

**FAWKHAM PARISH COUNCIL**

Minutes of the Parish council held on Thursday **17<sup>th</sup> May 2018 held** at Fawkham Village Hall, Valley Road.

Members of the Parish Council: Cllr Mike Pearsall (Chairman), Cllr Steven Gray, Cllr James Hollands, Cllr Duncan Harker.

**Apologies for Absence: NONE**

**Planning:**

**SE/18/01233/FUL: Unit 1 Fawkham Business Park, Fawkham Road:**

Change of use from Class B1/B8 to use for motor vehicle repairs and extension to provide a MOT bay.

**No Objection**

**Correspondence:**

**No correspondence had been received**

**Declarations of Interest for items relating to Agenda:**

There were no declarations of interest made.

**Minutes:**

The Minutes of the Parish Council Meeting held on 19<sup>th</sup> April 2018 was agreed, with 3 typographical amendments, as a true record and any recommendations therefore implemented.

**AGREED**

**A. Pot Holes Valley Road:**

Cllr Brazier and Julian Cook, from KCC, have visited the site. Works to take place in the summer have been agreed. The Clerk was asked to clarify what parts of the road had been identified for repair.

**AGREED**

**B. Entrance to Village Hall Car Park:**

The Clerk had met with a contractor to discuss the kerb edge and the frontage to the Village Hall car park and a quote is now awaited. The Clerk would obtain a quote enabling the appropriate works to take place at the entrance to the car park area.

**AGREED**

**Village Hall:**

An update was given by Cllrs Harker and Hollands, as representatives from the Council, on the recent Village Hall Management Committee meeting. Both Councillors had attended the AGM and the Roof and Kitchen were discussed at length. The Hall Committee have £28,000 put aside for Works and it was not known how much roof repairs would be, but these could be considerable if the wood is rotten under the felt. This would leave them no funds for the kitchen. Cllr Pearsall had secured £7,500 from KCC Cllr Brazier to help with roof repairs and the Village Hall committee had been given the forms to complete and access those funds. Quotes had still not been obtained for the roof works and obviously for substantial works there would have to be 3 quotes.

Discussion took place and if the Hall Committee were to use the KCC funds this would free up some monies to be put towards the kitchen refurbishment. Parish Council had already agreed to give the hall Committee £3,000 towards the new kitchen. As the Village Hall has a Management Team, the Parish Council agreed they are tasked with the overall management of the hall, including repairs and updates, using the income generated from the hire fees. It was agreed that the potential roof works needed clarification of costs and how extensive the works will be. The Clerk would confirm to the Village Hall committee that the priority was to stop the leaks in the roof so as not to spoil any new internal works. Once the roof repairs had been completed then internal refurbishment to the Kitchen could then be considered. This was proposed by the Chair and agreed by all.

**ALL IN FAVOUR**

**Annual Review of Council Procedures:**

**(a) Standing Orders and Financial Regulations;** after reviewing the papers, it was proposed through the Chair that these documents be formally adopted.

**ALL IN FAVOUR**

**(b) Risk Register;** The Parish Council's risk register were reviewed and it was proposed through the Chair they were a correct record.

**ALL IN FAVOUR**

**(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. The renewal premium for the insurance has been received and is tabled for payment on this month's cheque list the Annual Premium for this year is £258.97 this is £50 less than last years premium. It was agreed by Members this renewal should be paid.

**AGREED**

**(d) Asset Register;** was updated and agreed.

**ALL IN FAVOUR**

**War Memorial:**

A formal quote had been received to remove the E from the war memorial commemorating the bravery of Horace Clarke, as the wrong spelling of the family name. Due to the fact that name has been incorrect for nearly 100 years there will be the possibility of a mark.

The quote is in the sum of £150 from James Horton Memorials. It was proposed by Cllr Harker that the quote and the associated work should be accepted and be scheduled to take place. It was suggested that Council could get the press to attend.

**AGREED**

**Co-option of Member:**

Following the candidate interviews, held prior to the Parish Council Meeting, it was formally agreed by all members that Alun Evans should be co-opted onto the Parish Council.

The Clerk was asked to contact both applicants and inform them of this decision.

**AGREED**

**Action plan/Project sheet:**

The Action plan was updated and agreed.

**Council Website:**

There had been a couple of minor updates but the website was up to date and again thanks were expressed to Lawrence Moss for his management of the web site.

**Finance:**

Income of £6,470.00 had been received and cheques totally £1,245.68 was approved and duly signed.

**Accounts:**

The Council Accounts had formally been agreed by Mr Karim Diamond the Councils approved auditor. The Chairman signed the form for the audit commission. These would be sent to the external auditor PKR LittleJohn.

**Community projects and shared events:**

The Council were asked to consider more community events and joint events with neighbouring West Kingsdown. The Community Warden and Clerk would liaise and invite residents to attend the sing along sessions that had started in West Kingsdown and that had had 23 residents attend on the first meeting.

**Matters Arising:**

Cllr Harker mentioned that in the past Communication between Council and Village Hall committee had not been good. However, communications have begun to improve and was agreed by all present the good communications are an important aspect of Council business.

**Open Forum:**

An Open Forum for Councillors, allowing members to raise matters to be placed on the next agenda. No Matters were raised.

**Council Meeting Dates for the year 2018/19**

Parish Council Meeting Thursday 21st June 2018

Parish Council Meeting Thursday 19th July 2018

Parish Council Meeting Thursday 16th August 2018

Parish Council Meeting Thursday 20th September 2018

Parish Council Meeting Thursday 18<sup>th</sup> October 2018

Parish Council Meeting Thursday 15<sup>th</sup> November 2018

Parish Council Meeting Thursday 20th December 2018

Parish Council Meeting Thursday 17<sup>th</sup> January 2019

Parish Council Meeting Thursday 21st February 2019

Parish Council Meeting Thursday 21<sup>st</sup> March 2019

Apologies from Cllr Gray

Apologies for Cllr Harker

TBC

Apologies from Cllr Gray

TBC

DRAFT