

FAWKHAM PARISH COUNCIL

Minutes of the meeting held at 7 pm
on Friday 20 January 2017, in the Village Hall, Fawkham

Present:

Councillor Gray

Councillor Hollands

Councillor Parkin (Chairman)

Also in attendance; three parishioners (not all of whom remained for the whole meeting).

- 01/2017 APOLOGIES FOR ABSENCE
Cllr Parkin noted that the Church Warden at the Parochial Church Council had hoped to attend but was unable to do so.
- 02/2017 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.
- 03/2017 MINUTES OF PREVIOUS MEETING
It was proposed by Cllr Parkin, seconded by Cllr Hollands and AGREED that the minutes of the meeting held on 10 November 2016 were correct, subject to adding the following at the end of minute 195:
"It was noted that Jenny Hudson HR Specialist had already carried out a significant amount of work to develop a draft plan of objectives for the Chairman to present to the Parish Council at the meeting on 12th January 2017 together with a list of dates in March and April for the clerks appraisal to be done. It was also proposed that should an election not be called by the 8th December, then the co-option process should be started immediately."
The minutes were signed by the Chairman.
- 04/2017 REVIEW OF BUDGET AND SETTING THE PRECEPT FOR 2017/18
It was proposed by Cllr Hollands, seconded by Cllr Gray and AGREED that the precept for 2017/18 be set at £12,424.
- 05/2017 GROUNDS MAINTENANCE OF VILLAGE GREEN AND OTHER LAND
It was proposed by Cllr Hollands, seconded by Cllr Gray, and AGREED that the quotation supplied by Commercial Services Trading Ltd for the maintenance of the village green and other land for 2017 be accepted.
- 06/2017 NOTICEBOARD AT ST. MARY'S CHURCH
Because the Parochial Church Council has asked that both sides of the noticeboard be lockable, the Clerk would obtain a revised estimate of the cost from the suppliers, Greenbarnes Ltd.

- 07/2017 ELECTRICITY SUPPLY TO VILLAGE GREEN
It was proposed by Cllr Parkin, seconded by Cllr Hollands, and AGREED to delegate authority to the Clerk to accept a new quotation from E-ON for electricity supply to the village green, provided it was cheaper than (or equivalent to) the current cost, and if such an option was offered, it included no standing charge.
- 08/2017 AUTOMATIC PENSION ENROLMENT
With the agreement of the meeting, this item was deferred to the next meeting. The Clerk would resend the draft letter to the Clerk to all Cllrs.
- 09/2017 BENCHES ON VILLAGE GREEN
Cllr Hollands agreed to investigate options for improving or replacing the damaged benches and would report to the next meeting.
- 10/2017 VILLAGE SIGN AT BALDWIN'S GREEN
It was proposed by Cllr Parkin, seconded by Cllr Hollands, and AGREED to accept the offer from Allan Clark to clean the sign for £10 and then comment on the condition of the underlying paintwork.
- 11/2017 APPRAISAL PROCESS (ESTABLISHING THE PROCESS FOR 2017/18)
The Chairman noted that Jenny Hudson has been helping her to draft objectives for 2017/18. Jenny Hudson had hoped to attend the meeting in January but had been unable to attend the rescheduled meeting. Jenny Hudson planned to attend the Parish Council meeting in February. The Chairman would circulate the draft objectives to the Clerk and other Cllrs one week before the February meeting of the Parish Council. A range of possible dates for an appraisal meeting would also be circulated.
- 12/2017 ACTION SHEET
The Chairman had a meeting planned with Sean Richards of MOAT and would raise issues of car park management at the village hall.
The Clerk would send a reminder to Cllr David Brazier about the funding for the roof of St. Mary's Church, the potholes in Valley Road, and the possible replacement of the school warning sign near the CE Primary School (using money from the Community Infrastructure Levy).
- 13/2017 OPPORTUNITY FOR PARISHIONERS TO ADDRESS THE PARISH COUNCIL
With the consent of the meeting, this item was deferred until later in the meeting, as attendance by another parishioner was expected. Ultimately, that parishioner did not attend the meeting, and the issue was picked up under "general correspondence" later in the agenda.
- 14/2017 GENERAL CORRESPONDENCE RECEIVED SINCE PREVIOUS MEETING
- (a) NALC Dependant Carers' Survey, via KALC
The survey was completed in the meeting and it was proposed by Cllr Parkin, seconded by Cllr Hollands and AGREED that the Clerk submits the response.
 - (b) Response from licensing to resolution 125 (c) / 2016.
It was proposed by Cllr Hollands, seconded by Cllr Parkin and AGREED that the Clerk forwards to Cllrs information on licensing applications in the parish

