

## **Minutes of the Meeting of the Parish Council of Farningham held at Shand Hall, High Street, Farningham on Wednesday, 6<sup>th</sup> April 2022 at 7pm.**

**Present:** Cllrs L Bourne (Chair), D Burns (Vice Chair), arrived at 19:15, P McGarvey (District Councillor), L Oztosun, C Salmon, Roger Gough (County Councillor) dialled in (in part) to provide an update.

**Apologies:** K Shanmuganathan, S Pointer

**In attendance:** Helen Penney (Clerk) and one member of public (in part).

### **1. Chair's Welcome and Apologies for Absence:**

The Chair welcomed four Parish Councillors which included the Sevenoaks District Councillor Philip McGarvey and one member of the public.

Cllr Roger Gough provided an update via phone as arranged before the meeting.

Apologies were received and accepted from Cllrs K Shanmuganathan and S Pointer.

### **2. Declarations of Interest:**

None. Councillors were asked to inform the Clerk should there be any changes.

### **3. To receive report (verbal) from the County Councillor:**

Cllr Gough was called at 19:21 and provided a verbal report;

#### **3.1 20mph project**

Cllr Gough confirmed that he would contribute the balance for the TRO above FPC CIL money which amounts to £233.75. He will pay the second invoice for costs after the TRO.

#### **3.2 A20 accidents**

Cllr Gough advised that a route study is being completed by an engineer concentrating on accident clusters and potential solutions to improve the safety of the A20 between Scratchers Lane and Button Street. The results are expected soon. Cllr McGarvey requested that this includes a review of the speed camera on the A20 near Scratchers Lane.

#### **3.3 Point 12.3 from the agenda - Member of Public suggestion to install a mirror opposite White Post Hill**

The question was posed to Cllr Gough who advised the Clerk to send him details following the meeting so that he can investigate fully and discuss with Highways. Clerk to email details to Roger so that he can discuss with highways. **Action: Clerk**

#### **3.4 Kent Pension Fund**

This is a confidential matter under agenda point 5

### **4. To receive report (verbal) from the District Councillor:**

Cllr McGarvey advised that the District will be having two bi-elections. One due to the sad death of Faye Parkin and the second due to a Councillor relocating.

It was agreed the Clerk will send future agendas to Cllr Brian Carroll in anticipation of his attendance. **Action: Clerk**

## **5. Confidential agenda items:**

Agenda items 3 and 15

## **6. Public participation:**

A resident of, South Terrace, Farningham, attended to represent themselves and neighbours who are affected by building work to an existing bungalow in Hillside. The resident and his fellow neighbours feel there have been several failings by SDC and asked Farningham Parish Council for their support whilst discussions are ongoing. Cllr Bourne confirmed that the residents have FPC's support and that they will help with the process where possible. The resident thanked the Parish for their support and left the meeting at 19:18

## **7. Confirmation of the Minutes of the Last Meeting:**

Members approved the minutes of the meeting on 2<sup>nd</sup> March 2022.

## **8. Matters Arising:**

**8.1** Cllr McGarvey advised that KCC is reducing funding for bus services.

**8.2** The Clerk confirmed that ZOOM has been cancelled

**8.3** The Clerk advised that an outstanding £50 cheque from 2020 has been received and cashed

**8.4** The Clerk advised that Irene Staples and Vikki Saunders have confirmed they will continue as trustees for the Charity of Anthony Roper. It has been suggested to see if another trustee should be appointed. **Action: Clerk**

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

**9.1** Ref 22/00376/FUL Meadowside Beesfield Lane Farningham Dartford Kent DA4 0BZ  
Erection of a bungalow on an infill plot with dormers on the rear elevation and velux windows on the front elevation to accommodate rooms in the roof. Alterations to windows

### **Decision: Object**

Original application 20/3576/FUL that was approved by SDC included a single storey bungalow, but this has become a very large 2 storey dwelling which would not have been approved if originally applied for, so a retrospective application should also be refused.

