

FAWKHAM PARISH COUNCIL

I hereby summon you to attend the Annual Council Meeting of Fawkham Parish Council to be held at **Fawkham Village Hall**, on **Thursday 8th May 2025 at 7.30pm** to transact the following business.

Grace Champion
Clerk to Fawkham Parish Council

Members of the Parish Council:

Cllr Laura Evans (Chair), Cllr W Johnstone, Cllr J Cherry, Cllr K Wilkes and Cllr D Harker

Annual Council Meeting Agenda

1. **Election of Chair for the Municipal Year 2025/26** - The elected Chair will sign acceptance of that office.res
2. **Election of Vice-Chair for the Municipal Year 2025/26** - The elected Vice-Chair will sign acceptance of that office.
3. **Disclosable Pecuniary Interests:** All Councillors to confirm their forms remain up to date.
4. **Apologies for Absence.**
5. **Declarations of Interest** for items relating to the Agenda: Councillors to make any declarations that may be required by virtue of the Parish Council's adopted Code of Conduct.
6. **Members of the Public:** The Council's meetings are open to the public, however, only the first half hour is given for members of the public to raise any matters and partake in discussions. There are no further opportunities for members of the public to speak during the full Parish Council meeting. At the end of the agenda items the public will be asked to leave if the council will be discussing confidential matters.
7. **Annual Review of FPC Policies: Proposed:** To review, amend if required, and accept the following documents for the year 2025/26:
 - Standing Orders
 - Financial Regulations
 - Risk Assessment
 - Asset Register, including review of required maintenance, repairs and replacements
 - Code of Conduct
 - Document Retention Policy
 - Social Media Policy
 - Information and Data Protection Policy
 - **Proposed:** Data Protection and Freedom of Information Act. To review the procedure/s and requests made.
 - Equality & Diversity Policy
 - Antibullying & Harassment Policy
 - Grievance Policy
 - Disciplinary Policy

- Complaints Procedure
- Publication Scheme
- Delegated Authority to the Clerk

8. **Annual review and approval of yearly subscriptions:**

- CPRE
- KALC

9. **FPC Insurance Renewal: Proposed:** to agree the renewal of FPC's insurance with Ecclesiastical Insurance Office plc on 01 June 2025 at a total cost of £610.42.

10. **Outside bodies and arrangements: Proposed:** To appoint Parish Council Representatives to outside bodies and arrangements for reporting back:

- Brands Hatch Liaison Group - one
- CPRE - one
- Church liaison – one

11. **Planning applications:**

- **SE/25/00936/DETAIL** - Former Depot North Of Salts Farm, Fawkham Road Fawkham, Kent DA3 7BJ. Details pursuant to condition 6 (Part Only) (Plots 20, 22- 24) of 22/01550/MMA.
Consultation deadline: 25 April 2025
- **25/00827/HOUSE**- 4 Small Grains Fawkham Kent DA3 8NT. Proposed single storey rear extension with gabled and pitched roof, incorporating two roof lights. Internal alterations.
Consultation deadline: 3 May 2025
- 25/01004/FUL - Foxdale Russell Square Bramblefield Close Longfield Kent DA3 7RY. Erection of additional storey to existing dwelling and its subdivision into two dwellings, erection of fencing. **Consultation deadline: 21 May 2025**
- 25/01125/HOUSE - Cross House, Pennis Lane, Fawkham Kent DA3 8LZ. Extension of existing boundary wall. **Consultation deadline: 21 May 2025**
- Land North West of Horton Wood, Canada Farm Road, South Darenth, Kent:
 - (1) - SE/25/01216/DETAIL - Details pursuant to condition 12 (drainage design) 24/02400/MMA;
 - (2) - SE/25/01217/DETAIL - Details pursuant to condition 13 (Landscape and Ecological Management Plan (LEMP) 24/02400/MMA.
 - (3) - SE/25/01218/DETAIL - Details pursuant to condition 18 (storage of oils, fuels or chemicals) 24/02400/MMA.
 - (4) - SE/25/01219/DETAIL - Details pursuant to condition 19 (National Grid Apparatus and Pipelines Identified Buffer Zones) 24/02400/MMA.

