

**FAWKHAM PARISH COUNCIL****Minutes of the Annual Parish Council meeting held on Thursday 25<sup>th</sup> May 2017**

Members present: Cllr Mr Steve Gray, Cllr Mr James Hollands , Cllr Mr Duncan Harker and Cllr Mr Mike Pearsall. Members of the public 2

**Planning****SE/17/01511/FUL: Little Scudders, Scudders Hill Fawkham:**

Conversion of an existing building to a single dwelling house. Replacement entrance gates and associated landscapes. **Comment**

**APP/G2245/W/17/3172705 Little Scudders , Scudders Hill Fawkham:** Notification has been received regarding an written appeal against SDC refusal to planning application SE/16/03650/FUL For conversion of existing building to a single dwelling house including single storey extension, replacement entrance gates and associated landscaping. Noted

**Annual Parish Council Meeting**

**Apologies for Absence** Cllr Mrs Faye Parkin

**Election of Chairman for 2017/18**

It was proposed by Cllr Gray and seconded by Cllr Hollands that Cllr Pearsall be elected as Chairman. There were no other nominations and Cllr Pearsall was declared Chairman for the year.

**Election of Vice Chairman for 2017/18**

It was proposed by Cllr Hollands and seconded by Cllr Harker that Cllr Gray be elected as Vice Chairman. There were no other nominations and Cllr Gray was declared Vice Chairman for the year.

**Declarations of Interest on the Agenda:** There were no declarations of interest declared

**Any correspondence received since the publication of the Agenda:** The Clerk reported there was nothing that had been received.

**Declarations of Interest** Councillors to make any declarations that may be required by virtue of the Parish Council's adopted Code of Conduct. Cllr Holland and Cllr Gray would be required to prepare an up to date declaration. The clerk to email a copy to them for completion.

**Minutes of Previous Meetings**

The MINUTES of the Planning Committee held on 23<sup>rd</sup> March 2017 were submitted.

It was moved from the chair that they be signed as a true record, and any recommendations be implemented  
**ALL IN FAVOUR**

**Any Urgent Business**

The Chairman 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.

**Committee and Sub-Committee Structures for 2017/18**

Members to consider establishing the following committees, including terms of reference (and any delegated powers) and membership:

- (a) Planning Committee - All Members
- (b) Planning Committee – all Members

Cllr Pearsall said he would like to look at the committee structure but felt as a small council a subcommittee could be raised when required for projects. This was proposed by the Chair and seconded by Cllr Gray.

**Appointment of Parish Council Representatives on “Outside Bodies”**

a)Village Hall Management Committee – 2 Members, Cllr Holland and Cllr Harker ( Cllr Parkin was on this 2

committee but currently on long term sick )  
(the Village Hall Management Committee invites the Parish Council to nominate up to two representatives)

(b) Brands Hatch Liaison Group (Motor Sport Vision invites the Parish Council to nominate one representative)  
Cllr Gray

(c) Rural Age Concern, Darent Valley (invites the Parish Council to nominate one representative) Cllr Parkin

(d) Sevenoaks Committee of Campaign to Protect Rural England (invites the Parish Council to nominate one representative) as required but the Clerk was asked to find out what the Parish Benefitted from membership

(e) Church Liaison Committee (the ecclesiastical parish of Fawkham and Hartley invites the Parish Council to nominate one representative) Cllr Harker.

It was proposed through the Chair all these appointments be made.

**ALL IN FAVOUR**

#### **Annual Review of Council Procedures**

(a) Standing Orders and Financial Regulations. Chairman would like to review these documents and bring back to a later meeting.

(b) Risk Register the Parish Council's risk register was last reviewed and adopted in April 2016.

(c) Insurance Cover The Parish Council renewed its insurance policy in April 2017 and is currently in the second year of a three-year contract with AON.

The renewal premium for the insurance had been received and is tabled for payment on this month's cheque list the Annual Premium for this year is £304.77. It was agreed that as the Parish were tied to a 3 year term that finishes next year. Parish would review before next insurance renewal date.

(d) Asset Register The asset register is up to date and published on the Parish Council's website.

It included the replacement noticeboard at the village green and the AED and housing box at the Rising Sun Inn public house. The Clerk was asked to send the asset register to the Chairman.

**RECEIVED**

#### **Calendar of Meetings for 2017/18 Municipal Year**

It was proposed by the Chairman to publish dates that the Parish council would meet and to have consistency. The third Thursday of each month, except August would be adopted by the Council and dates published on the website.

**ALL IN FAVOUR**

#### **Annual Review of donations to charities**

There had been no requests for donations received. It was agreed that these would be dealt with on an annual basis.

It was noted that a donation of £300 was made to the Village Hall for the use of the Building for Parish Meetings.

**ALL IN FAVOUR**

#### **Finance**

This Month's finances were detailed for members, it was proposed through the Chair to accept the cheque list and expenditure totalling £1,098.76 be paid.

**ALL IN FAVOUR**

Bank Accounts: The Clerk reported that she had not been able to access the account as not a named person with authority. It was also unclear who had received the bank statements. Cllr Hollands offered to go into the bank when the Clerk gave him all the details required to obtain all the latest statements and the relevant forms to change the statement address and alter signatures.

Members did consider with the closure of the New Ash Green Lloyds in July whether to move bank accounts. But agreed the first step was to ascertain the balances in the Lloyds accounts.

**Audit:** The internal end of year audit was carried out till the end of December, this was up to the accounts could be retrieved from the website due to the Parish laptop going wrong. The processes were checked and found to be correct, not highlighting any areas of concerns. The Final end of Year accounts were tabled and it was proposed through the Chair to formally adopt the accounts for 2016/17. These would be sent to “ Little John “Auditors the Governments approved Auditors.

