

FAWKHAM PARISH COUNCIL

Minutes of the meeting held at 7 pm
on Thursday 16th February 2017, in the Village Hall, Fawkham

Present:

Councillor Gray

Councillor Hollands

Councillor Parkin (Chairman)

Also in attendance; two parishioners (not remaining for the whole meeting).

20/2017 APOLOGIES FOR ABSENCE
There were none.

21/2017 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.

22/2017 MINUTES OF PREVIOUS MEETING
It was proposed by Cllr Hollands, seconded by Cllr Gray and AGREED that the minutes of the meeting held on 20 January 2017 were correct, subject to the following amendments:
Minute 12/2017 – should read, the Chairman was trying to contact Sean Richards of MOAT with a view to setting up a meeting with him.
Minute 16/2017 – barrister “friend” should read barrister “colleague”.
The minutes were signed by the Chairman.

23/2017 NEW WORDPRESS WEBSITE, EIS IT
It was proposed by Cllr Parkin, seconded by Cllr Gray and AGREED that the Parish Council agrees to the migration to the new web site as close as possible to the end-March 2017 deadline that had been set.

Signed by the Chairman:

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- 24/2017 NOTICEBOARD AT ST. MARY'S CHURCH
It was proposed by Cllr Parkin, seconded by Cllr Gray, and AGREED that:
- a) The request from the Parochial Church Council that both sides of the noticeboard should be lockable is accepted, and hence quotation number 17743/4 from Greenbarnes Ltd be accepted, at a price of £1,285.16 plus VAT.
 - b) To waive the requirement in the Council's Financial Regulations to obtain three quotations for works costing over £500 in accordance with Financial Regulation 11.5, in light of the specialist nature of the supply of local council noticeboards, and the Parish Council's satisfaction with the replacement noticeboard already supplied at Fawkham Green Road by Greenbarnes Ltd.
 - c) To accept the quotation of £170 from Gary Cooke to install the noticeboard and remove the remaining concrete posts relating to the previous noticeboard.
- 25/2017 REVIEW OF THE COUNCIL'S STANDING ORDERS AND FINANCIAL REGULATIONS
Following a review of the draft documents, and the agreement of a number of amendments, it was proposed by Cllr Hollands, seconded by Cllr Parkin, and AGREED that the new Financial Regulations and Standing Orders be adopted as amended.
- 26/2017 AUTOMATIC PENSION ENROLMENT
In light of the resignation of the Clerk, and the Parish Council's staging date not being until 1 May 2017, and with the agreement of the meeting, this item was DEFERRED to the next meeting of the Parish Council.
- 27/2017 VILLAGE HALL CAR PARK
Cllr Parkin noted that the Parking Manager at Sevenoaks District Council had agreed to design, procure and pay for signs to be erected in the village hall car park governing the use of the car park. It was proposed by Cllr Hollands, seconded by Cllr Gray, and AGREED that the signs be obtained and installed.
- 28/2017 QUEENS 90TH BIRTHDAY COIN PRESENTATIONS
Cllr Parkin reported on the presentations of the commemorative coins.
- 29/2017 BENCHES ON VILLAGE GREEN
Cllr Hollands had previously circulated to Cllrs his findings on the repairs needed to the benches on the village green, including two quotations. Because there was little difference in the costs of the two quotations, it was proposed by Cllr Parkin, seconded by Cllr Gray, and AGREED that Cllr Hollands accepts whichever can undertake the work first, and places the order on behalf of the Parish Council.
- 30/2017 FAMILY FUN DAYS 2018
There was a discussion of the fact that places are allocated by SDC on a first-come first-served basis. It was proposed by Cllr Gray, seconded by Cllr Hollands, and AGREED:
- a) To inform Kelly Webb at SDC that the Parish Council would like to reserve a place for 2018, and,
 - b) That the Clerk can respond positively to any invitation received in future years without waiting for agreement from a meeting of the Parish Council.

