

Minutes of the Meeting of the Parish Council of Farningham, held at Shand Hall, High Street, Farningham on Wednesday 7th September 2022 at 7pm.

Present: Cllrs Daryl Burns (Vice Chair), Philip McGarvey (District Councillor), Latif Oztosun, Carol Salmon, and Krishna Shanmuganathan

In attendance: Two members of the public and Helen Penney (Clerk)

1. Chair's welcome and apologies and for absence.

The Chair welcomed everyone to the meeting. Apologies were received and accepted from Cllr's Liz Bourne (Chair), Roger Gough (Kent County Council) and Sam Pointer.

2. Declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.

None

3. Report from the County Councillor

Nothing was reported in Cllr Gough's absence.

4. Report from the District Councillor

Cllr McGarvey did not have anything to report.

5. To consider, and approve if appropriate, which agenda items are sufficiently confidential as to warrant exclusion of members of the press and public under the provisions of The Public Bodies (Admission to Meetings) Act 1960

None

6. A Public Open Session. Members of the public will be welcome to address the Parish Council with any local concerns they have. Please note this item will be limited in time at the discretion of the Chairman.

Two members of the public were present, who expressed concerns with planning applications 22/01955/LBCALT and 22/01954/FUL as they feel there will be an increase in parking and traffic along Horton Way. They also asked if there was any information on Farningham Oak and St John's Ambulance garages. Members noted the comments on the planning applications and advised that the owner of Farningham Oak is discussing a pre application with Sevenoaks District Council however, we can request that an Untidy Site Notice is issued as the site has been in its current state for nearly three years. This will be requested by the Clerk. Members also advised that Farningham Cricket Club owns the land the St John's Ambulance garages sit on so, should they vacate the site it will return to the cricket club who will likely use it for storage. **Action: Clerk**

7. Approve as a correct record the Minutes of the Parish Council meetings on 6th and 20th July 2022.

The minutes from the Parish Council meetings on 6th and 20th July 2022 were approved and signed.

8. Matters arising from the Minutes where these are not covered under the subject headings below.

8.1 Annual Parish meeting

The Clerk confirmed that the Annual Parish Meeting is booked for Wednesday 19th April 2023 with access to the hall at 19:45 with a start time of 20:00

9. Planning – including consideration of the following planning applications requiring comments and note the updated planning log:

9.1 Planning log circulated by Clerk on 2nd September 2022

9.2 Planning Applications

22/01955/LBCALT

Site: Annexe Rear of Farningham House High Street Farningham Kent DA4 0DH

Development: Use of the Coach House as a separate self-contained dwelling and installation of a Juliet balcony.

Comments by 21st September

Object

Farningham Parish Council Object due to the applicant breaching a previous condition from 2016 that the Coach House must remain ancillary to the main dwelling and not become a separate dwelling. Farningham Parish Council also request that occupants of Farningham House and the Coach House use private parking areas as supposed to Horton Way.

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10. Finance Items for noting and decision

10.1 Items paid and payable

Cllr Burns advised that from September the standing order for the Clerk Salary has been corrected and increased to £951.68. The standing order was changed after August's salary payment so a difference of £20.77 is outstanding. To correct this, the Clerk will keep a running total until March and any differences in salary will be totalled and paid before the end of the financial year. Cllr Burns also advised that the second HMRC payment for £30.88 on the items payable list should be in October's Items Payable which the Clerk will correct and add to October's Items Payable. Cllrs requested a copy of the breakdown of costs from the joint Eynsford and Farningham Day, including how profits were allocated to local charities, to be requested by the Clerk. Cllr Burns raised the HMRC payment that has previously been made for monies owed to the previous Clerk but, the transaction was not completed as some queries have remained outstanding. Cllr Burns will contact payroll to ask if the overpayment to HMRC can be reclaimed. **Action: Cllr Burns and the Clerk**

10.2 Flexed budget report, August 2022

Cllr Burns queried the receipt for £58.80 under general contingencies. The Clerk confirmed that this is a credit for the difference for the defibrillator cabinet at the cricket ground and will re-allocate the cost code. **Action: Clerk**

10.3 CIL expiry date

Cllr Shanmuganathan advised that the CIL money marked with an expiry date of the 31st March 2023 was spent in April on the 20mph TRO. The Clerk needs to update the CIL fund in Scribe and report the CIL spend to Sevenoaks District Council as described currently in regulation 62A of the Community Infrastructure Levy Regulations 2010 (as amended). **Action: Clerk**

10.4 Transfer of funds from current, to deposit account to increase monthly interest payments.

It was agreed that the Clerk can transfer funds to the deposit account as long as three months spend is in the current account. Cllrs Burns and McGarvey will approve any transfers the Clerk requests on Handelsbanken's online banking system.

