

FAWKHAM PARISH COUNCIL

Minutes of the ANNUAL Parish Council Meeting of Fawkam Parish Council held at Fawkham Village Hall, Valley Road Fawkham on **Thursday 19th April 2018**

Members present: Cllr M Pearsall (Chairman), Cllr Mr Steve Gray, Cllr James Hollands

SE/18/00839/HOUSE: 2 South view Cottages, Fawkham Green: Demolition of existing single storey outbuilding. Erection of a single storey rear extension. Comment

Apologies for Absence: Cllr Harker

Election of Chairman for the Municipal Year 2018/19 It was proposed by Cllr Hollands and seconded by Cllr Gray that Cllr Pearsall should be elected as Chairman for 2018/19 The elected Chairman signed the acceptance of that office

Election of Vice-Chairman for the Municipal Year 2018/19 It was proposed by Cllr Pearsall and seconded by Cllr Hollands that Cllr Gary should be the vice Chairman for 2018/19 The elected Vice-Chairman signed the acceptance of that office.

Declarations of Interest Councillors reviewed their declarations and initiated any amendments .

The Minutes of the meeting held on Thursday 15th March 2018 were approved and any recommendations therefore moved forward and actioned..

Correspondence:

A. Fawkham Village Hall AGM

The AGM of The Management Committee of the Village Hall will be held in the Village hall on Thursday 10th May 2018 at 20.00 hours and is open to all local inhabitants. The hall is a Registered Charity provided for the benefit of local people. Please invite your members to come along to hear what the Committee has been doing on their behalf and to discuss ideas and plans for the future.

Your organisation is entitled to appoint two representatives on the Management Committee and, in accordance with the constitution of the Village Hall, I would be grateful if you would notify me before the AGM who the representatives will be. Any representative cannot represent more than one organisation. If any other person would like to be elected to the Committee, he or she would be very welcome, if they put their name forward. The Committee is responsible for the day to day management, upkeep and finances of the Hall. Representatives of organisations are full members of the Management Committee, along with elected members of the public, and the Committee has power to co-opt up to three members.

RECEIVED

B. Fete Advertising board

Members considered the request to have a publicity board displayed at Fawkham Village Hall regarding the forthcoming Parish of Fawkham & Hartley summer fete the fete takes place on Saturday, 12th May. Ahead of this date the board would be provided and erected by Clifton & Co Estate Agents. The Parish Council had kindly agreed to such publicity boards being displayed at the hall over the past few years and, naturally, it is hoped we can have the council's agreement once again this year. Cllr Gray commented that West Kingsdown Church did a similar scheme and were paid by wards Estate agents to advertise. The Clerk to pass this information on to Fawkham Church. Members agreed through the Chair that a board could be placed on the Car park land for the Fete.

APPROVED

C. SDC Housing needs consultation:

SDC were consulting about some important changes to their Housing Allocations Policy. All councils with responsibility for housing are required by law to produce a Housing Allocations Policy which sets out how social housing properties will be allocated.

Members were urged to look up the consultation online and make individual comments.

The interactive survey could be found at www.sevenoaks.gov.uk/consultations. The deadline for completing the survey is Wednesday 9 May 2018.

D. Pot Holes Valley Road

Concerns raised for the condition of the road, the request had been received to consider some action be taken by the Parish Council to deal with the deterioration of the highway directly outside and at the entrance of the village hall. As you are aware there is no footpath and therefore residents are force to use the road to walk past the school before crossing to reach the public pathway.

At present the deterioration of this section of the road is shocking and highly likely to cause accidents to pedestrians as well as suspension damage to vehicles.

It had been suggested a new line of curb from the entrance to the village hall down to Dean Cottage where at present the erosion is causing one road sign to be dangerous and the erosion is also getting very close to the ground anchor of the telegraph pole.

