

Minutes of the Annual General Meeting of the Parish Council of Farningham, held at Shand Hall, High Street, Farningham on Wednesday 10th May 2023 at 7pm.

Present: Philip McGarvey, Carol Salmon, Krishna Shanmuganathan, Laurence Ball (Sevenoaks District Council) and Alan White (Sevenoaks District Council)

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

1. Election of the Chairman and the declaration of acceptance, or decide when it shall be received

As an unreturned member, Elizabeth Bourne attended to oversee the election of her successor and after welcoming everyone to the meeting, requested nominations for the Chair. Cllr Burns was nominated by Cllr McGarvey and seconded by Cllrs Salmon and Shanmuganathan. It was agreed that Cllr Burns declaration of acceptance can be received up to and including the date of the next full Parish Council meeting on Wednesday 14th June 2023.

Elizabeth Bourne left the meeting

Cllr Shanmuganathan agreed to Chair the meeting in Cllr Burns absence. Cllr Shanmuganathan also thanked Elizabeth Bourne for her dedication during her time spent at Farningham Parish Council and Chris Bourne for his time, support and experience spent on the Council's website and social media accounts.

2. To fill any vacancies left unfilled at the election by reason of insufficient nominations

Cllrs accepted a nomination from Michael Cook who was in attendance as a member of the public who was voted in by co-option to fill one of the vacant positions Councillor positions. The Clerk gave him the necessary forms and would inform Sevenoaks District Council. **Action: Clerk**

3. Apologies and reasons for absence.

Apologies were received and accepted for Cllr D. Burns and Cllr Gough (Kent County Council)

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

None

5. Election of the Vice-Chairman

Cllr Cook was nominated by Cllr Shanmuganathan and seconded by Cllrs McGarvey and Salmon.

6. Membership of Committees, other bodies and special interest roles, as follows:

- A. Finance – Cllr McGarvey
- B. Planning – Cllr Salmon
- C. Footpaths, Highways and Lighting – All Cllrs
- D. Darent River Preservation Society – Cllrs McGarvey and Shanmuganathan
- E. Age Concern – Cllr Burns
- F. Charity of Anthony Roper – Vikki Saunders and Irene Staples until April 2026
- G. Kent Association of Local Councils - Sevenoaks Branch – Cllr McGarvey
- H. Council for the Protection of Rural England – Cllr Cook
- I. Correspondent for Trident – Cllrs Burns and Salmon

J. Farningham Village Hall Management Committee – Cllrs Burns and Salmon

K. Representative on Transport Matters – Cllr Shanmuganathan

L. Tree Warden – Cllr Cook

M. Brands Hatch Liaison Group – Cllrs Burns and McGarvey

N. Responsibility for website – it was agreed to remove this special interest role as it falls under the Clerks job description

O. Darent Valley Consortium – The Clerk was asked to investigate if this group is still in existence.

Action: Clerk

P. Internal Auditor – Julia Chamberlain

7. Report from the County Councillor

None

8. Report from the District Councillors

Cllrs Ball and White reported that their first meeting as newly elected District Councillors for Farningham, Horton Kirby and South Darent is the 21st May with training scheduled for the 18th May. Both Cllrs offered their support to Farningham Parish Council and are looking forward to their term in office.

Farningham Parish Councillors welcomed Cllr Ball and White and congratulated them on the recent election, as well as thanking Cllr McGarvey for his previous 20 years service as District Councillor.

9. 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

10. 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.

One member of the public attended to oversee proceedings as well as having a specific interest in wildlife conservation and the environment.

The second member of public was Cllr Cook who was co-opted under agenda point 2.

11. If any breaches, a report on General Data Protection Regulations

None

12. Approve as a correct record the Minutes of the Parish Council meetings on 5th April 2023.

Cllr Shanmuganathan requested that the second sentence under agenda point 11.2 be removed and Cllr McGarvey advised that at the latest Joint Transport Board, Kent Highways confirmed that they will only correspond with the Planning Department, and that they will not correspond with nor accept input from Parish Councils nor District Councillors.

Cllrs agreed the April minutes with the changes above and agreed to sign off at the next meeting.

