | Subject |
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| 1 | Apologies for Absence |
| 2 | Declarations of Interest |
| 3 | Minutes of Previous Meeting
<i>To approve the minutes of the meeting held on 24 September, 2015</i> |
| 4 | Co-option of Selected Councillors
The Councillors co-opted at the September meeting will sign their acceptance of office forms. |
| 5 | Declarations under The Local Government (Electronic Communications) (England) Order 2015 |
| 6 | New Noticeboards – Update
<i>Installation of replacement notice board near Village Green, and possible bid to SDC Community Fund for a contribution to the cost of replacing the noticeboard at St. Mary's Church.</i> |
| 7 | Possible Installation of an AED at the Rising Sun public house - Update
<i>To consider the response of the Rising Sun public house to the draft Memorandum of Understanding.</i> |
| 8 | Extraordinary Meetings of the Council
<i>To consider the cost implications of convening extraordinary meetings in order to comply with the response deadlines associated with consultations on planning applications.</i> |
| 9 | Process for filling casual vacancies in the office of Parish Councillor
<i>To consider the process in light of an anticipated resignation.</i> |
| 10 | Induction Training for New Councillors |
| 11 | Option of Clerk's Attendance at Town and Parish Councils' Forum (SDC) and joining of Clerks' Facebook Page (SDC)
<i>For discussion, minutes of last TPC Forum will be tabled.</i> |
| 12 | Options for permitting small and temporary increases in the Clerk's contracted hours
<i>Arising from minute 136/2015.</i> |

Item No.	Subject
13	Feedback from the Annual KALC Finance Conference <i>The Clerk to report on key issues that emerged</i>
14	Action Sheet <i>A report will be published on the Parish Council's website.</i>
15	General Correspondence Received Since Previous Meeting <ul style="list-style-type: none"> (a) Highways and Transportation Survey 2015, KCC via KALC <i>To respond to the survey.</i> (b) National Association of Local Councils, Survey on National Improvement Programme, via KALC <i>To consider whether to respond to the survey.</i> (c) The Commonwealth Flag Day, 14 March 2016, KALC <i>To consider whether to take part, and the implications of doing so.</i> (d) Kent County Council Street Lighting Consultation, KALC <i>For information only – there is no street lighting within the Parish.</i> (e) Unauthorised Encampments: Guide for District Councillors and Parish & Town Councils <i>Document circulated previously. For information.</i> (f) SDC Community Infrastructure Levy, SDC <i>To sign CIL agreement with SDC.</i> (g) Transparency Code for Smaller Authorities, Bid for Funding, KALC <i>At request of KALC, to add to the bid an estimate of the hours required to comply with the Code for the period from July 2015 to March 2016 (inclusive).</i> (h) Local Government Boundary Review of Kent, Further Draft Recommendation – Sevenoaks area (via KALC) <i>Document circulated previously. For information only.</i> (i) Reforming the powers of Police Staff and volunteers, KALC <i>To consider whether to respond to the consultation:</i> https://www.gov.uk/government/consultations/reforming-the-powers-of-police-staff-and-volunteers (j) Allotment Land Sought for Community Well-Being Projects, Medway Valley Countryside Partnership, via KALC <i>To consider potentially suitable sites.</i> (k) Community Awards Scheme, KALC <i>Whether to adopt the scheme.</i>

- | Item No. | Subject |
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| | (l) Notice of KALC Annual General Meeting, 21 November 2015
<i>Whether any Cllr will attend.</i> |
| 16 | Planning (see endnote for reports) <ul style="list-style-type: none"> (a) Planning applications subject to formal consultation with the Parish Council <ul style="list-style-type: none"> • SE/15/03190/HOUSE, West Minch, Castle Hill, DA3 7BG; erection of part single and part two-storey rear extension. • SE/14/02859/LDCEX – Eureka, Manor Lane, Fawkham, DA3 8ND; Single storey bungalow (determination of lawful development). For information only.
<i>Note that this was received after the September meeting with a deadline for responses of 23 October. The Clerk was unable to convene a quorate meeting prior to the submission deadline.</i> (b) Other planning applications and decisions <ul style="list-style-type: none"> • None yet. |
| 17 | Financial matters <ul style="list-style-type: none"> (a) Treasurer’s Account for 2015/16 (financial monitoring)
<i>A report will be prepared and published on the Parish Council’s website.</i> (b) Cheques to be signed <ol style="list-style-type: none"> I. Emptying dog bins, Sevenoaks DC, £24.96, Cheque Number 551 II. Installation of noticeboard on Fawkham Green Road, Gary Cooke, £135, Cheque Number 552 III. Parish Clerk Salary October 2015, £1,133.34 NET, Cheque Number 553
<i>Note that this includes the standard payment for October plus the additional one-off payment agreed at the September 2015 meeting (minute number 136/2015 refers).</i> IV. Employer costs, to HMRC, for October 2015, for 19 November 2015 payment deadline, £414.50, Cheque Number 554
<i>Also reflects the above decision in September 2015.</i> V. Clerk’s expenses for Q2 2015/16, £47.47, Cheque Number 555
<i>Note that £9.71 was paid to EON by direct debit on 21 October 2015 (electricity supply to village green).</i> (c) Updating authorised signatories to Parish Council bank account |
| 18 | Reports from the Chairman and Councillors |
| 19 | Date of Next Meeting
Thursday 19 November, 2015 |

For further information, including agenda reports, please visit:

<http://www.fawkhampc.kentparishes.gov.uk/>

Planning reports and application documents can be very large, so they are not republished on the Parish Council website. They can be found via the “Planning Portal” maintained by Sevenoaks District Council:

<http://pa.sevenoaks.gov.uk/online-applications/>

To find a particular application, a “simple search” is usually sufficient, in the format XX/YYYYY, where XX = the last two numbers of the year, and YYYYY is the application number.