

## FAWKHAM PARISH COUNCIL

Minutes of the meeting held at 7.00 pm  
on Thursday 29 October 2015, in the Village Hall, Fawkham

Present:

Councillor Gray  
Councillor Hollands  
Councillor Parkin (Chairman)  
Councillor Paterson

Also in attendance:

The applicant for planning application SE/15/03190/HOUSE, for part of the meeting.

Immediately prior to the meeting, having been co-opted by decision of the Parish Council on 24 September 2015, Cllrs Hollands and Paterson signed their acceptances of office. Cllr Hollands handed the Clerk a completed Declaration of Pecuniary Interests form, and the Clerk handed a blank form to Cllr Paterson for completion and return.

- 137/2015      APOLOGIES FOR ABSENCE  
Jackie West , Kent Community Warden Service, had informed the Clerk that she would be unable to attend.
- 138/2015      DECLARATIONS OF INTEREST  
Cllr Parkin declared an interest in all matters relating to planning applications by virtue of being a member of the Development Control Committee at Sevenoaks District Council, and noted that nothing she might say at this meeting would limit her right to make representations to the SDC Development Control Committee based upon any new information that may be supplied to members serving on that Committee.
- 139/2015      MINUTES OF PREVIOUS MEETINGS  
It was proposed by Cllr Parkin, seconded by Cllr Gray, and AGREED that the minutes of the meeting held on 24 September 2015 were correct, and they were signed by the Chairman. It was noted, however, that Kirsty Russell's legal name is Kirsty Paterson, and that the legal name will henceforth be used by the Parish Council.
- 140/2015      CO-OPTION OF SELECTED COUNCILLORS  
Although scheduled at this point in the agenda, the formalities relating to "acceptance of office" had been completed immediately prior to the start of the meeting by the two newly co-opted Councillors, to ensure that the meeting could commence quorate.

141/2015 DECLARATIONS UNDER THE LOCAL GOVERNMENT (ELECTRONIC COMMUNICATIONS) (ENGLAND) ORDER 2015

The Clerk noted that Cllrs Hollands and Paterson has agreed, in writing, that agendas and reports could be delivered to them electronically, and had each supplied an email address to the Clerk to be used for that purpose.

142/2015 NEW NOTICEBOARDS – UPDATE

The Clerk noted that the new noticeboard to replace the one located on Fawkham Green Road (near to the village green) had been installed on 14 October 2015. Replacement of the noticeboard at the car park at St. Mary’s Church would be added to the agenda of the next meeting.

143/2015 POSSIBLE INSTALLATION OF AN AUTOMATED EXTERNAL DEFIBRILLATOR AT THE RISING SUN PUBLIC HOUSE - UPDATE

The Clerk noted that the Memorandum of Understanding had been agreed by the Rising Sun public house, which had also agreed to undertake inspections of the AED and housing box for six months from installation.

It was proposed by Cllr Parkin, seconded by Cllr Gray, and AGREED that:

- a) The Clerk signs the Memorandum of Understanding (MoU) (as previously presented to the Parish Council) with the Rising Sub public house;
- b) That a period of six months be entered into the document as the initial period for which the Rising Sub public house will undertake inspections of the AED and housing box;
- c) Once the MoU is signed, the Clerk orders the AED and housing box previously agreed by the Parish Council, making sure before doing so that the housing box will not be locked by key, or require any security code to open it.
- d) The Clerk places on the agenda of the next Parish Council meeting, an item to review options for continuing the routine inspections of the AED and housing box, should the Rising Sun public house decline to continue doing so after the initial six month period.

*At this point, the applicant for planning application SE/15/03190/HOUSE attended the meeting, and the Chairman agreed to take agenda item 16 (a) next.*

144/2015 PLANNING APPLICATIONS SUBJECT TO FORMAL CONSULTATION WITH THE PARISH COUNCIL, SE/15/03190/HOUSE, WEST MINCH, CASTLE HILL, DA3 7BG; ERECTION OF PART SINGLE AND PART TWO-STOREY REAR EXTENSION.

There was a discussion of the previously existing permitted development rights (PDR), and the differences between the design proposed in that application and proposed in this application. There was a discussion as to why the current application required planning permission and could not be the subject of a further PDR application. There was also a discussion of the floor space in the proposed application, noting that it was fractionally less than that granted under permitted development rights.

