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FAWKHAM PARISH COUNCIL

Minutes of the Parish Council meeting held on Thursday 30th March 2017 at Fawkham Village Hall .

Members Present : Cllr Mrs Faye Parkin (Chairman), Cllr Mr Steve Gray, Cllr James Hollands , Cllr Duncan Harker and Cllr Mike Pearsall. Members of the Public 2

Apologies for Absence: The were no apologies received

Declarations of Interest:

Plans:

SE/17/00765/MMA: Eventide Fawkham Green Road: Minor material change SE/16/01878/HOUSE: for erection of a single storey side and rear extension. No Objection **ALL IN FAVOUR**

Co-option Update

The Three Councillors of the council Had held Co option interviews on Tuesday 21st March and Mr Duncan Harker and Mr Mike Pearsall were duly co-opted onto the Fawkham Parish Council .The Clerk confirmed that declarations of Interest and Acceptance of Office had been completed and signed. **RECEIVED**

Parish Clerk Update:

On Tuesday 7th March applicants for position of Clerk for Fawkham Parish Council were interviewed by Cllr Parkin, Cllr Gray and Cllr Hollands. Lynda Harrison, was duly appointed and accepted the position of Clerk to Fawkham Parish Council on a contract of 8 hours per week. She has been the Clerk to West Kingsdown Parish council for nearly 11 years and will be Clerk to both Parishes. **RECEIVED**

Chairman and Councillors report:

Dog Bin: The Chairman reported that the dog bin was falling off the post and asked the Clerk to arrange for this to be repaired. Cllr Harker offered to make safe in the meantime. **RECEIVED**

Fawkham Valley Road: It was reported between Speedgate and the school the road surface was poor the Clerk to report to KCC

Village Green: The Clerk to enquire how many cuts the Green was due by KCC this year and confirm when cuts would start.

Pot Holes:

Car park entrance there was a pot hole: The Clerk to arrange for this to be filled in. **RECEIVED**

Brands Hatch: Cllr Holland's reported that he had recently attended Brands Hatch and commented that the improvements that they had made to the track and ground were very good and asked for these positive comments to be passed to Brands Hatch at the next Liaison Meeting.

Fire : Cllr Pearsall reported a caravan fire recently I the early hours of the morning where fire engines had attended to extinguish the fire, no further details were available. **NOTED**

Members of the Public

Village Hall: After a recent clear up of the car park it was reported that a lot of litter was buried deep into the hedge and could not be reached, The Committee asked if Parish Council could ask the grounds contractor to help with and Moat Housing for their boundary fence. The Clerk would speak to RH Services.

Minutes of Previous Meetings

The Minutes of the meeting held on 23rd February 2017, were accepted as a true record and any recommendations thereby implemented. **ALL IN FAVOUR**

Any Urgent Business

The Chairman to ruled that any business received since the despatch of the Agenda, by reason of special circumstances, be considered, in order to avoid any undue delay and have up to date information.

Village Hall car Park:

To consider that John Strachan of Sevenoaks District Council, Parking Manager be instructed to design and procure a suitable "Parking Management" sign/s to be erected in The Village Hall car park. To obtain three quotes for relining the car parking spaces. It was proposed by the Chairman to proceed with signage through SDC and to discuss with him additional wording regarding unauthorised parking incurring a charge. The Clerk was asked to approach the PCSO and the Community warden regarding this neighbouring dispute where one resident continually uses the Village Hall for extended parking to their property. It was noted due to reduced parking on occasions the hall has lost bookings as a result. Cllr Parkin to report back to Council regarding signage and fines. **AGREED**

Correspondence:**a. Display Board Request:**

Members considered the erection of Fawkham and Hartley fete display Board on the verge to the front of the car park this was agreed and the Clerk to contact the Vicar and Curate to confirm. **AGREED**

b. Save the Bees

Members considered the save the bees campaign – village planting project leaflet and it was agreed this could be added to a newsletter, also to pass the information onto the school. Mrs Moss would add the details onto the Fawkham Village Green Facebook page. It was also requested that the Clerk ask Kent wildlife trust to liaise with KCC about use of the Green for a wildlife area for Bees. **RECEIVED**

Notice Board:

St Marys Church had not been in contact since the last meeting audit was not clear if any correspondence had taken place regarding the Churches contribution towards a notice board that locked on both sides as their request would increase the cost of the initial quote. The Clerk to make contact with the secretary of the PCC and exchange dialogue regarding a donation towards the new board.

Pension:

Auto pension: Finalization was due by May 2017 this process would be completed by the Clerk.

