

# **Minutes of the Meeting of the Parish Council of Farningham, held at Shand Hall, High Street, Farningham on Wednesday 5<sup>th</sup> April 2023 at 7pm.**

Present: Cllrs Liz Bourne (Chairman), Daryl Burns (Vice Chair), Philip McGarvey (Sevenoaks District Council), Carol Salmon, Krishna Shanmuganathan and Roger Gough (in part, Kent County Council).

In attendance: One member of the public and Helen Penney (Clerk)

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

The Chair welcomed everyone to the meeting. Apologies were received and accepted from Cllrs Latif Oztosun 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**

Cllr Gough reported:

### A20 flooding

That flooding along the A20 on the approach to Kings roundabout from West Kingsdown is due to surface floodwater and debris obstructing the grates rather than there being problems with the gulley's and internal drains. The area is monitored by the Highways team and anyone can report the drains becoming blocked via the Reporting Tool on Kent County Council's website or phoning direct.

### A20 planning

The Highways team is awaiting the access plans to be submitted before being able to make comment on the open planning application at Farningham Hill Stables.

### 20mph zone

The Highways team is preparing an updated quote that is due imminently. Cllr Gough might be able to increase his contribution and Highways may also be able to make a contribution towards the final costs. Cllr Gough added that in their budget, Kent Highways have approximately £33,000 per annum for Sevenoaks District and the Communications Team have approximately £10,000.

### A20 Accident

Cllr Gough reported that the automatic traffic counts are due over the coming weeks and the reports will be provided soon after. Cllr Gough also noted that from the record of crashes from Scratchers Lane to Button Street covering early January 2019 to late December 2021, there was a total of 16 collisions of which four were serious. A small cluster of accidents was highlighted near Scratchers Lane but otherwise there is no pattern to the location of accidents along this stretch of road.

Following the accident in February 2023 the Highways team are investigating using average speed checks along the A20 as they might be suitable. Cllr Gough will keep Farningham Parish Council updated on their findings.

### Seven Mile Lane

Cllr Burns requested an update on the roundabout that was installed on Seven Mile Lane. Cllr Gough replied that the Highways team are looking into the history of the scheme to understand the justification for its installation.

Cllr Gough left the meeting

#### **4. Report from the District Councillor.**

Cllr McGarvey reported that following a specially convened meeting of Sevenoaks District Council on Tuesday 4<sup>th</sup> April 2023, Councillors agreed to start appointing a new leisure provider to run their facilities as well as investigating why Sencio ceased trading and what lessons can be learned for future contracts. Whilst the leisure centres remain closed Everyone Active who operate the White Oak Leisure Centre in Swanley have offered four weeks free access to Sencio members.

Cllr McGarvey reported 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.

Cllr McGarvey reported that he would be retiring as District Councillor at the May Elections following 20 years of service.

Cllr McGarvey reported that following the local nominations, four candidates have stood for Farningham, Horton Kirby and South Darenth which is a two-seat ward and two candidates have stood for Eynsford which is a one seat ward. Therefore, voting will take place for both wards on the 4<sup>th</sup> May 2023. More locally, Cllr McGarvey reported that following the Parish Council nominations Farningham received four nominations for seven seats, leaving three vacancies, and Eynsford received eight nominations for eight seats.

#### **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. 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 due to local interest.

#### **7. Report on General Data Protection Regulations**

The Clerk reported no breaches of General Data Protection Regulations.

#### **8. Approve as a correct record the Minutes of the Parish Council meeting on 1<sup>st</sup> March 2023.**

The minutes from the Parish Council meeting on 1<sup>st</sup> March 2023 were approved and signed.

#### **9. Trident**

To be completed by Cllr Burns. **Action: Cllr Burns**

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

None

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

**11.1 Planning log circulated by Clerk on 31<sup>st</sup> March 2023**

Noted

**11.2 Planning enforcement with Sevenoaks District Council for Maplebank Poultry Farm, Old Stables and Farningham Hill Stables**

Cllr Bourne reported that recent conversations have provide incredibly damning towards the Enforcement team at Sevenoaks District Council as it has become apparent that legally they can take action against planning breaches but choose not to.