KCC had visited the site and agreed that works would take place to improve the road in the summer

The Clerk was asked to Contact a contractor and obtain a quote for the frontage of the car park for the Village Hall. And bring to a meeting when received. **RECEIVED**

E. Rural Age concern Darent Valley:

A letter had been received as voting Member of the Rural Age Concern, the proposal waa to restructure the Charity as charitable Incorporated Organisation in order to simplify ownership of property and the legality of contracts. The outcome was that the Charity will no longer have voting members and therefore Fawkham Parish council will no longer retain membership of RACDV. **NOTED**

Committee and Sub-Committee Structures for 2018/19

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

- (a) Planning Committee - All Members
- (b) General Purposes committee

It was proposed and agreed that the numbers of Cllr for Fawkham being small that all meetings would be open to all and there was no need at the present time for sub committees. **AGREED**

Appointment of Parish Council Representatives on "Outside Bodies"

- (a) Village Hall Management Committee: - The Village Hall Management Committee invites the Parish Council to nominate up to two representatives. Cllr Hollands and Cllr Harker
- (b) Brands Hatch Liaison Group - Motor Sport Vision invites the Parish Council to nominate one representative Cllr Gray
- (d) Sevenoaks Committee of Campaign to Protect Rural England - The Parish Council to nominate one representative - As required
- (e) Church Liaison Committee - The ecclesiastical Parish of Fawkham and Hartley invites the Parish Council to nominate one representative Cllr Harker

These nominations were proposed through the Chair be accepted seconded by Cllr Gray **ALL IN FAVOUR**

Annual Review of Council Procedures

- (a) Standing Orders and Financial Regulations. This would be reviewed at the May meeting
- (b) Risk Register Parish Council's risk register. To be reviewed at next meeting in May
- (c) Insurance Cover The Parish Council renewed its insurance policy in April 2018 and is currently in the second year of a three-year contract with AON. Awaiting renewal notice not received yet.

The renewal premium for the insurance last year was £304.77

- (d) Asset Register The asset register is up to date and published on the Parish Council's website. It now includes the replacement noticeboard at the village green and the AED and housing box at the Rising. No further amendments and therefore kept and filed as presented **AGREED**

Annual Review of donations to charities

A report will be published on the Parish Council's website if any are made

War Memorial

Members were asked to look at the memorial to remove the E at the end of the name Horace Clarke. The family had previously contacted the Parish To comment that their surname does not have 'E' at the end. A stonemason has visited the site and reported back that it could be removed but will leave a mark where it has been in place for many years. The cost to have this removed would be approx £120 the lead would need removing and the drill holes filled. It was agreed to appoint the stonemason to remove the E from the end of the surname Clark. The Clerk was asked to confirm the price and authorize these works to be completed as a gesture of good will to the family in this centenary year.

ALL IN FAVOUR

Action plan:

To review the action plan and agree which items were current – Added to the action plan Road signs along the valley road and reporting to KCC portal

RECEIVED

Website:

Review of Current website and Councilor input. Cllr Garred the website contained the most up to date information and thanks was expressed to Mr Lawrence Moss for the work he does for the website.

Finance - Expenditure and Income: It was noted that cheques totally £518.49 and proposed through the Chair that these payments should be paid for April 2018.

Accounts:

The Accounts had been reconciled for the end of year and a copy of the accounts was tabled for Members. Members agreed to formally adopt the accounts as a true record, Proposed through the Chair. These were due to be collected by internal auditor Karim Diamond on 21st April before sending to LittleJohn external auditors.

Cllr Hollands noted there had been no training expenses this year. The Previous Clerk had used the money for courses, this hadn't been necessary in 2018/19. But the Clerk was asked to find out about course that Councillors could attend to improve their skills and knowledge.

Matters Arising:

Emails: Cllr Hollands commented that the previous Clerk circulated all emails and although not everything received through the Parish Clerk was relevant he requested that those emails relevant could be circulated for Members. This was agreed by the Clerk and members.

AGREED

Open Forum for Councillors to raise matters to be placed on the next agenda**Dates for the Year agreed for 2018/19**

Parish Council Meeting on Thursday 17th May 2018
 Parish Council Meeting Thursday 21st June 2018
 Parish Council Meeting Thursday 19th July 2018
 Parish Council Meeting Thursday 16th August 2018 – if Required
 Parish Council Meeting Thursday 20th September 2018
 Parish Council Meeting Thursday 18th October 2018
 Parish Council Meeting Thursday 15th November 2018
 Parish Council Meeting Thursday 20th December 2018 if required
 Parish Council Meeting Thursday 17th January 2019
 Parish Council Meeting Thursday 21st February 2019
 Parish Council Meeting Thursday 21st March 2019

Meeting closed at 9.20pm