

Minutes of the Annual General Meeting of the Parish Council of Farningham, held at Shand Hall, High Street, Farningham on Wednesday 4th May 2022 at 7pm.

Present: Cllrs L. Bourne (Chair), P. McGarvey (District Councillor), L. Oztosun, C. Salmon, K. Shanmuganathan, S. pointer, Roger Gough (County Councillor).

In attendance: Helen Penney (Clerk)

1. Annual General Meeting:

1.1. To elect the Parish Council Chairman (and sign the Declaration of Acceptance)

Cllr McGarvey nominated Cllr Bourne and Cllrs Oztosun, Salmon and Shanmuganathan seconded the nomination.

Cllr Bourne was unanimously elected as Chair of Farningham Parish Council

1.2. To elect the Vice-Chairman (and sign the Declaration of Acceptance)

Cllr Bourne nominated Cllr Burns and Cllrs McGarvey, Oztosun, Salmon and Shanmuganathan seconded the nomination.

Cllr Burns was unanimously elected as Vice-Chair of Farningham Parish Council

1.3. To elect the Planning Member

Cllr Oztosun was unanimously elected as the Planning Member of Farningham Parish Council

1.4. To elect the Finance Member

Cllr McGarvey was unanimously elected as the Finance Member of Farningham Parish Council

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

The Chair welcomed five Parish Councillors including Sevenoaks District Councillor Philip McGarvey and Roger Gough, Kent County Council who arrived at 8:15pm and left at 8:45pm by prior arrangement.

Apologies were received and accepted for Cllr D. Burns.

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

The declarations of interest are recorded in the first meeting of the Council each year, i.e. each May, but not repeated every month unless new or change to the declarations of interest become apparent

Cllr McGarvey advised of association with the Kent Association of Local Councils (as Sevenoaks Area Branch Secretary) and St. Peter and St. Paul Church, Farningham, as a member of its PCC (Parochial Church Council). Cllr McGarvey also has a related interested in St Peter & St Paul's Church as his wife (Dorothy) is the Rector.

4. Report from the County Councillor

On arrival Cllr Gough reported;

4.1 20mph scheme

Cllr Gough confirmed that the consultation for the scheme is due to start on Friday 6th May and run for three weeks, ending midday on Monday 30th May. Five or more objections would result in the proposal being referred to the Kent County Council (KCC) Joint Transport Board (JTB). Members asked if the scheme can be put onto the agenda for June's JTB to avoid having to wait until September. Cllr Gough said that he would see if this is possible.

4.2 Bridge and gateway

Cllr Gough advised that estimated costs for improved and safer pedestrian use of the Bridge near the Lion Hotel have been finalised by KCC and are due to be shared imminently, along with the costings for the 20 mph 'gateway' to the village signage.

4.3 A20

Cllr Gough advised that the data has been collated and is being reviewed by the Highways department Schemes team. Initial findings indicate that there are no patterns or clusters of accidents but Button Street may be highlighted as an area requiring improved signage.

4.4 Cllr Pointer and sound barriers

Cllr Pointer asked if Cllr Gough was aware of any studies of the impact of noise where road speeds increase from 40mph to 60mph that would justify extending a 40mph on A20 towards Button Street. Cllr Gough advised that he was not aware of any but he would ask the Highways team.

4.5 Mirror

Cllr Gough advised that traffic mirrors are only permitted by the DFT in certain circumstances however, the request from the member of the public for a mirror opposite the Beesfield Lane/White Post Hill junction with the A225 Eynsford Road is still being looked in to. He will provide further details on the specific rules.

5. Report from the District Councillor

Cllr McGarvey did not have anything to report that would be additional to comments under other agenda items

6. 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

'in camera'

The Clerk advised that confidential items are to be discussed 'in camera'. These items will be kept separate from the main minutes but still written by the Clerk and approved by Councillors. A hard copy will be stored by the Clerk for Councillors to access for future reference.

For the purpose of this meeting agenda item 17 will be discussed 'in camera'

7. **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.**

No members of the public attended

8. **Approve as a correct record the Minutes of the Parish Council meetings on 6th April 2022.**

Members approved the minutes of the meeting on 6th April 2022

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

9.1 SDC grass cutting schedule. The Clerk advised that the grass cutting schedule started on the 15th March 2022 and should happen every 8 weeks (weather permitting)

9.2 The Clerk advised that Farningham Village Hall have been told that the Parish will contribute £500 towards their insurance renewal for 2022/23 and that this amount will be reviewed each year.