Action: Clerk

13. Trident

To be completed by Cllr Salmon. **Action Cllr Salmon**

14. Matters arising from the Minutes where these are not covered under the subject headings below and Clerks update.

14.1 Annual leave

The Clerk advised that she would be away from the office from Monday 29th May to Friday 2nd June

14.2 Coronation Fete

The Clerk advised that feedback from the fete has been very positive with over 1,200 people attending. Final costs are to be determined as charges for waste disposal need to be added and will not be known until after the cricket's club waste contractor attends site. Cllrs thanked the Clerk for organising the fete.

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

15.1 Enforcement at Sevenoaks District Council

Members requested that the Clerk include the Farningham Hill Stables, and other ongoing enforcement sites, on all agendas moving forwards to ensure that Sevenoaks are regularly chased for updates. **Action: Clerk**

15.2 Planning log circulated by Clerk on 4th May 2023

Members noted the log

15.3 Farningham Oak

Cllrs asked the Clerk chase Sevenoaks District Council and requested that a Section 215 is served as the site is not being maintained at an acceptable level. Cllrs Ball and White requested that they be copied to any emails the Clerk sends. **Action: Clerk**

15.4 Appeal Notification – 22/02753/RFPIP

Site: Land West Of 64 London Road Farningham Kent DA4 0JP

Nature: Proposed infill dwelling with a minimum of 1 or maximum of 2 net dwellings.

Comments by: 25th May 2023

No further comments to add or send

Ratification of planning applications responded under delegated powers

Not necessary as a full council meeting was held on the 2nd May 2023 where applications 23/00942/HOUSE, 23/00976/LBCALT, 23/00031/RFPLN were discussed and comments agreed.

Members agreed to discuss the agenda in the following order:

18. Highways including

18.1 20mph scheme

The Clerk advised that Cllr Gough has not confirmed his contribution to the scheme and was asked to chase for an update. Cllrs asked the Clerk to re-confirm the scheme with Kent Highways, pending further input from Cllr Gough on payment. **Action: Clerk**

18.2 Highways Improvement Plan – Automated Traffic Counts

The Clerk was asked to chase Nigel Rowe for confirmation that the traffic counts were installed and for the data to be reported as soon as possible. **Action: Clerk**

19. Streetlights

19.1 Contract renewal

Members asked the Clerk for Streetlights to confirm what is included in the maintenance contract and how the lights are operated agreeing in principle for the Council to continue working with Streetlights and for the contract to be signed and returned. **Action: Clerk**

19.2 Service inspection report

The Clerk advised that she would contact the Lion Hotel about columns 63 and 64 and then to confirm with Streetlights that the work from the maintenance survey can go ahead. **Action: Clerk**

20. Website, Outlook, Mailchimp, Facebook and Twitter

The Clerk advised that she has access to the website and outlook and the email addresses to create a new mailchimp account. The Clerk added that she does not have full access to facebook but is able to manage the page and has never used Twitter. Cllrs agreed for the Twitter account to discontinue and that full admin rights would be requested when able to speak to Elizabeth Bourne.

20. Items to communicate to Parishioners

Details of the Coronation Fete and the make-up of the new Council among items to be included in the Trident report and then circulated via Mailchimp.

21. Friends of Farningham

Cllr Salmon reported that the work party on the 6th May was cancelled due to the Coronation and that their next work party is scheduled for the 17th May.

16. Finance Items for noting and decision

16.1 Items paid, payable and receipts

Items payable approved and signed

16.2 Flexed budget and forecasting reports, April 2023

Members noted the reports.

16.3 Direct Debit card

Members asked the Clerk to prepare, in time for the next full council meeting, the changes that need to be made to the financial regulations to allow Handlesbanken to issue a bank card. **Action: Clerk**

16.4 Authorisation for Clerk to sign off first approval for payments

Members agreed that when the Financial Regulations are changed that the Clerk be granted authorisation to approve the first level of sign-off if Cllrs with access are unable to do so. Cllrs also requested that the mandate be updated by removing Elizabeth Bourne and adding Cllr Cook. **Action: Clerk**

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

17. 1 KALC subscription £540.20+VAT

Approved for payment

17.2 Streetlights repair and contract

Members asked the Clerk to confirm with Streetlights what is included in the maintenance contract; specifically, how do the lights turn on and off. Subject to this it was agreed in principle for the Council to continue working with Streetlights and for the contract to be signed and returned.