New Clerks Pension: The new Clerk Lynda Harrison has a KCC pension with her Clerks position elsewhere and had asked for Members to consider pension contributions to be paid into the same pension fund, This would require a contribution not only by the Clerk but Fawkham Parish Council. The amount to be confirmed and the Clerk was asked to find out the figures and inform council.

Website:

The Chairman expressed sincere thanks to Mr L Moss who had spent a considerable amount of time with the website and handling its migration over to the new word Press EIS website that went live Friday 24th March. Mr Moss reported that there were still teething problems and that he would continue to manage it until such time as it was able to be handed over. Cllr Hollands asked who owned the website address and asked that the web page should be published on all Parish Councils correspondence to create a greater awareness of the webpage. This was agreed.

Village Hall Kitchen:

Parish Council Members and Village Hall committee members present discussed the renewal of the original kitchen that did not conform to today's standards and with possible use later this year by the Rural Age concern whilst they are having a refurbishment may require the upgrading of the halls kitchen. It was confirmed that CIL Money could not be used for this purpose and that the Council had a balance of around £17,000 some of which could be ring fenced. Local sources of donations were discussed and it was finally agreed that the Clerk would ask three contractors to meet with the Hall Committee to discuss the requirements and obtain like for like quotes that could be considered further by the Parish Council when firm figures were received. It was agreed the Clerk would ask Gary Cook, Longfield Family kitchens and Chris Sloan for quotes. A new kitchen would hopefully generate more regular bookings and usage of the hall. **AGREED**

CIL MONEY (Community infrastructure Levy) Money.

Parish Council receives Money this levy for use with in the Village that benefits the community. The Current amount in this fund is £4,530.00

Finance

A. The accounts were tabled and cheques signed in accordance with the mandate.

B. Bank Accounts : Cllr Parkin to change the bank address and request bank mandate forms to allow the new Clerk access to the accounts.

End of year Audit:

Paperwork had been received for the end of Year Audit from Little John auditors, however the Council have an internal audit before this is submitted to them. This was carried out by Chris Buckett (a cost of £255 for 2015/2016) The Clerk uses a different auditor that was cheaper for a larger parish and the Council Members agreed that she should request a quote to complete Fawkhams Audit this year and inform them of the cost.

Office equipment and Office:

All equipment and paperwork has been received back from the previous Clerk and the new Clerk has organised the files and archiving system, just the filing cabinet in the Village Hall to go. The Laptop received by the previous clerk had gone wrong and Cllr Parkin had agreed to take the laptop into SDC for the IT department to have a look at and repair or report on. **RECEIVED**

Printer, the new Clerk has a printer at home she is happy to use and would ask Members to consider to continue to pay for ink cartridges but for the Clerks own printer instead of the very large Brother printer that was received at handover. Cllr Parkin commented that the Council would be happy for the clerk to use her printer and reimburse for the ink and paper used and that the large Brother printer could return to her house where it could be used for large project such as newsletters or large printing jobs. The Clerk commented she also had access to a photocopier at reduced costs of 5p per copy should Fawham PC require. **AGREED**

Fawkham Office telephone:

As the Clerk works for another Parish that has its own office the home number of the Clerk is not currently used for Parish work, the Clerk had asked Members to consider paying for a separate line entirely to be the designated for Fawkham Parish Council with an answer machine attached. The Clerk has a phone point so there would be no installation fee to pay, she has her own phone and answer machine she can use. The monthly line rental and call charges would be a fixed fee of £29 per month, (Subsequently the Clerk has managed to find a contract for £21.99 per month making a further saving for the Council). It was agreed through the Chair to fund the monthly line rental and calls for the Parish Office phone. No charge would be made by the Clerk for the use of broadband **ALL IN FAVOUR**

Broadband speed:

Currently the broadband speed of 1.2Mbps along parts of the Valley Road and discussions in the past have taken place with regard to fibre optic George Chapman the man who has been in discussion with Lawrence Moss has suggested a possible site would be for a fibre cabinet to supply to Valley Road. The Request was asked of the Council to support the Village in increasing the broadband speed this and to contact George Chapman. This was agreed. **AGREED**

Village hall window refurbishment update:

The window installation will now be completed on Friday 31st March. The Acrow props will be removed at that time as well.

The kitchen windows are complete. A number of people have been very complimentary about the kitchen windows and the fitters re-installed the splashback at no cost. The splashback is now better than original. **RECEIVED**

Matters Arising:

APM: Annual Parish Meeting to be held on Tuesday 23rd May and the Clerk to invite the Headmistress of Fawkham School, the PCSO and Community Warden

Date of Next meetings.

Planning & Annual Parish Council Meeting: Wednesday 27th April 2017 at 7pm at Fawkham Village Hall

Meeting closed at 9.14pm