- 31/2017 CO-OPTION PROCESS
It was proposed by Cllr Hollands, seconded by Cllr Gray, and AGREED that, following the expiry of the deadline for expressions of interest, any applicants are invited to attend an interview on either 14 or 21 March 2017, from 7pm.
- 32/2017 VOLUNTEER COMMUNITY WARDEN
Following a discussion, no resolution was passed on the item.
- 33/2017 ACTION SHEET
A number of items were deleted. It was proposed by Cllr Hollands, seconded by Cllr Parkin and AGREED that the CX of MOAT should be invited to attend a meeting of the Parish Council regarding the unsuccessful attempts that have been made to arrange a meeting between MOAT and the Parish Council.
It was also AGREED that Cllr David Brazier be invited to attend a meeting of the Parish Council to explain the "intervention threshold" level relating to potholes set by KCC, in light of the Parish Council's view that the potholes on Valley Road are dangerous, especially for pedestrians and cyclists.
- 34/2017 OPPORTUNITY FOR PARISHIONERS TO ADDRESS THE PARISH COUNCIL
It was noted that replacement double-glazed windows had been ordered for the kitchen and rear of the village hall. There was a community clear up taking place on Thursday 23 March, following the discovery of a significant amount of rubbish behind the village hall. More helpers were invited to attend the clean-up.
- 35/2017 IMPENDING VACANCY IN THE OFFICE OF PARISH CLERK
The current Clerk would cease employment on or before 7 March 2017. The advertisement and recruitment timetable was discussed. It was proposed by Cllr Hollands, seconded by Cllr Gray, and AGREED that the deadline for applications would be 28 February, the preferred start-date for the new Clerk would be 20 March, and that the advertisement would state an intention to hold interviews on 7 February 2017 from 7pm.
The Clerk would place the advertisement on the Parish Council and KALC websites, and would copy the documents to Sheena Moss, in order that she could place them on the Fawkham Green Facebook site.
- 36/2017 GENERAL CORRESPONDENCE RECEIVED SINCE PREVIOUS MEETING
- (a) Great British spring clean
This was NOTED.
 - (b) KCC Ward Member Grant scheme 2016/17
The Clerk noted that he had received a telephone call from KCC suggesting that around £1,000 funding might be available up to the end of the financial year. Cllr Parkin agreed to consider options.

- (c) Open Space, Sport & Leisure Survey, SDC
Some additions were agreed which the Clerk would pass on to SDC.
- (d) West Kent Nature & Nurture
This was NOTED.
- (e) KCC Consultation - Freight Action Plan, via KALC
This was NOTED.

37/2017

PLANNING

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

- SE/16/00863/MMA, 1 & 2 Cross Cottages, Valley Road, minor material amendment for the demolition of existing dwellings and outbuildings, erection of two replacement dwellings, change of use of part of the site to be incorporated as residential curtilage and creation of vehicular access on to Valley Road to allow provision for partial basement and minor elevational changes to plot 1.

It was proposed by Cllr Hollands, seconded by Cllr Gray, and AGREED that the Parish Council responds that it objects to the application on the following grounds:

- a) The Parish Council does not consider the application to be a “minor” amendment and is disappointed it was not included in the original planning application, as its presence may have influenced the Parish Council’s views on the original planning application.
- b) The plans did not show sufficiently clearly the alteration from the previous application that was approved for the two cottages.

To discuss any planning applications received after the summons/agenda was published

- SE/17/0335/HOUSE, West Minch, Castel Hill, DA3 7BG, demolition of two domestic outbuildings and erection of a replacement summerhouse/storage building
There was a discussion of the application, but no formal decision was taken.

Other planning applications and decisions (for information)

SE/16/03674/MMA, North Lodge, Manor Farm, Fawkham, Variation of Condition 5 of 16/00976/HOUSE, for the conversion of outbuilding to family annexe ancillary to domestic use of North Lodge. Alteration of fenestrations in order to improve appearance. SDC has granted permission.

This was NOTED.

SE/16/03429/CAN, BT telephone box, south of junction with Brands Hatch Road, Fawkham Green Road, proposed removal. SDC have noted that no objections to removal were submitted to them.

This was NOTED.

38/2017

FINANCIAL MATTERS

(a) Treasurer’s Account for 2016/17 (financial monitoring)

The Clerk reported very little change from the previous month.

Signed by the Chairman:

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(b) Cheques to be signed

It was proposed by Cllr Hollands, seconded by Cllr Gray and AGREED that the following cheques be signed:

- I. Parish Clerk Salary January 2017, £345.05 NET, Cheque Number 630
- II. Employer costs, to HMRC, for January 2017, for 19 February 2017 payment deadline, £86.20, Cheque Number 631
- III. Reimburse Clerk for cost of replacement toner cartridges, £46.70, Cheque Number 632

39/2017 REPORTS FROM THE CHAIRMAN AND COUNCILLORS
Cllrs agreed that all issues had been covered above.

40/2017 DATE OF NEXT MEETING
This was NOTED as 30 March 2017.

Signed by the Chairman:

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