It was proposed by Cllr Gray, seconded by Cllr Hollands, and AGREED that the following response to the consultation on the planning application be submitted to Sevenoaks District Council:

*THAT the Parish Council supports the application for the following reasons:*

1. *The application is more visually pleasing than the previous proposal under Permitted Development Rights*
2. *The design can only be seen as a benefit to the openness of the green belt*

*(compared to the previous Permitted Development Rights)*

*At this point, the applicant for planning application SE/15/03190/HOUSE left the meeting.*

- 145/2015      EXTRAORDINARY MEETINGS OF THE COUNCIL  
There was a discussion of the extra costs to the Parish Council of the relatively frequent need to convene additional extraordinary meetings of the Parish Council, in order to agree responses to statutory consultation on planning applications, in light of the deadlines for doing so often falling before the next scheduled meetings. The Clerk was asked to explore options aimed at reducing the need for such additional extraordinary meetings with the Kent Association of Local Councils.
- 146/2015      PROCESS FOR FILLING CASUAL VACANCIES IN THE OFFICE OF PARISH COUNCILLOR  
The Clerk had anticipated the resignation of a Councillor at the close of this meeting, and there was a discussion of the process that would need to be followed to fill such a casual vacancy. The Clerk would check with the relevant Councillor, after this meeting, whether the previously stated intention to resign still existed.
- 147/2015      INDUCTION TRAINING FOR NEW COUNCILLORS  
In light of the recent co-option of Councillors, the Clerk had enquired whether the Kent Association of Local Councils was intending to deliver further induction training. Though KALC offered such courses following the May 2015 elections, they are currently not offering any such courses. Both Cllrs Hollands and Paterson expressed an interest in attending an induction course, and the Clerk would check again with KALC the availability of any such courses in the New Year.
- 148/2015      OPTION OF CLERK'S ATTENDANCE AT TOWN AND PARISH COUNCILS' FORUM (SDC) AND JOINING OF CLERKS' FACEBOOK PAGE (SDC)  
There was a discussion of the purpose and structure of both the Town and Parish Council's Forum and the Facebook Page, both of which were sponsored by Sevenoaks District Council (SDC) free of direct charge to local Parish Councils. It was noted that 21 local Parish Councils had agreed to participate in the Clerks' Facebook Page.  
It was proposed by Cllr Gray, seconded by Cllr Hollands, and AGREED that the Parish Council supports the Clerk's attendance at future meetings of the SDC sponsored Town and Parish Clerks' Forum.  
It was proposed by Cllr Parkin, seconded by Cllr Hollands, and AGREED that the Parish Council supports the Clerk's use of the Clerks' Facebook page developed by SDC.
- 149/2015      OPTIONS FOR PERMITTING SMALL AND TEMPORARY INCREASES IN THE CLERK'S CONTRACTED HOURS  
The Clerk noted that he needed to discuss this further with the Kent Association of Local Councils, and Cllr Parkin suggested that the Clerk tries to borrow the KALC recommended publication "Local Councils Explained" from Hartley Parish Council.
- 150/2015      FEEDBACK FROM THE ANNUAL KALC FINANCE CONFERENCE  
The Clerk noted that auto pension enrolment applies to the Parish Council in 2017. Although the Clerk understands that (as things currently stand) auto enrolment will confer no entitlements upon him as an employee, implementing the required procedures will represent an additional project to the Parish Council.

The Clerk outlined the discretion the Parish Council will have in setting the audit timetable for 2015/16.

The Clerk outlined the key content of a presentation on licensing law.

The Clerk provided a brief summary of the "Community Right to Bid" and outlined possible applications within the village.

151/2015

#### ACTION SHEET

It was agreed that the item on the possible educational use of a pond could be deleted from the Action Sheet.

Cllr Parkin would contact Michael Horwood at Sevenoaks District Council regarding enforcement of the proper use of the car park at the village hall.

Cllr Parkin would contact MOAT regarding a possible financial contribution to the repainting of the white lines in the village hall car park.

Cllr Patterson agreed to make enquiries regarding options to improve broadband speed in the village and for the development of a Parish Council Facebook Page.

The Clerk noted that he was in contact with the KCC "Making Kent Quicker" broadband team, and would seek possible dates for a meeting with the Chairman (and others) outside of a Parish Council meeting, as had been suggested by KCC.