11. Items for decision and allocation of resources if necessary:

11.1 Ash Tree, River Bank at Irving's Corner

Members noted the quote from Apsen Tree Care and requested that the Clerk obtain two more quotes. **Action: Clerk**

11.2 Damaged wooden strut on cattle screen

The Clerk advised that she is chasing a quote for the repair to be carried out. Cllrs requested that Lothlorien be asked to keep an eye on the screen and report any vegetation growth that may become problematic to the Clerk so that it can be dealt with before causing any structural damage. **Action: Clerk**

11.3 Citizens Advice in North & West Kent – Request for Support

Members agreed to increase the annual donation to Citizens Advice in North & West Kent to £300 in November when the Parish Council makes its donations. The Clerk is to also check that Citizens Advice in North & West Kent and other charities/recipients have acknowledged previous donations. **Action: Clerk**

11.4 Dog Fouling

Members agreed that dog fouling is getting worse within the village and agreed for the Clerk to investigate using chalk spray paint and stencils on the pavement to highlight the issue to walkers and residents. The Clerk will ask Village Hall Caretaker if he is willing to spray the stencils, as previously. It was also suggested that an article could be added to the newsletter highlighting the problem, including when walkers bag dog mess up and throw it into the undergrowth. **Action: Clerk**

11.5 Christmas lights

Members agreed that the Clerk should order 12 battery operated fairy light sets to be used with the 16 sets still working from last year. The Clerk should also order enough batteries for 28 sets of fairy lights and provide costs for 50 litres of mulled wine. Members agreed that the tree should be sited closer to the gate in Market Meadow, so that it can be seen through the gate next to Irving's Corner. Cllr Salmon advised that she has the plastic tube to hold the tree from last year so another does not need to be supplied. **Action: Clerk**

12. Highways including:

12.1 20mph scheme

The Clerk advised that the 20mph scheme is still in the planning stages with the Highways department.

12.2 A20 crash cluster report actions

Members noted the feedback from the Highways department, although it is felt that Highways should be responsible for all of the improvements. Cllr Burns requested that the report is kept on the agenda until an update received from Highways and Cllr Gough. **Action: Clerk**

12.3 Highways Improvement Plan

Members agreed to keep the HIP plan in the current order and to include the action point 3 feedback from the A20 cluster report.

12.4 Bridge feasibility study

The Clerk will contact Highways to advise that someone can usually meet contractors with little notice and reiterate that we would like someone to be present when the feasibility study is carried out. **Action: Clerk**

13. Streetlights

13.1 Valley Terrace View

Members noted the quote from UKPN and requested that the Clerk process quickly. **Action: Clerk**

13.2 Contract renewal

The Clerk advised that she has received one quote for the renewal contract, is waiting for a quote from PSR Lighting and will request the same from Streetlights Ltd in time for the next meeting.

Action: Clerk

14. Preventing Plastic Pollution Project

Members noted the event planned for Wednesday 12th October and agreed for it to be advertised in the Trident and posters used to help advertise the event. **Action: Cllr Salmon and the Clerk.**

15. Citizens Advice in North and West Kent – Energy events

Members agreed that Farningham Parish Council would like to host one or more energy events, ideally before Christmas. The Clerk will arrange with Citizens Advice and ask if they have any advertising that can be used, such as a leaflet drop. The Clerk will also check if an event can be held with Farningham WI. **Action: Clerk**

16. SAAA 2022 Opt-out Communication

Members confirmed that Farningham Parish Council does not opt out.

17. The Charity of Anthony Roper

Members confirmed that the two nominative trustees have been reappointed for a further four years each. Irene Staples from October 2021 and Vikki Saunders from October 2022.

18. Signs along the Darent Valley Path, The Lion Hotel and end of Sparepenny Lane

The Clerk advised that she has requested for the Darent Valley sign posts next to the Lion Hotel lawn and end of Sparepenny Lane to be replaced but has learnt that as the path is not a Public Right of Way, this is not currently possible. The Definitive Map Team Leader at Kent County Council has anticipated that the case will be allocated to an officer for resolution within the next 12 months.

19. Oliver Crescent playground

Cllr Salmon advised that the playground is very busy with children of all ages that enjoy and use the space.

The Vice Chair requested an extension that was granted

20. Market Meadow Legal Position

The Clerk advised that she had spoken to Jonathan (Jon) Albury, Michael Albury's brother, following Michael's sudden passing. Jon was not aware of the Albury Trust and needs more information before knowing how to proceed. Cllr Bourne and the Clerk have passed Jon's detail to Mick Turpin, Treasurer of the Village Hall Committee, as Mick is very knowledgeable on the subject. Cllr Salmon asked if we know how the Village Hall Committee plan to manage the vegetation on the Market Meadow section of the flint wall. The Clerk will contact the Caretaker to find out. **Action: Clerk**

21. Newsletter

The Clerk advised that Cllr Bourne has started to formulate a newsletter for October to include information on the River Darent, an update on traffic calming schemes, the precept, and an outline on planning. The Clerk will ask that dog fouling is also included. **Action: Cllr Bourne and the Clerk.**

22. Trident

Cllr Salmon agreed to submit this month's Trident report. **Action: Cllr Salmon.**

23. Date of October's meeting

Members agreed to move the date of October's meeting to the 12th October 2022.

24. Urgent Business that occurs and requires attention before the next meeting may be reported at the Chairman's discretion.