12. **Planning updates:**

- **24/03235/LDCEX - Three Gates Stables Speedgate Hill Fawkham.** Certificate of Lawfulness to confirm that Flat 1 (Upstairs Apartment), Flat 2 (Downstairs apartment) and (3) The House comprise lawful dwellinghouses by virtue of 'The four year rule'. **GRANTED**
- **24/03236/LDCEX - Three Gates Stables Speedgate Hill Fawkham.** Certificate of Lawfulness to confirm that 4 Fox Cottage, 5 Alice Cottage, 6 Patricia Mary, 7 Anne Cottage & 8 Florence Cottage comprise lawful dwellinghouses by virtue of 'The four year rule'. **GRANTED**
- 25/00418/DETAIL - Orchard Farm Fawkham Road Fawkham Kent DA3 7BJ. Detail pursuant of condition 8 Ecological Enhancement Plan of 24/02120/MMA. **GRANTED**
- **25/00844/AGRNOT - Speedgate Farm Mussenden Lane Horton Kirby.** A new agricultural grainstore. **REFUSED**

13. **Approve Minutes: Proposed:** To approve as a correct record the minutes of the Parish Council Meeting held on Thursday 3rd April 2025, as attached.
14. **Matters Arising:** Matters arising relating to the Minutes, not on this agenda.
15. **Finance Approval:** Expenditure and Income - details to be tabled.
 - (a) Approval of cheques and payments.
 - (b) Update on banking debit card.
 - (c) Update on Cllr D Harker online banking access.
16. **Electricity contract: Proposed:** review and agreement on new rates received from Utility Cost Reduction (-8%).
17. **Projects arising from the Neighbourhood Plan:** update on initial priorities within these projects.
18. **Small Grains:** update on SDC's disposal policy and **proposal:** to agree a submission of an Expression of Interest.
19. **Year End Accounts and Audit Review 2024-25**
 - a. **Proposed:** To consider the Internal Auditor's Report for the year ending 31 March 2025.
 - b. **Proposed:** To approve the Annual Governance Statement for 2024-25, Section 1 of the AGAR for the year ending 31 March 2025. The Chair of the meeting and the Clerk to sign and date PLUS minute reference AND to confirm or not that the Council has published the required Transparency Code information on the Council's website and is up to date.
 - c. **Proposed:** To approve the Accounting Statements for 2024-25, Section 2 of the AGAR for the year ending 31 March 2025 and the supporting Bank Reconciliation as at 31 March 2025 and if necessary, the explanation of the significant variations from last year (2023-24) to this year (2024-25). The Chair of the meeting to sign and date PLUS minute reference.
 - d. **Proposed:** To note the proposed dates for the Exercise of Public Rights as selected by the Council's Responsible Finance Officer.
20. **Charitable Donations:** discussion in relation to recent emails received from charities requesting support: We are Beams, West Kent Mediation.
21. **Chair and Councillors reports:** To note any items not listed on the agenda.
22. **Open Forum for Councillors** to raise matters to be placed on the next agenda: Members are asked to consider agenda items for the next meeting. The details of the agenda item will be sent to the Clerk by the Thursday (one week) before the published meeting. Late details cannot guarantee inclusion on the proposed agenda.
23. Agreement of dates, time and place for meetings for the forthcoming year 2025/2026:
Dates to be agreed:
 - 5 June 2025
 - 4 July 2025
 - 4 September 2025
 - 2 October 2025
 - 6 November 2025
 - 4 December 2025
 - 8 January 2026
 - 5 February 2026

5 March 2026

2 April 2026

24. Confidential Item - Planning Enforcement:

Proposed: to review, update and agree actions for cases.

A handwritten signature in blue ink that reads "G Champion". The signature is written in a cursive, slightly slanted style. It is placed on a light blue rectangular background.

Signed G Champion, Clerk