9.3 The Clerk advised that the Internal Audit has been booked for Friday 6th May 2022

9.4 The Clerk advised that the Christmas tree hole in Market Meadow has been filled in

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

11.1 Site: Gorse Hill Nursery, Gorse Hill, Farningham DA4 0JU
SE/22/00965/LDCEX

Proposal: Confirmation of mixed use of land for retail and storage (open storage including caravans, storage in containers, and storage in former piggery buildings) and joinery workshop is lawful.

Comments by 11th May 2022

Members resolved to respond no comments

11.2 Site: Maplebank Poultry Farm Maplescombe Lane Farningham Kent DA4 0JY
SE/22/00855/FUL

Development: The demolition of all buildings on site and removal of extensive areas of associated hard-surfacing to enable the erection of 5no. detached single storey dwellings with associated access, parking, infrastructure, amenity space and landscaping.

Comments by 13th May 2022

Members resolved to support the application but with conditions;

Reasons: Although actually in neighbouring West Kingsdown Parish, it is Farningham residents who live across the road, diagonally opposite this site, and who would be most affected.

Farningham Parish Council (FPC) would generally object to inappropriate developments in the Green Belt but in this case supports this sympathetic proposal - but with Conditions:

1. Landscaping MUST be agreed in advance of approval of planning permission, and maintained & monitored thereafter.
2. The existing site MUST be cleared and construction commenced within 12 months of approval being granted.

3. Construction (and construction traffic) should be limited to within the hours of 9am to 4pm Monday to Friday.
4. Access to the site might be limited to its entrance opposite the bottom of Botsom Lane, and sight lines at the entrance made safe
5. A pathway for pedestrian access should be constructed as part of the infrastructure improvements.

The site is 2 miles from the A225 along Maplescombe Lane, a single track lane, and this will be the access route for construction traffic (as Botsom Lane is steep and even narrower - not suitable for heavy vehicles). Maplescombe Lane is already under pressure from existing traffic, including regular/frequent tractor movements, making it increasingly dangerous for the many pedestrians who currently use the lane (those living in Maplescombe and those who use the area for recreational purposes). To alleviate the risk to vulnerable road users, a safe public footpath route needs to be put in place, away from the roads, for walkers to access both Farningham and West Kingsdown. (The dangers to vulnerable road users will increase even more should SDC allow the building of up to ten homes at Maplescombe Farm half a mile away.)

11.3 Site: Apple Croft 56A Oliver Crescent Farningham Dartford Kent DA4 OBE
22/01029/HOUSE

Development: Construction of a single storey rear extension.

Comments By 19th May 2022

Members resolved to respond no objections

11.4 Site: Englewood Farningham Hill Road Farningham Dartford Kent DA4 OJR
22/00768/HOUSE

Development: Single-storey rear and side extension, and two-storey rear extension to detached dwelling. Proposed Works are to assist the living and care needs of an applicant with disability.

Comments by 19th May

Members resolved to respond no objections

11.5 Site: 24 Alban Crescent Farningham Kent DA4 OBX
22/01133/HOUSE

Development: Demolition of extension. Erection of a single storey side/rear extension.

Comments by May 2022.

Members resolved to respond no objections

11.5 Ratification of decisions of no comment in relation to the following planning notifications received

SE/22/00813/LDCPR Farningham Parish Council
Farningham Village Hall, High Street, Farningham, DA4 ODH
Proposal Replacement windows both internally and externally

SE/22/00899/LBCALT Mitchells & Butlers Retail Ltd
Lion Hotel, High Street, Farningham DA4 ODP
Proposal Repair and fix leaking roof.

SE/22/00907/DETAIL
18 Oliver Crescent, Farningham, DA4 OBE
Proposal Details pursuant to condition 1 (colour swatch of proposed colour) of 15/03424/HOUSE.

SE/22/01015/DETAIL

18 Oliver Crescent, Farningham, DA4 0BE

Proposal Details pursuant to condition 3 (external lighting) of 15/03424/HOUSE.

SE/22/00974/WTCA

The Manor House, High Street, Farningham DA4 0DG

Proposal Various works to trees.

22/01017/CONVAR

18 Oliver Crescent Farningham Dartford Kent DA4 0BE

Removal of condition 2 (flood proofing of outbuilding) of 15/03424/HOUSE.