**ALL IN FAVOUR**

**Village Hall:**

Discussions had taken place between Cllr Parkin, the Village Hall and Rural Age Concern Darenth Valley who run the Cottage Day Centre in Scratchers Lane

The Following notes were made available to Parish Councillors formed following the Village Hall meeting with the Chief Exc, Liam Curran to consider the possibility of an arrangement between RACDV and the Village Hall Management Committee. *“I found your project plan very useful and helpful. I am writing to confirm RACDV’s position, should we come to an agreement, for the hiring and usage of the hall for an extended period with some variations and explanations to the development proposals you provided. We do not yet have any dates as we are in the process of applying for funding to employ architects/project manager etc.*

Although, Fawkham Village Hall is ideal for its location and size, we are also considering other venues in the RACDV area of concern in case FVH is not available.

**FULL LIST OF WORKS WITH COSTING PROVIDE PROJECT PLAN WITH TIME TABLE OF WORKS BUSINESS PLAN**

For clarity’s sake, these would be the sole responsibility of the FVHC to draw up although we would need and welcome consultation/coordination especially over the timing.

**LENGTH OF HIRE**

A guesstimate of this would be around 6 months to allow for the renovation of The Cottage and any unforeseen delays. Currently, we predict we would require access from 8.30am to 2.30pm Mondays to Fridays, although this may change due to operational requirements and would obviously be the subject of negotiation in advance.

**KITCHEN**

As discussed, RACDV can only operate at a venue with an appropriate kitchen that meets environmental health standards for our operations. I would like to stress at this point to FVH committee members that it is not a question of RACDV insisting on facilities and standards but simply the requirements to operate a safe and legal kitchen. So we wish the committee every success in applying for grants that will enable a complete gutting and installation of a brand new kitchen that would make the hall more financially viable. We would be willing to write in support of any funding application if you wish.

**APPLIANCES**

**Dishwasher**

Further to the checklist of requirements that you produced following your meeting with the Environmental Health Officer, **we would need a dishwasher** in the kitchen. We do not have another method of sanitizing the dishes as required by the regulations. The dishwasher cannot be an RACDV responsibility as it would have to be part of the fitted kitchen.

**Lockable cupboard**

We would also need a lockable cupboard dedicated to RACDV for the duration of the stay.

**Lockable fridge**

Given that the FVHC and other users would be sharing the fridge installed in the new kitchen, it seems likely that we would **need to bring in our own lockable fridge**. Clearly, consideration would have to be given to its location.

**Oven**

Our day centre supervisor will shortly be advising us on the minimum size required for the oven.

**Canopy/ventilation for cooker**

As you will appreciate, this is a standard requirement.

**Water heater**

Again, standard requirement with ability to heat water first thing in the morning. Suggest a timer would be required too.

**Cutlery, Crockery, Pots, Pans, Cooking Equipment**

RACDV will provide these.

The rest of the required standards of fixtures, fittings and finishes are covered in the Environmental Health officer's list that you provided so I will not repeat them here.

**KITCHEN HYGIENE PRACTICES AND OPERATIONS**

Clearly, these (again covered in the EHO list) are the responsibility of RACDV staff.

**HIRING TERMS AND CONDITIONS**

These would need to include a requirement on both FVHC and RACDV to include a requirement to leave the hall and kitchen washed and cleaned to a mutually agreed standard.

**Costs for the hire of the hall**

£10.00 per hour hire of hall

£7.00 per hour electricity per kwh (for purposes of budgeting, this is an estimate and would depend on oven usage and would be ultimately decided by meter readings)

**Internet**

We would require internet access. If the cabling is present RACDV would be able to pay connection costs and bring our own equipment. We would also need to discuss the location of desk/office for the Supervisor.

**Telephone**

This would still need to be resolved whether a landline or mobile phones are used, depending on mobile phone coverage."

**Website update:**

The Website allows for profiles to be uploaded and Lawrence Moss has asked for a small summary of each Councillor and a photo this is to help with engagement with the Parish Community. Members to send over

**Hedge by Village Hall:**

**Grounds Maintenance**

RH services had been asked to quote to trim back the pyracantha by the Village Hall. This was for the sum of £95. It was proposed through the Chair that this quote be accepted and the Clerk would instruct RH Services to carry out this work.

**ALL IN FAVOUR**

**Notice Board:**

The clerk would look through past Minutes and email to let councilors know the update. The Church had requested that it was double sided so it could be used the Church but it was unclear as to whether the Church had been approached regarding a donation to the wards the additional cost of this.

**RECEIVED**

**Update on Laptop.**

Currently the laptop had not been returned from the IT department at Sevenoaks District Council. Cllr Pearsall explained it could be the motherboard and that files could still be retrieved back from the laptop. The Clerk was asked to contact SDC and request the laptop back Cllr Pearsall would then have a look at it.

**AGREED**

Matters Arising: There were no matters arising

**Next meetings**

**Planning & Parish Council Meeting:** at 7pm at Fawkham Village Hall

Thursday 15<sup>th</sup> June

Thursday 20<sup>th</sup> July

Thursday 21<sup>st</sup> September

Thursday 19<sup>th</sup> October

Thursday 16<sup>th</sup> November

Thursday 21<sup>st</sup> December

Thursday 18<sup>th</sup> January 2018

Thursday 15<sup>th</sup> February

Thursday 15<sup>th</sup> March

Meeting closed at 21.40

**Signed as true record by Chairman.....**

**Date .....**