Action: Clerk

17.3 Expenses - Clerk, Cllr Bourne and Cllr Salmon

Approved for payment

17.4 Lothlorien

Approved for payment

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

None

The meeting ended at 20:14

Date of next meeting Wednesday 14th June 2023

Items Paid

3 May 2023 (2023-2024)

Farningham Parish Council PAYMENTS LIST

| Voucher | Code | Date | Description | Supplier | VAT Type | Net | VAT | Total |
|---------|---------------------------------------|------------|---------------------------------------|---------------------------|----------|-----------------|---------------|-----------------|
| 2 | Grass cutting | 13/04/2023 | DONATION | Farningham Village Hall | X | 360.00 | | 360.00 |
| 3 | Village Hall Works/Grants/Expenditure | 13/04/2023 | DONATION | Farningham Village Hall | X | 500.00 | | 500.00 |
| 5 | Maintenance Assets/Open Spaces | 13/04/2023 | Tree Surgery | Down to Earth Trees | S | 1,370.00 | 274.00 | 1,644.00 |
| 6 | Donations to Voluntary Organisations | 13/04/2023 | DONATION | Kent County Council | X | 1,500.00 | | 1,500.00 |
| 7 | Kings Coronation | 13/04/2023 | Cricket Club insurance for Coronation | Farningham Parish Council | X | 112.00 | | 112.00 |
| 11 | Bank charges | 18/04/2023 | Bank charges | Handelsbanken | X | 10.30 | | 10.30 |
| 12 | Clerk's salary (net) | 24/04/2023 | Clerk's salary | Miss H Penney | X | 1,030.60 | | 1,030.60 |
| 13 | Salary On Costs (Tax, NI etc) | 13/04/2023 | Tax/NI | HM Revenue and Customs | X | 39.54 | | 39.54 |
| 14 | Pension (PC & Clerk's contributions) | 14/04/2023 | Pension contribution | Nest Pensions | X | 91.68 | | 91.68 |
| 15 | Electricity Charges | 19/04/2023 | Electricity supply | npower | L | 163.87 | 8.19 | 172.06 |
| 1 | Training | 13/04/2023 | KALC course | Miss H Penney | S | 40.00 | 8.00 | 48.00 |
| 4 | Administration Fees | 13/04/2023 | Membership SLCC | Miss H Penney | X | 177.00 | | 177.00 |
| 8 | Kings Coronation | 13/04/2023 | Coronation Gifts | Miss H Penney | X | 459.65 | | 459.65 |
| 9 | Kings Coronation | 13/04/2023 | Coronation Gifts | Miss H Penney | X | 170.50 | | 170.50 |
| 10 | Computer | 13/04/2023 | Acrobat | Miss H Penney | S | 16.64 | 3.33 | 19.97 |
| 16 | Telephone /Broadband | 13/04/2023 | Telephone and Broadband charges | Miss H Penney | X | 4.95 | | 4.95 |
| 17 | Postage/Stationery/Print | 13/04/2023 | Printing | Miss H Penney | X | 5.00 | | 5.00 |
| 18 | Kings Coronation | 13/04/2023 | Balloon Artist | Miss H Penney | X | 100.00 | | 100.00 |
| | | | | | | 6,151.73 | 293.52 | 6,445.25 |

Receipts

Farningham Parish Council RECEIPTS LIST

| Voucher | Code | Date | Bank | Description | VAT Type | Net | VAT | Total |
|---------|---------------------------|------------|------------------|---------------------------|----------|-----------|-----|-----------|
| 1 | Precept received from SDC | 28/04/2023 | Current Account | Precept received from SDC | X | 24,189.00 | | 24,189.00 |
| 2 | Bank Interest | 28/04/2023 | FPC Deposit (HB) | Bank Interest | X | 11.40 | | 11.40 |

