

FAWKHAM PARISH COUNCIL

Minutes of the Parish Council Meeting of Fawkham Parish Council to be held at Fawkham Village Hall, Valley Road Fawkham at 7pm on **Thursday 20th July 2017** .

Members Present: Cllr Mike Pearsall (Chairman)Cllr James Hollands and Cllr Duncan Harker.
One member of the public, Mrs Maggie Dyne Chairman of the Village Hall committee

Members of the Public: There were no matters raised by the public

Apologies: Cllr Steve Gray and Cllr Faye Parkin

Declarations of Interest: There were no declarations of interest declared

Plans:

SE/17/01275/FUL: Brands Hatch Hotel Brands Hatch Road: Re cladding of the roof to the café building of the health club from glass to traditional slate, together with a number of conversation roof light. No objection

Planning:

Cllr Pearsall suggested that planning should be dealt with at the Parish Council meetings, however if an application is received and the timescale for comments back to SDC don't allow a meeting would be called within 7 days of receipt,. This additional meetings would be held at Speedgate farm with public access. (unless the Cllr Hollands had an interest in the planning application. Should the need for a larger premises then an arrangement will be made with the Village Hall committee to use the hall. This was agreed by all present. And adopted as procedure. Notices would be posted on the website to allow Transparency.

Minutes of Previous Meetings

The minutes of the Annual Parish Meeting held on Thursday 25th May 2017 were approved as a true record and any recommendations thereby implemented.

Any Urgent Business

The Chairman to rule 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. Chairman asked that if any councillors wanted an item on the agenda that they should contact the clerk before the meeting so that it could be agendered. This item would be taken off the agenda and "open Forum" placed at the end for Members to raise matters (as not on the agenda as an item in its own right no decision of financial commitment could be made. AGREED

Correspondence:

a. Parish Notice board:

The Notice board for the Church Car park was obtained by the previous clerk and is now out of date. Any quote normally has a 30 day deadline to secure that price. It was unclear by members whether the church wanted a side by side board or back to back and as there would be an increase in the cost to this double board what contribution would be received by the church to date. The Clerk had emailed the warden but had had no response. Cllr Harker as the Parish representative on the Council would take this to the next church PCC meeting to discuss and report back to Parish Council by the next meeting. ALL IN FAVOUR

Meetings

To consider the frequency of Meetings for the coming year. Cllr Pearsall suggested that the meetings could be moved to Bi Monthly however members thought that to save confusion to Councillors and residents that is should stay monthly and monitor it for a few in October.

If the frequency was to change Members would have to agree how to manage the finances, should there be an urgent payment or monthly salary and HMRC payment required monthly.

Cllr Hollands raised that in the past the meetings dates had worked around Cllr Parkin as she attended SDC meetings but after discussion it was agreed that it would be better for the parishioners if the meeting remained consistent. This was Proposed by Cllr Hollands and seconded by Cllr Harker to keep the Parish Council meeting to the third Thursday of every Month except August. ALL IN FAVOUR

Action plan:

Members reviewed and updated the current Action Sheet, a red Yellow and white scheme would highlight on the sheet any that were urgent, shown in red and a yellow mark would show next in importance and so on, until that action was able to be removed from the sheet. Cllr Hollands asked for an extra column to provide Councillors if the Action had a legal requirement, Agreed.

Village Hall Matters would be dealt with by the village Hall including maintenance projects such as the kitchen as they were the Members who knew the requirements when talking to tradesman and that the income generated from the hall should be used for the upkeep of the hall, including the 12 car parking spaces and if the project required the Parish council to help with funds or external grants had to be looked at this would be raised with the Council. Car parking at the hall was discussed at some length and agreed it would be taken of the cation plan. Cllr Harker suggested that notices be placed in the windows when the hall was booked, but Mrs Dynes said they didn't take any notice and parked there, so it was expressed that a sign wouldn't have any effect either. Cllr Hollands proposed and Cllr Harker seconded that Council asked if SDC could be invited to the next meeting to discuss with all councillors. This was Greed and the Clerk was asked to arrange this meeting. The Clerk was asked to write to KALC and see if they could offer any help.

ALL IN FAVOUR

Website:

Members agreed that the website was current except for Lawrence Moss had asked for a small profile of each Member to be sent to him for inclusion on the website.