as circulated by SDC.

- (c) Request from HMRC to pay deductions from salary electronically
It was proposed by Cllr Gray, seconded by Cllr Parkin and AGREED that the Parish Council continues to pay employer deductions by cheque.
- (d) Changes to Speed Watch, Kent Police via Sevenoaks District Council
It was NOTED that people previously having undertaken speed watch training would need to undertake the new training, but the changes announced to speed watch shouldn't have a direct impact on the assessment of suitable sites in the parish.
- (e) Community Infrastructure Levy reporting requirements, Sevenoaks District Council
These were NOTED. Cllr Parkin noted that she had been advised that the CIL money awarded to the Parish Council could not be used to improve the kitchen in the village hall.
- (f) Kent Minerals and Waste Sites Plans - Call for Sites, KCC via KALC
This was NOTED.
- (g) External audit arrangements (from 2017/18) for smaller authorities, NALC
It was noted that under these arrangements, PKF Littlejohn had been appointed as the "reserve" external auditor in Kent from 2017/18. They remain the Parish Council's external auditors for the current financial year (2016/17).
- (h) New WordPress website, EIS IT
It was proposed by Cllr Gray, seconded by Cllr Hollands, and AGREED that any decision on migrating to the new website be deferred to the February meeting. The Clerk would inform EIS IT.
- (i) Lord Lieutenant of Kent Annual Civic Service, 14 March 2017
There was no request to attend.
- (j) Use of Village Hall Car Park, Village Hall Management Committee
Because of the anticipated attendance of a parishioner, and with the consent of the meeting, this item was deferred until later in the agenda.
- (k) Local Plan, Settlement Hierarchy Evidence Base, SDC
This was updated in the meeting and the Clerk would submit the response.
- (l) Sevenoaks District Free Family Fun Days Easter & Summer 2017, SDC
It was proposed by Cllr Parkin, seconded by Cllr Hollands, and AGREED that the Clerk expresses an interest in the Parish Council participating in 2017.
- (m) Request for "expressions of interest" in KCC volunteer community warden scheme, KCC via SDC
It was proposed by Cllr Hollands, seconded by Cllr Parkin, and AGREED that although the Parish Council does not wish to participate at this stage, the Clerk enquires of adjacent Parish Councils whether they might be interested

in joint participation.

15/2017

PLANNING

Planning applications subject to formal consultation with the Parish Council (for decision)

- SE/16/03429/CAN, BT telephone box south of junction with Brands Hatch Road, Fawkham Green Road, Fawkham, DA3 8NS, stage 2 consultation on proposal by BT to remove telephone box.
It was proposed by Cllr Gray, seconded by Cllr Hollands, and AGREED that the Parish Council responds that it has no objection to the removal of the telephone box.
- SE/16/03838/FUL, Fawkham Manor Hospital, renewal of existing below ground oil tank with a new oil tank at ground level on a new concrete plinth. A new 1.8 m high fence is to surround it for security and aesthetic reasons with access gate for maintenance.
The Clerk noted that this consultation had been received after publication of the summons and agenda, and therefore in his opinion the Council ought not to make a formal response as a part of this meeting, because the required notice of an impending decision in the summons/agenda had not been given.
However, Cllrs were of the view that parishioners would expect them to consider the application at this meeting instead of incurring the expense of holding a separate extraordinary meeting.
At the request of the Chairman, the Clerk had been able to make contact with the applicant's agent that afternoon, who had expressed no objection to the Parish Council considering the application at the meeting.
It was proposed by Cllr Parkin, seconded by Cllr Hollands, and AGREED that the Parish Council responds to the consultation, stating in the comments box that "*Fawkham Parish Council has no objection to this application*".