12. Finance Items for noting and decision

12.1 Items paid and payable

See appendix 1

12.2 Flexed budget report, March 2022

Cllrs agreed that the flexed budget report was showing improvement and is in a useable format moving forwards. Cllr Shanmuganathan requested that the Clerk re-word Cost Codes 27 and 43 as it was not clear which related to the streetlighting contract or streetlighting repairs and maintenance. The Clerk also advised that the monthly flexed budget report will be provided for each Parish Council meeting. **Action: Clerk**

12.3 Clerk's house insurance

Members agreed to pay the increase on the Clerk's home insurance as per the Clerk's contract.

12.4 Clerk's overtime

Members agreed to pay the Clerk overtime as per the Clerk's contract. The Clerk will total up overtime worked and bring to June's meeting. **Action: Clerk**

12.5 Transfer of UTB account to Handelsbanken and debit card for FPC Current Account

The Clerk advised that funds in the United Trust Bank deposit account can be transferred to a second, separate deposit account with Handelsbanken. Members agreed to this transfer to reduce the administrative burden and improve time frames between transactions, subject to confirmation of the interest rates. The Clerk also advised that the Parish cannot have a debit card as this does not allow for two signatories for payments. **Action: Clerk**

12.6 2021 Outstanding payments

12.6.1 Lothlorien 5x invoices outstanding, £1,010+VAT

Members were advised that five 2021 Lothlorien invoices were not processed during the 2021/22 financial year and payment will show in 2022/23. The Clerk will create a cost code keeping the spend separate from 2022/23 so the payments can be differentiated. **Action: Clerk**

12.6.2 Eon/Npower

Members were advised that the Parish's electricity supplier is now Npower and that the change happened in the first quarter of 2022. While the swap was happening no payments were taken from the direct debit which were totalled up and paid in April 2022 and will show in 2022/23 accounts.

12.6.3 VAT, last refund applied on 30/11/20 and received 04/12/20

Members were advised that the previous Clerk did not reclaim any VAT. The last refund was received on 4th December 2020. Members agreed that the Clerk should put in a VAT claim soon to the 31st March 2022 and then every December moving forwards. **Action: Clerk**

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

13.1 Flint wall

Due to the increased costs when compared to the quote received in 2021 Members agreed that the flint wall repair needs three new quotes. Cllr Shanmuganathan advised that he knows of two suitable companies and he would contact them requesting quotes. Cllr Oztosun advised that he would contact the Conservation Officer to advise the Planning Department that the Parish intend to have their section (in front of the Village Hall) of the flint wall repaired. Following Cllr McGarvey's conversation with PAYE the Clerk is to increase the insurance value of the Cattle Screen £250,000 and add the flint wall at Irving's Corner to the policy with a Sum Insured of £95,000. The flint wall in front of the Village Hall will also be added to the policy at the amount referenced by PAYE Stoneworks for rebuilding when they quoted for repairs in late 2020 **Actions: Cllr Shanmuganathan, Oztosun and Clerk**

Extension of time: As the meeting had been running for over two hours, The Chair asked for an extension of time and this was agreed.

13.2 Flint wall weed maintenance £65+VAT per application, FPC section

Members accepted Lothlorien's quote to treat the flint wall and agreed to pay for the treatment of the wall in front of Market Meadow. The Clerk is to inform the Village Hall committee and instruct Lothlorien. **Action: Clerk**

13.3 Maintenance of benches throughout village

Members agreed for Lothlorien to undertake any work needed on benches throughout the village.

13.4 Maintenance of fence, £58.60+VAT, bench removal in Irving Corner, and cattle screen sign repair £118.30+VAT

Members agreed to have the fence in Irving's Corner and cattle screen sign repaired and the damaged bench in Irving's Corner removed. They also requested that the Clerk obtain quotes for the sign on The Lion's lawn to be repaired and the bench at the end of Beesfield Lane replaced. Cllr Salmon advised that she would send the Clerk a photo of the type of bench that should be used at the end of Beesfield Lane. **Action: Cllr Salmon and Clerk.**

14. Highways, including:

14.1 Proposed 20mph zone in Farningham High Street

Discussed with Cllr Gough, point 4.1

14.2 Road Junction at Beesfield Lane and Eynsford Road – Public Comment

Discussed with Cllr Gough, point 4.5

15. 'in camera'

See point 6

16. Market Meadow Legal Position

Following information received from the Village Hall Management Committee Cllr Shanmuganathan advised that he would contact Michael Albery to discuss the section of the Flint Wall in front of Market Meadow as the trust may not be aware that the wall needs repair. Cllr Salmon advised that she takes the minutes for the Village Hall committee meetings and their Chair will have a full set of minutes. The Clerk will chase PAYE for the quote to repair the section of wall in front of Market Meadow and request the Village Hall minutes from the Chair. **Action: Cllrs Shanmuganathan and Clerk.**

17. Kent Pension Fund

Cllrs agreed to discuss this point 'in camera'. Agenda point 17 of the minutes from 4th May 2022 in the 'in camera' folder.