This is firstly a blatant disregard of the Planning Permission previously given, and a cynical attempt to build something unacceptable in the hope that once it is already built, the Planning system will fail to initiate Enforcement Action and will let it go through.

Reasons for objection include:

- Increased bulk (including adding a master bedroom, with en suite facilities) upstairs.
- Bulk of this detached property is about twice the size of the existing bungalows in the row (which are semi-detached) so this property is very much out of keeping with existing.

- Change of character of the street scene, and on a massive scale.
- Increased habitable floor area of the house by approximately 59 square metres at first floor level and introducing two large dormer windows and three Velux windows into what was a bungalow.
- The extra windows, including windows upstairs, overlook the neighbour's bungalow & garden (to the North West) – and even if obscure-glazed (or higher off the floor) add to the perception of overlooking the neighbour's much lower bungalow.
- New upstairs window overlooks adjoining field in AONB next door.
- This large construction is highly visible from footpath & adjoining roads, and impacts the openness of the AONB.
- Expansion into bungalow roof space when it was expressly requested that the roof space should not be a habitable space.
- Exterior finish (which was not detailed in the original application) of bungalow is oppressive (dark blue/grey) which in its elevated position also adds to the sense of overbearing on the neighbours.
- Some sympathetic allowance had been made for the medical situation of the first applicant, but she then sold up and moved away, negating any consideration for Very Special Circumstances.
- Erection of 2m high fence at far side of extended driveway (at rear garden of existing house) creates acoustic tunnel, funnelling the vehicle noise into the neighbour's bungalow immediately adjacent.
- The absence of any measurements on the plans or elevations (and only a tiny scale bar) makes it very difficult for the lay reader to assess the true size of this huge building on a screen.

### 9.2 The Old Stables Maplescombe Lane

Cllr Bourne advised a lot of activity is taking place at the Old Stables, Maplescombe Lane and that Tom Fry, Planning Enforcement Team Manager, SDC, is drafting an enforcement notice in anticipation of the site not being cleared as previously promised by the owners. Cllr Bourne also added that there are disputes over who owns the land and that the only approved use of the land is for stables

### 9.3 Hillside

Discussed under agenda point 6 with resident from Hillside.

### 9.4 Maplebank Poultry Farm

Cllr Bourne advised that the Appeal to the Planning Inspectorate has been rejected and the owners have nine months to cease unlawful activities at the site which should be complete by late December 2022. Meanwhile SDC will be looking to take action to make the owners clean up the site

### **Planning Application in adjoining parish – 22/00711/FUL**

#### **Demolition of Stanwell House and ancillary buildings (Use Class C3) and erection of 5 No. detached chalet style dwellings, with parking spaces and an estate road (Use Class C3).**

Cllr Bourne wanted to bring this to the attention of Farningham Parish Councillors as although it does not fall within Farningham Parish it is very close to the border. Cllr Bourne

feels very strongly about protecting the unique environmental and ecological aspects of the Maplescombe Valley and that applications encroaching onto undeveloped land will have a detrimental impact on the area. Cllr McGarvey agreed that he would comment on the application to confirm that Farningham Parish Council object to the plans. Action: Cllr McGarvey

## **10. Finance Items for noting and decision**

### **10.1 Items paid and payable**

See Appendix 1

### **10.2 Standing orders and direct debits 2022/23**

See Appendix 2

### **10.3 Flexed budget report**

Cllr Bourne advised that there are some errors in the finance system that need to be corrected before a meaningful flexed budget report can be produced. Once the errors have been corrected the Clerk will produce a flexed budget report for each Parish Council meeting. Cllr Bourne also advised that a Cost Code report has proved useful. This will be run 3 or 4 times a year to allow for any errors to be flagged throughout the year. Action: Clerk