Other planning applications and decisions (for information)

SE/16/03620/HOUSE, Eventide, Fawkham Green Road – demolition of existing garage and erection of single storey side and rear extension. The Clerk was unable to convene an extraordinary meeting to consider the application.

This was NOTED.

SE/16/03650/FUL, Little Scudders, Scudders Hill – conversion of existing building into a single dwelling house including single storey extension etc. The Clerk was unable to convene an extraordinary meeting to consider the application.

This was NOTED.

SE/16/03674/MMA, North Lodge, Manor Farm – variation of condition 5 (SE/16/00976/HOUSE), for conversion of outbuilding to family annex ancillary to domestic use of North Lodge. The Clerk was unable to convene an extraordinary meeting to consider the application.

This was NOTED.

APP/G2245/D/16/3157587, appeal allowed by Planning Inspectorate - Parish: Fawkham and Ash-Cum-Ridley - site at: Eventide, Fawkham Green Road, Fawkham DA3 8NN.

This was NOTED.

16/2017 GENERAL CORRESPONDENCE RECEIVED SINCE PREVIOUS MEETING (CONTINUED)
Use of Village Hall Car Park, Village Hall Management Committee
The Chairman tabled a draft letter to the household of a property on Valley Road regarding use of the village hall car park, upon which she had taken legal advice from a barrister friend.
A motion was proposed by Cllr Parkin to send the letter, which was seconded by Cllr Hollands. However, an amendment was proposed by Cllr Gray, seconded by Cllr Hollands and ADOPTED to add the following wording to the end of the penultimate paragraph of the letter:
“within a period of seven days from the date of the post-mark on this letter”.
The amended motion was put to the Parish Council and was ADOPTED, with Cllr Parkin asking that her vote against the amended motion be recorded in the minutes. The Clerk noted that when he attended the Clerk’s conference in summer 2016 he had a conversation with another Clerk which suggested that pursuit of a “parking order” might help to regularise use of the car park. Cllr Parkin would discuss the suitability of such an option with officers at SDC.

17/2017 FINANCIAL MATTERS
(a) Treasurer’s Account for 2016/17 (financial monitoring)
The Clerk reported very little change from the previous month.

(b) Cheques to be signed
It was proposed by Cllr Gray, seconded by Cllr Hollands and AGREED that the following cheques be signed:
I. Installation of Christmas tree lights at village green and ancillary electrical safety works, Paul Lawrence Electrical, £540, Cheque Number 622.
II. November leaf clearance at Village Hall, RH Gardening Services, £105.00, Cheque Number 623.
III. Commercial Services Trading Ltd, grass cutting at village green and elsewhere, £189.07, Cheque Number 624
IV. Emptying dog bins, Sevenoaks District Council, £25.74, Cheque Number 625
V. Reimburse Cllr Hollands cost of new Christmas Tree Lights, £152.92, Cheque Number 626
VI. Parish Clerk Salary January 2017, £345.05 NET, Cheque Number 627
VII. Employer costs, to HMRC, for January 2017, for 19 February 2017 payment deadline, £86.20, Cheque Number 628
VIII. Clerk expenses for third quarter of 2016/17 (details supplied to Cllrs), £97.70, Cheque Number 629
It was NOTED that £7.62 had been paid to EON, electricity supply to village hall, on 23 November 2016.
It was NOTED that £7.90 had been paid to EON, electricity supply to village hall, on 22 December 2016.
It was NOTED that £9.25 would be paid to EON, electricity supply to village hall, on 25 January 2017.

18/2017 REPORTS FROM THE CHAIRMAN AND COUNCILLORS
Cllrs agreed that all issues had been covered above.

19/2017 DATE OF NEXT MEETING
This was NOTED as 16 February 2017.