Parish Council Logo:

Members are to discuss a Parish logo that could be used on correspondence. One option would be to involve local children from the Primary School and Steep Hill School. With the winner being given a prize, it was agreed that Councilors would look at the two signs and come back to the September Meeting when Cllr Gray and Cllr Parkin could have an input too.

Communications

Cllr Hollands had requested that Members consider the communication received and wishes for the Council to adopt an 'all correspondence' policy of all incoming emails and replies (where not confidential) are forwarded or copied to all councillors. Cllr Harker expressed concern that some of the tone of emails that had been circulated were not pleasant and he had wanted to reply, but hadn't. As Members of a council there is a Code of Conduct that members agreed to adhere to. And to should be remembered in correspondence too. It was agreed to adopt that Members should, receive all correspondence and also any correspondence that was Parish related and received by an individual councillor should also be shared with the Clerk and fellow Councillors and not managed and actioned alone.

ALL IN FAVOUR

Village Hall constitution:

There is no known agreement between the Parish Council as owners and the Village Hall Management Committee as the committee that manages the day to day running of the hall, a copy of a proposed constitution was circulated for Members and would be taken to the next committee of the village Hall. This would be an item to be discussed at the next Parish Council

AGREED

Village Hall Management report:

Cllr Harker reported that the kitchen would be a refurbishment not that Age concern were not going to use the hall when there premises was closed for a refit. Mrs Dynes mentioned that the previous minutes Presented to the Council by a Village Hall Management Committee member, it was also raised that Cllr Parkin had commented that the minutes of the PC meeting stated the Clerk was going to meet contractors and obtain prices for refit of kitchen and for marking of the car parking lines. The Chairman commented that the day to day running and management of the hall was the responsibility of the Village Hall Management committee. Mrs Dynes said she would be happy to get the quotes as long as she was aware that what was going to happen. This was agreed that the Village Hall committee would take ownership of it.

AGREED

Carpark and parking issues:

Past correspondence had been copied to the Clerk from Cllr Parkin.

Having looked into this matter a bit further it seems under Road Traffic Regulation Act 1984 section 57 to 59 certain powers are given to a parish council " to provide with in their area and maintain suitable parking places, otherwise than on roads, for vehicles of other descriptions or vehicles generally". Under Section 59 of that Act the parish council would need the consent of the County Council who can give the same subject to such conditions as they think fit. If charging is going to be carried out then Section 35 of the Act shall apply and a formal Order would need to be made with the consent of KCC.

I know other council's have imposed their own regimes on car park adjoin village halls etc but generally they would need an Order and consent of the County Council if charging is to apply. The alternative may be to impose a bye law limiting the time a vehicle remains in a place but I am not certain a bylaw would be passed for such purposes and even if it was it would need enforcement. Byelaws can in addition take anything up to 2 years to get in place.

The Car park had been recently monitored regularly, there appeared to be no long term parking.

At 9.40am on Thursday 13th July it was witnessed there were 3 cars parked in village hall places and at 10.45 of the same morning the car park was clear. The week before the car park was clear. On other occasions the pattern has been of a similar nature This matter was discussed at an earlier point in the meeting and there was no further comment on this subject.

Finance

Finance was presented to the Council and the income of £6,212 half of the precept money had been received into the account. It was proposed through the Chair that cheques totally £2,286.10 be paid. The Cheques were signed by Cllr Hollands and the Clerk would ask Cllr Gray to be the second signature holder on the cheques

ALL IN FAVOUR

The Clerk gave an update that the Clerk and Office address for the account had been changed and she know had the forms to remove Mrs Patterson and Mr Haywood and to add Cllr Pearsall and Cllr Harker to the account.

RECEIVED

Fawkham Parish Laptop:

The Clerk had had the Parish Lap top returned back from the IT department at Sevenoaks District Council they had retrieved the files but the computer itself was broken. The Clerk to use her own personal laptop and back up the date onto disc and explore using a Dropbox account

Matters Arising: There were no matters arising

Dates of the remaining year 2017/18currentlyThursday 21st SeptemberThursday 19th OctoberThursday 16th NovemberThursday 21st DecemberThursday 18th JanuaryThursday 15th FebruaryThursday 15th March

Meeting closed at 9.05pm