Total 24,200.40

24,200.40

Items payable

3 May 2023 (2023-2024)

Farningham Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

| Voucher | Code | Date | Description | Supplier | VAT Type | Net | VAT | Total |
|---------|--------------------------------------|------------|--------------------------------------|------------------------|----------|----------|--------|----------|
| 23 | Bank charges | 10/05/2023 | Bank charges | Handelsbanken | X | | | |
| 24 | Clerk's salary (net) | 10/05/2023 | Clerk's salary | Miss H Penney | X | 1,030.60 | | 1,030.60 |
| 25 | Salary On Costs (Tax, NI etc) | 10/05/2023 | Tax/NI | HM Revenue and Customs | X | 39.54 | | 39.54 |
| 26 | Pension (PC & Clerk's contributions) | 10/05/2023 | Pension contribution | Nest Pensions | X | 91.68 | | 91.68 |
| 27 | Electricity Charges | 10/05/2023 | Electricity supply | npower | L | | | |
| 31 | Kent Assn of Parish Councils subs | 10/05/2023 | KALC Subscription | KALC | S | 540.20 | 108.04 | 648.24 |
| 39 | Street Lighting Maintenance Contract | 10/05/2023 | Street Lighting maintenance contract | Streetlights | S | 995.88 | 199.18 | 1,195.06 |
| 40 | Street Lighting Repairs | 10/05/2023 | Street Light Repair | Streetlights | S | 41.25 | 8.25 | 49.50 |

| | | | | | | | | |
|----|------------------|------------|-------------------------|------------|---|--------|----|--------|
| 44 | Grasscutting | 10/05/2023 | Amenity area maintenace | Lothlorien | S | 80.00 | 16 | 96.00 |
| 45 | Donations/Grants | 10/05/2023 | Churchyard | Lothlorien | S | 295.00 | 59 | 354.00 |
| | | | | | | | | 450.00 |

| | | | | | | | | |
|----|------------------|------------|-----------------|--------------|---|--------|-------|--------|
| 34 | Newsletters | 10/05/2023 | Printing | Mrs E Bourne | S | 69.27 | 13.85 | 83.12 |
| 35 | Kings Coronation | 10/05/2023 | Coronation Fete | Mrs E Bourne | S | 85.75 | 17.15 | 102.90 |
| 36 | Kings Coronation | 10/05/2023 | Coronation Fete | Mrs E Bourne | S | 185.48 | 37.10 | 222.58 |
| | | | | | | | | 408.60 |

| | | | | | | | | |
|----|----------------------|------------|-------------------------|--------------|---|--------|--|--------|
| 43 | Kings Coronation | 10/05/2023 | Balloon artist | Carol Salmon | X | 100.00 | | 100 |
| 41 | Travel & Subsistence | 10/05/2023 | Parish Council Expenses | Carol Salmon | X | 36.45 | | 36.45 |
| | | | | | | | | 136.45 |

| | | | | | | | | |
|----|--------------------------|------------|---------------------------------|---------------|---|--------|-------|--------|
| 19 | Kings Coronation | 10/05/2023 | Coronation Fete | Miss H Penney | X | 18.47 | | 18.47 |
| 20 | Kings Coronation | 10/05/2023 | Coronation Fete | Miss H Penney | X | 79.53 | | 79.53 |
| 21 | Postage/Stationery/Print | 10/05/2023 | Office stationery | Miss H Penney | X | 3.74 | | 3.74 |
| 22 | Computer | 10/05/2023 | Acrobat | Miss H Penney | S | 16.64 | 3.33 | 19.97 |
| 28 | Telephone /Broadband | 10/05/2023 | Telephone and Broadband charges | Miss H Penney | X | 4.95 | | 4.95 |
| 29 | Postage/Stationery/Print | 10/05/2023 | Printing | Miss H Penney | X | 5.00 | | 5.00 |
| 30 | Audit fees | 10/05/2023 | Information Commissioners | Miss H Penney | X | 35.00 | | 35.00 |
| 32 | Kings Coronation | 01/05/2023 | Coronation Fete | Miss H Penney | X | 13.49 | | 13.49 |
| 33 | Kings Coronation | 10/05/2023 | Coronation Fete | Miss H Penney | S | 139.50 | 27.90 | 167.40 |
| 37 | Kings Coronation | 10/05/2023 | Coronation Fete | Miss H Penney | X | 85.53 | | 85.53 |
| 38 | Kings Coronation | 10/05/2023 | Coronation Fete | Miss H Penney | X | 55.20 | | 55.20 |
| 42 | Kings Coronation | 10/05/2023 | Coronation Fete | Miss H Penney | S | 230.00 | 46 | 276.00 |
| | | | | | | | | 764.28 |

Total **4,278.15** **535.80** **4,813.95**