25. Date of next meeting 12th October 2022

The meeting ended at 09:04pm

Items Paid

Voucher	Code	Date	Bank	Description	Supplier	VAT Type	Net	VAT	Total
70	Bank charges	12/08/2022	FPC Current Account (HB)	Bank charges	Handelsbanken	X	11.75	0.00	11.75
71	Clerk's salary (net)	26/08/2022	FPC Current Account (HB)	Clerk's salary	Miss H Penney	X	933.11	0.00	933.11
72	Pension (Parish Council and Clerk's contributions)	10/08/2022	FPC Current Account (HB)	Pension contribution	Nest Pensions	X	84.35	0.00	84.35
73	Electricity Charges	17/08/2022	FPC Current Account (HB)	Electricity supply	npower	L	192.89	9.64	202.53
86	Kent Pension Fund	02/08/2022	FPC Current Account (HB)	Kent Pension Fund	Kent County Council	X	4,000.00	0.00	4,000.00
87	Projects	02/08/2022	FPC Current Account (HB)	Family Fun Day Donation	Eynsford Parish Council	X	250.00	0.00	250.00
Total							5,472.10	9.64	5,481.74

Receipts

2 September 2022 (2022-2023)

Farningham Parish Council RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
8	Bank Interest	03/08/2022		FVH United Trust (Bec		Bank Interest	United Trust Bank	X	424.76		424.76
9	VAT Refund received	01/08/2022		FPC Current Account (VAT refund	HMRC (VAT)	X	4,151.03		4,151.03
10	Bank Interest	31/08/2022		FPC Deposit (HB)		Bank Interest	Handelsbanken	X	9.61		9.61
Total									4,585.40		4,585.40

Items Payable, missing Lothlorien

PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
75	Bank charges	07/09/2022	S/O	FPC Current Account (HB)		Bank charges	Handelsbanken	X			
76	Clerk's salary (net)	07/09/2022	S/O	FPC Current Account (HB)		Clerk's salary	Miss H Penney	X	£951.68		£951.68
77	Salary On Costs (Tax, NI etc)	07/09/2022	S/O August	FPC Current Account (HB)		Tax/NI	HM Revenue and Custr	X	£28.68		£28.68
78	Pension (Parish Council and Cl	07/09/2022	S/O	FPC Current Account (HB)		Pension contribution	Nest Pensions	X	£84.35		£84.35
79	Electricity Charges	07/09/2022	April 2022 - 10.2	FPC Current Account (HB)		Electricity supply	npower	L			
88	Salary On Costs (Tax, NI etc)	07/09/2022	S/O	FPC Current Account (HB)		Tax/NI	HM Revenue and Custr	X	£30.88		£30.88
89	Street Lighting Repairs	07/09/2022		FPC Current Account (HB)		Street Light Repair	UK Power Networks	S	1,733.00	346.60	2,079.60
Clerks Expenses for August and September											
74	Computer	07/09/2022	S/O April 2022, 10.2	FPC Current Account (HB)		Acrobat	Miss H Penney	S	£12.64	£2.53	£15.17
80	Telephone /Broadband	07/09/2022		FPC Current Account (HB)		Telephone and Broadba	Miss H Penney	X	£4.95		£4.95
81	Postage/Stationery/Print	07/09/2022		FPC Current Account (HB)		Printing	Miss H Penney	X	£2.50		£2.50
82	Computer	07/09/2022	S/O April 2022, 10.2	FPC Current Account (HB)		Acrobat	Miss H Penney	S	£12.64	£2.53	£15.17
83	Telephone /Broadband	07/09/2022		FPC Current Account (HB)		Telephone and Broadba	Miss H Penney	X	£4.95		£4.95
84	Postage/Stationery/Print	07/09/2022		FPC Current Account (HB)		Printing	Miss H Penney	X	£1.50		£1.50
											£44.24
Total									£2,867.77	£351.66	£3,219.43

Payment of £30.88 to TAX/NI not to be made, add to October's items payable

Items payable - Lothlorien

Farningham Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
90	Churchyard Grasscutting	09/06/2022		FPC Current Account (Churchyard maintenance	Lothlorien Landscapes	S	280.00	56.00	336.00
91	Maintenance Assets/Open Sp	09/06/2022		FPC Current Account (Amenity Area Maintenance	Lothlorien Landscapes	S	75.00	15.00	90.00
92	Maintenance Assets/Open Sp	09/06/2022		FPC Current Account (Market Meadow Grasscutting	Lothlorien Landscapes	S	57.50	11.50	69.00
93	Projects	15/08/2022		FPC Current Account (Bench	Lothlorien Landscapes	S	639.30	127.86	767.16
94	Projects	15/08/2022		FPC Current Account (Bench	Lothlorien Landscapes	S	650.00	130.00	780.00
95	Projects	15/08/2022		FPC Current Account (Fence Repair	Lothlorien Landscapes	S	58.60	11.72	70.32
96	Projects	15/08/2022		FPC Current Account (Information sign repair	Lothlorien Landscapes	S	118.30	23.66	141.96
Total									1,878.70	375.74	2,254.44