**11.3 Planning Applications**

**11.3.1 Reference: 22/03198/FUL**

Site: Lincoln Boarding Kennels And Cattery Gorse Hill Farningham Kent DA4 0JU

Proposal: Demolition of existing kennel and cattery building and construction of two new dwellings. This application has been amended. A summary of the main change is Amended site location plan changing the red line

Further comments, if required, due by: 11 April 2023.

**No further comments to add**

**11.4 Planning Appeals**

**11.4.1 Reference: SE/22/00093/FUL**

Site: Maplescombe Farm, Maplescombe Lane, Farningham, Kent, DA4 0JY

Proposal: Conversion of 6no. agricultural buildings into 10no. dwellings and the demolition of 3no. additional agricultural buildings, in conjunction with associated parking, amenity area and landscaping.

**Cllrs noted the appeal**

**12. Finance Items for noting and decision**

It was agreed for Cllr Burns and the Clerk to investigate options for a Parish bank or credit card. **Action: Cllr Burns and the Clerk**

**12.1 Items paid, payable and receipts**

Cllrs requested that the Clerk monitor salary payments over the next financial year and reconcile before year end. **Action: Clerk**

Items payable approved and signed

**12.2 Flexed budget report, March 2023**

Noted

**12.3 2022/23 Reserve Balances**

Cllrs noted the new reserve balances and that the Clerk has split CIL payments within Scribe to allow easier monitoring of dates received and dates that funds need to be spent by. The Clerk will continue to

create a new CIL balance on receipt of a CIL payment rather than combining them onto one line. **Action: Clerk**

#### **12.4 Approve standing orders and direct debits for 2023/24**

Approved

#### **12.5 Clerks' insurance**

Cllr Bourne advised that due to the Clerk having potential building works this summer she will not include the public being able to attend her house, which is specified in her contract, as part of her insurance renewal. Cllrs agreed to amend the Clerks contract to remove this clause as the public shouldn't need to be at the Clerk's house and meetings can be arranged for alternative venues if necessary. **Action: Cllr Bourne and the Clerk**

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

##### **13.1 Down to Earth Trees – Village Hall car park, Three Hills and outside of Irvings Corner**

Approved for payment

##### **13.2 SLCC Membership**

Approved for payment

##### **13.3 Contribution to Village Hall 2023/24 insurance**

Approved for payment

##### **13.4 DVLPs Donation**

The Clerk was asked to investigate the history for this payment and if still valid approved for payment.

**Action: Clerk**

##### **13.5 Insurance payment to Cricket Club for Coronation fete - £112.00**

Approved for payment

##### **13.6 Grass cutting payment to Village Hall**

Approved for payment

##### **13.7 Clerks expenses**

Approved for payment

#### **14. Highways including**

##### **14.1 20mph scheme**

Covered under agenda point 3

##### **14.2 Highways Improvement Plan – Automated Traffic Counts**

Covered under agenda point 3

##### **14.3 Fee proposal for transport planning advice**

Cllrs noted the quote and that KALC could be investigated as an alternative option if the Council requires further support on Highways issues.

#### **15. Streetlights**

## **15.1 Contract renewal**

The Clerk advised that the contract has not been received. Cllrs advised that should the invoice for the new contract be received before the contract it cannot be paid until the contract has been seen and signed.

## **15.2 Service inspection report**

### Column 59

Cllrs requested that the Clerk urgently request quotes for column 59 to be repaired or replaced so that both options can be considered. **Action: Clerk**

### Column 60

Not in the inspection report however, Cllrs requested that the Clerk write to 13 London Road requesting that they cut back the overgrown foliage around the street lamp. **Action: Clerk**

### Columns 63 and 64

Cllr Salmon reported that trees from inside the Lion Hotel grounds are obstructing the lights. Cllr Shanmuganathan advised that he would speak to the manager to request that the grounds maintenance team cut the trees back. If there are any problems with this, he will inform the Clerk. **Action: Cllr Shanmuganathan**

### Remainder of the report

Cllrs instructed the Clerk to request the remaining work once the Lion Hotel has confirmed they will see to their trees. The Clerk is to highlight column 83 as it was not included in the report and is also affected by foliage. **Action: Clerk**

## **16. Events**

### **16.1 King Charles III Coronation, Monday 8<sup>th</sup> May 2023**

Cllrs agreed to use the Parish Councils insurance for the event rather than taking out a separate joint policy with Eynsford Parish Council.