18. Eynsford Joint Event 2022

Cllr Oztosun advised that an alternative host for the tea dance hasn't been found so it is not scheduled as an event. He added that The Palace of India are no longer taking part and that all evening tickets have been allocated.

19. Christmas lights on tree in Village Hall car park

Members agreed that a Christmas tree will be erected as planned rather than putting lights in a tree already in the car park

20. Annual Parish Meeting, 27th May 2022

Cllr Bourne requested that the date of the meeting be moved to Monday 30th May 2022. Members agreed. The Clerk will request that the booking with the Village Hall is moved and once confirmed contact those invited to let them know. **Action: Clerk**

21. District Police Community Support Officers

The Clerk advised that PCSO's are currently not being recruited. Farningham's PCSO's are Arran Ostridge 46061736 and Lee Williams 46061306 who also cover Eynsford, Fawkham, West Kingsdown, Crockenhill, Well Hill, Ash, Hartley, Hodsoll Street, Horton Kirby, South Darenth, Swanley Wards and Hextable.

22. Ukraine

The Clerk advised that there is a Ukrainian family in Farningham, and three houses in Eynsford have nominated themselves to host Ukrainian refugees.

23. Public request –Pilates on Oliver Crescent

Following a member of public's request to run pilates sessions at the green in Oliver Crescent over summer 2022, Members agreed to allow these to go ahead. The Clerk will let the class leader know.

Action: Clerk

24. Affordable housing

Cllr Bourne advised that she will send the introduction from the Affordable Housing report to those on our mailing list, add to Facebook with a link to the same document on our website. And will offer a copy of the full report to anyone wishing to see it. **Action: Cllr Bourne**

25. Dementia Friend Settings

Cllr McGarvey advised that he has previously attended two Dementia Friend Settings. No Cllrs are available to attend on the 15th or 16th May this year and the Parish Council does not have a suitable space to offer.

26. Trident

Cllr Pointer confirmed that he would complete the Trident report this month. **Action: Cllr Pointer**

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

27.1 The Charity of Anthony Roper

The Clerk advised that she had not heard back from the contact who had mentioned they may know someone suitable to become a new trustee. Members agreed that they would speak to the contact when seeing them in the village to discuss face to face rather than by email. **Action: All**

27.2 Public Comment - Beesfield Lane gas works

Cllr Bourne advised that she had received a message from a member of public asking the Parish Council to contact the gas company working along Beesfield Lane as they are upset at machinery and soil being stored on the green at Alban Crescent. Cllr Bourne will reply to the message, Cllr Oztosun will provide photos and the Clerk will raise with SDC who own the green **Action: Cllr Bourne, Oztosun and Clerk.**

27.3 CIL Money

Cllr Shanmuganathan requested that the £2,266.25 CIL money spent on the 20mph TRO is added to the minutes. The Parish Council paid an additional £233.75 towards the TRO as the total cost was £2,500. Cllr Gough has previously confirmed that he will contribute £233.75 towards the balance for the TRO so that Farningham Parish Council are only using their CIL money. Cllr McGarvey advised that the latest instalment of CIL money has been received; £6,529.69. Appendix 2

Date of next meeting – Wednesday 15th June

Cllrs agreed to move the date of June's Parish Council meeting to Wednesday 15th June. Cllr McGarvey will check if Shand Hall is available. **Action: Cllr McGarvey**

The meeting closed at 9:51pm.

Appendix 1

ITEMS PAYABLE - Adhoc				
Payee	Description	Net	VAT	Total
Aspen Tree Care	FVH Car Park tree works	£500	-	£500
KALC	Subscription for membership	£527	£105.40	£632
ICO	Renewal fee	£35	-	£35
Lothlorien	Outstanding 2021 invoices	£1,010	£202	£1,212
Lothlorien	Amenity Grass 05/04/22	£133	£26.50	£159
Lothlorien	Church Yard	£280	£56.00	£336
Cllr Burns	Streetwise map, VH Windows	£13.20	-	£13.20
Clerk's salary	Salary	£933.11	-	£933.11
HMRC	Clerk's tax	£91.35	-	£91.35
Nest	Clerk's pension	£84.35	-	£84.35
Amanda Barlow	Parish Phone	£16	-	£16
FPCC	Shand Hall Hire	£240	-	£240
Clerk's expenses	Clerk's expenses	£912.07	108.99	£1,026.12