152/2015

#### GENERAL CORRESPONDENCE RECEIVED SINCE PREVIOUS MEETING

(a) Highways and Transportation Survey 2015, KCC via KALC

This was completed (at the close of the meeting) for the Clerk to submit.

(b) National Association of Local Councils, Survey on National Improvement Programme, via KALC

This was NOTED.

(c) The Commonwealth Flag Day, 14 March 2016, KALC

This was NOTED.

(d) Kent County Council Street Lighting Consultation, KALC

This was NOTED.

(e) Unauthorised Encampments: Guide for District Councillors and Parish & Town Councils

This was NOTED.

(f) SDC Community Infrastructure Levy, SDC

It was proposed by Cllrs Hollands, seconded by Cllr Gray and AGREED that the Clerk signs acceptance of the terms of the Community Infrastructure Levy and returns the completed form to Sevenoaks District Council..

(g) Transparency Code for Smaller Authorities, Bid for Funding, KALC

Following a request for further information in relation to the bid, it was proposed by Cllr Parkin, seconded by Cllr Paterson and AGREED that the Clerk replies to KALC that compliance with the Transparency Code will require an additional one hour per month (average) for the remainder of the Municipal Year.

(h) Local Government Boundary Review of Kent, Further Draft Recommendation – Sevenoaks area (via KALC)

This was NOTED.

(i) Reforming the powers of Police Staff and volunteers, KALC

This was NOTED.

(j) Allotment Land Sought for Community Well-Being Projects, Medway Valley Countryside Partnership, via KALC

This was discussed but it was agreed to take no action. An agenda item would be added to the next meeting to consider options relating to the grassed areas at Small Grains.

(k) Community Awards Scheme, KALC

This was NOTED.

(l) Notice of KALC Annual General Meeting, 21 November 2015

This was NOTED.

153/2015 PLANNING

(a) SE/14/02859/LDCEX – Eureka, Manor Lane, Fawkham, DA3 8ND; Single storey bungalow (determination of lawful development).

This was discussed and NOTED.

(b) Other planning applications and decisions

- There were none.

154/2015 FINANCIAL MATTERS

(a) Treasurer's Account for 2015/16 (financial monitoring)

The Clerk noted a projected out-turn of a balance of around £6,200 even if all of the proposed expenditure on the second noticeboard, AED and white-lining of the car park were incurred in the remainder of the financial year, which was now unlikely.

(b) Cheques to be signed

For the benefit of the newly co-opted Councillors, the Chairman explained the one-off and exceptional higher salary payment to the Clerk this month (following the decision taken at the previous Parish Council meeting). It was proposed by Cllr Gray, seconded by Cllr Paterson, and AGREED that the following cheques be signed:

- 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
- IV. Employer costs, to HMRC, for October 2015, for 19 November 2015 payment deadline, £414.50, Cheque Number 554
- V. Clerk's expenses for Q2 2015/16, £47.47, Cheque Number 555

It was noted that £9.71 was paid to EON by direct debit on 21 October 2015 (electricity supply to village green).

(c) Updating authorised signatories to Parish Council bank account  
The Clerk noted that he had used the interactive online form to add two new Councillors and remove a Councillor, given the Clerk's understanding that a resignation would take place at this meeting. As no such resignation had taken place, this item needed to be deferred, because the form prepared was not currently accurate.

155/2015

REPORTS FROM THE CHAIRMAN AND CLLRS

Cllr Paterson agreed to consider options for developing a Parish Council Facebook page. Cllr Hollands agreed to contact the Fawkham CE Primary School to discuss their vacancy in the office of School Governor.

It was noted that the agenda of the next meeting would need to consider representatives on "outside bodies" given the new co-options, and should the anticipated resignation of a Councillor still take place, elect a vice-chairman of the Council.

Cllr Hollands noted that the village sign near to White House Stables had not yet been repaired and the Clerk would contact the Community Warden, Jackie West, who had agreed to notify KCC about it.

156/2015

DATE OF NEXT MEETING

The next meeting was scheduled for 7pm on 19 November 2015, but the Chairman has another commitment later that evening. Cllrs agreed to let the Clerk know whether they could attend at 6pm on the 19<sup>th</sup>, or could attend on Friday 20<sup>th</sup>. The Chairman would then take a decision regarding the date and time of the next meeting.