It was agreed that a call for volunteers could be circulated by mailchimp and added to the website by Cllr Bourne, included in the Trident report by Cllr Burns and sent to Friends of Farningham By Cllr Salmon. The Clerk is to write to the volunteers thanking them for help and efforts before the day.

**Action: Cllrs Bourne, Burns and Salmon and the Clerk.**

Cllrs asked the Clerk to find out where the profits from the Women's Institute are going. If they are to be donated to a charity then the plates, cups and napkins can be donated however, if the profits are to remain within the group the items cannot be donated using the grant money. **Action: Clerk**

Cllrs agreed that Farningham does not have any appropriate areas for the Darenth Valley Community Church to donate a tree and that the Clerk can extend the offer the Eynsford Parish Council. **Action: Clerk**

The Clerk was requested to investigate readymade banners and balloons for Horton Way and Cinder Path to save costs as these posts will only be needed to guide people on the day, but to include links and content for banners as a second option for Horton Way and Cinder Path if the readymade banners are not appropriate. Farningham Village Hall and the train station are to have banners and the Clerk is to send the link and content to Cllr Bourne to arrange the artwork. **Action: Clerk**

It was agreed to use foam posters on five lampposts in Farningham to advertise timings for the week before the event and that the same artwork could be printed and used by Eynsford Parish Council. The Clerk will send details to Cllr Bourne. **Action: Clerk**

### **16.2 Annual Parish Meeting, Wednesday 19<sup>th</sup> April 2023, 8pm**

Cllrs noted the attendance list and that the Clerk is still chasing some organisation to confirm attendance or provide a report.

Cllr Bourne requested an extension

### **16.3 Council Elections, Thursday 4<sup>th</sup> May 2023**

Cllrs noted that at Parish level there were four nominations for seven seats, leaving three vacancies for co-option which can be advertised by the Clerk and filled from the meeting scheduled on the 10<sup>th</sup> May should anyone that meets the criteria wish to nominate themselves. It was also noted that in the local elections, four candidates have been nominated for a two-seat ward, Farningham, Horton Kirby & South Darenth. **Action: Clerk**

### **16.4 Internal audit, Friday 21<sup>st</sup> April 2023**

Noted

## **17. Correspondence**

### **17.1 Metal debris**

Cllrs noted the correspondence and update that the Clerk has reported it to the Public Rights of Way team at Kent County Council.

### **17.2 Travellers sites**

Cllr McGarvey reported that Sevenoaks District Council have not provided an update. However, he can confirm that the planning application for Farningham Hill Stables is still missing information from the applicant.

### **17.3 Memorial bench**

Cllrs agreed that the resident can replace the fourth bench in Irving's Corner so long as it matches the bench that was installed last year and that if a plaque is to be included the writing must be approved by the Council first. It must also be installed by the Councils approved contractor. The Clerk can allow the resident and contractor to liaise directly with one another. **Action: Clerk**

## **18. Amendments required for regulatory documents for 2022/23 end of year internal audit**

Members signed off the Financial Regulations, Standing Orders and Payment Controls, Risk Management documents and Asset Register ready for the end of year internal audit.

## **19. OEP Protected Sites: Call for Evidence**

Noted

## **20. Wild Flower Strip, Farmer Cluster**

Noted

## **21. My Community Voice – deferred from previous meeting**

Cllrs agreed for the information to be advertised to residents. **Action: Clerk**

**22. Items to communicate to Parishioners**

Cllr Salmon reported that 15kg of plastic was collected at the Preventing Plastic Pollution event on the 15<sup>th</sup> March and that she would send details to Cllr Bourne on this and the river dipping event to be sent to residents on mailchimp. **Action: Cllrs Bourne and Salmon.**

**20. Friends of Farningham**

Cllr Salmon reported that the first work party met on Saturday 1<sup>st</sup> April.