Breakdown of Clerk's expenses	Acrobat March 2022	£12.64	£2.52	£15.17
	Acrobat April 2022	£12.64	£2.52	£15.17
	SLCC membership	£183	-	£183
	Defib cabinet	£544.95	£108.99	£653.94
	House Insurance	£152.63	-	£152.63
	Milage, Clerk's forum, 28/04/22 Return trip DA4 0JJ - TN13 3QG 13.8 miles @ 45p p/mile	£6.21	-	£6.21

Members agreed to stop paying the previous Clerk £16.00 for the phone as it hasn't been transferred to the new Clerk. The previous Clerk left the Council in December 2021. Cllr Bourne agreed to contact the previous Clerk again to try to resolve having the phone transferred. Members agreed that if it hasn't been transferred by the 20th May then the Clerk is to order a new sim and start a new contract changing the Parishes contact number. **Action: Cllr Bourne and the Clerk**

Cllr Bourne queried the HMRC payment as the figure did not match the paperwork. Cllr Bourne agreed that if a simple resolution the payment can be made to avoid charges and fully explained in June's paperwork.



FAO Parish/Town Clerk
 Farningham Parish Council
 By Email Only

Tel No: 01732 227000
 Ask for: Planning Policy
 Email: cil@sevenoaks.gov.uk
 My Ref: CIL/P14
 Your Ref:
 Date: 21 April 2022

Dear Clerk,

NOTICE OF PAYMENT

**SEVENOAKS DISTRICT COUNCIL'S COMMUNITY INFRASTRUCTURE LEVY (CIL)
 THE COMMUNITY INFRASTRUCTURE LEVY REGULATIONS 2010 (AS AMENDED)**

The Council continues to collect CIL contributions from qualifying development across the District. During period 14 (October 2021 to March 2022 inclusive) **£15,671.25** in CIL contributions has been collected from development within your parish/town.

In line with the CIL Regulations 2010 (as amended), the Town/Parish Council are entitled to following a proportion of the CIL contributions collected:

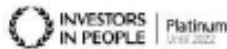
Definition	Type of payment	Amount
Payment A	Proportions of CIL receipts as laid out in Section 59A of the CIL Regulations where Sevenoaks District Council has a duty to pay you	£2350.69
Payment B	The equalisation of CIL receipts paid at the discretion of the Sevenoaks District Council Cabinet, to ensure you receive 25% of all the CIL monies secured in your area at the highest rates set out in the CIL charging schedule.	£4179.00
	TOTAL	£6,529.69

Please note that your CIL entitlement will be paid to your account by 28th April 2022.

Chief Executive: Dr. Pav Ramewal

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 Argyle Road
 Sevenoaks
 Kent TN13 1HG

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 e information@sevenoaks.gov.uk
 DX30006 Sevenoaks
 www.sevenoaks.gov.uk



A full list of planning applications which have contributed to this payment can be viewed on our interactive CIL tool which can be found on our website.
(https://www.sevenoaks.gov.uk/info/20075/community_infrastructure_levy/285/what_is_cil_and_when_does_it_apply)

Please note:

A - the money received under **Payment A** can only be spent on the following:

- i) The provision, improvement, replacement, operation or maintenance of infrastructure; or
- ii) Anything else that is concerned with addressing the demands that development places on an area.

B - The money received under **Payment B** can be spent on the provision, improvement, replacement, operation or maintenance of infrastructure **only**.

Recording CIL

All contributions that are passed to the Town/Parish Council, must be spent and recorded as described currently in regulation 62A of the Community Infrastructure Levy Regulations 2010 (as amended). This means you must:

- Publish a report on your website.
- Or on SDC's website if you do not have one.
- Send a copy of the report to the Charging Authority (SDC) no later than 31st December of each year for the financial year ending in March that year.

Please note this CIL payment needs to be declared on the CIL annual report for April 2022- March 2023.

Important: If the monies are spent incorrectly or are not spent within five years of receipt, Sevenoaks District Council will serve the relevant notice on you and ask for the money to be returned.

If you have any queries, please contact the Planning Policy Team by either emailing CIL@sevenoaks.gov.uk or please call 01732 227000.

Yours faithfully,



Richard Morris
Deputy Chief Executive
Chief Officer - Planning & Regulatory Services