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

**22. Date of next meeting Wednesday 10<sup>th</sup> May 2023**

## Items Paid

### Farningham Parish Council PAYMENTS LIST

Voucher	Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
167	Clerk's salary (net)	23/03/2023	Clerk's salary	Miss H Penney	X	32.62		32.62
169	Computer	09/03/2023	Acrobat	Miss H Penney	S	45.92	9.19	55.11
170	Telephone /Broadband	09/03/2023	Telephone & Broadband	Miss H Penney	X	14.85		14.85
171	Postage/Stationery/Print	09/03/2023	Printing	Miss H Penney	X	4.50		4.50
172	Postage/Stationery/Print	09/03/2023	Office stationery	Miss H Penney	X	13.58		13.58
173	Maintenance Assets/Open Spaces	16/03/2023	Tree Surgery	Down to Earth Trees	S	1,200.00	240.00	1,440.00
174	Training	09/03/2023	KALC course	Miss H Penney	S	60.00	12.00	72.00
175	Clerk's salary (net)	23/03/2023	Clerk's salary	Miss H Penney	X	1,030.60		1,030.60
176	Salary On Costs (Tax, NI etc)	09/03/2023	Tax/NI	HM Revenue and Customs	X	38.94		38.94
177	Pension (FPC & Clerk's contributions)	27/03/2023	Pension contribution	Nest Pensions	X	91.68		91.68
178	Salary On Costs (Tax, NI etc)	09/03/2023	Tax/NI	HM Revenue and Customs	X	2.84		2.84
179	Bank charges	14/03/2023	Bank charges	Handelsbanken	X	10.60		10.60
180	Electricity Charges	17/03/2023	Electricity supply	npower	L	150.21	7.51	157.72
<b>Total</b>						<b>2,696.34</b>	<b>268.70</b>	<b>2,965.04</b>

## Receipts

### Farningham Parish Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
23 VAT Refund received	21/03/2023		FPC Current Account (		HMRC VAT Refund	Farningham Parish Council	R		3,744.33	3,744.33
25 Grant	31/03/2023		FPC Current Account (		Coronation Grant - Lottery Aw	Farningham Parish Council	X	2,000.00		2,000.00
26 Bank Interest	31/03/2023		FPC Deposit (HB)		Bank Interest	Farningham Parish Council	X	11.78		11.78
<b>Total</b>								<b>2,011.78</b>	<b>3,744.33</b>	<b>5,756.11</b>

## Items Payable

### Farningham Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Vouch	Code	Date	Description	VAT	Net	VAT	Total
2	Grass cutting	01/04/2023	DONATION	X	360.00		360.00
3	Village Hall Works/Grants/Expenditure	01/04/2023	DONATION	X	500.00		500.00
							<b>860.00</b>

5	Maintenance Assets/Open Spaces	05/04/2023	Tree Surgery	S	1,370.00	274.00	1,644.00
6	Donations to Voluntary Organisations	05/04/2023	DONATION	X	1,500.00		1,500.00
7	Kings Coronation	05/04/2023	Cricket Club insurance	X	112.00		112.00
11	Bank charges	05/04/2023	Bank charges	X			
12	Clerk's salary (net)	05/04/2023	Clerk's salary	X	1,030.60		1,030.60
13	Salary On Costs (Tax, NI etc)	05/04/2023	Tax/NI	X	39.54		39.54
14	Pension (FPC & Clerk's contributions)	05/04/2023	Pension contribution	X	91.68		91.68
15	Electricity Charges	05/04/2023	Electricity supply	L			

#### Clerks Expenses

1	Training	01/04/2023	KALC course	S	40.00	8.00	48.00	
4	Administration Fees	05/04/2023	Membership SLCC	X	177.00		177.00	
8	Kings Coronation	05/04/2023	Coronation Gifts	X	459.65		459.65	
9	Kings Coronation	05/04/2023	Coronation Gifts	X	170.50		170.50	
10	Computer	05/04/2023	Acrobat	S	16.64	3.33	19.97	
16	Telephone /Broadband	05/04/2023	Telephone & Broadband	X	4.95		4.95	
17	Postage/Stationery/Print	05/04/2023	Printing	X	5.00		5.00	
18	Kings Coronation	05/04/2023	Balloon Artist	X	100.00		100.00	
<b>Total</b>						<b>5977.56</b>	<b>285.33</b>	<b>6,262.89</b>