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

### **11.1 Cost to buy cabinet to move defibrillator outside at cricket pavilion**

Members agreed to purchase a cabinet to move the defibrillator at the cricket pavilion outside. Members agreed to buy a SP 1000 Defib Cabinet, Unlocked with Heating and Light - Stainless Steel at £544.95+VAT due to the 10-year warranty. **Action: Clerk**

### **11.2 Cap hole left by Christmas tree £50+vat**

The Clerk advised that she had received a quote to fill in the hole at £30+VAT. Members agreed to fill in the hole as long as the plastic tube can be removed and saved for this year. **Action: Clerk**

### **11.3 FVH Insurance, 2021 contribution was £750**

Members agreed to donate £500 towards the insurance of the village hall for 2022/23 and that the amount would be reconsidered each year. **Action: Clerk**

### **11.4 Maintenance of benches throughout village and fence in Irving Corner**

Members agreed that the Clerk should obtain quotes for the maintenance and repair of benches throughout the village and fence in Irving Corner. **Action: Clerk**

### **11.5 Amend payment for hire of Shand Hall to annually, quarterly or every 6 months**

Members agreed to pay annually from May 2022 which will lessen bank charges and that the standing order under agenda point 10.2 is not necessary. **Action: Clerk**

### **11.6 Village Hall Windows planning validation £58.50 fee**

Members agreed to pay the fee from the Ted Saxton bequest monies. Cllr Burns will pay and send a copy of the invoice to the Clerk. **Action: Cllr Burns and Clerk**

### **11.7 Outstanding ico. May 2021 paid, £40. Set up direct debit for May 2022 at £35**

The Clerk advised that Information Commissioner's Office, The UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals, fee had not been paid the previous year and a chaser invoice that was not on March's payable list had been processed before a penalty fee applied. Members noted the £40 payment and that it had been missed from March's payable list due to the change in Clerks. Members agreed to set up a direct debit when the next fee is due around May 2022 which will be £35, a reduced rate for DD customers.

**Action: Clerk**

### **11.8 Clerk's backpay (Amanda Barlow and Helen Penney)**

Members agreed to pay the back pay to Helen, £32.76, and Amanda, £140.79, once she had arranged for the Parish phone to be transferred to the new Clerk. Cllr Burns confirmed that she would contact Amanda and the payroll manager. **Action: Cllr Burns**

### **11.9 SLCC Membership £183 and Arnold-Baker publication £119 (members price) £149 (non members)**

Members agreed to pay for membership and to purchase an Arnold-Baker on Local Council Administration. The 'yellow book' remains the key text for local councils. The publication offers a complete statement of the law relating to parish and community councils, in the form of an extensive though succinct narrative accompanied by comprehensive statutory materials. **Action: Clerk.**

#### **11.1.1 Annual Parish Meeting**

The Clerk advised that she had received several rsvps and will chase those that have not replied yet. Cllr McGarvey asked that the date of the meeting be added to next month's agenda. **Action: Clerk**

#### **11.1.2 Streetlights, Ongoing issue Valley View Terrace and potential costs**

Cllr Bourne advised that we are waiting on updates before we are able to move forwards.

## **12. Highways including:**

### **12.1 Proposed 20mph zone in Farningham High Street**

Discussed with Roger Gough, agenda point 3

### **12.2 Village gateway signage**

Members agreed that once we have a quote the Council will be able to decide if they want to include a gateway sign as part of the 20mph project

### **12.3 Road Junction at Beesfield Lane and Eynsford Road – Public Comment**

Discussed with Roger Gough, agenda point 3. Clerk to keep the member of the public advised that we have referred this to KCC and that improvements at this junction are on our Highways Improvement Plan.

#### **12.4 Highways Improvement Plan**

The Clerk confirmed that the HIP has been updated to include the A20 Farningham Hill: Button Street to London Road as priority point 3 and A225 Eynsford Road (next to the top of the High Street) as priority point 4 and been submitted to the Highways department. The Highways team have advised that HIPs are reviewed every rolling 12-month period rather than the start of each financial year. Therefore, Farningham are due their next review in October. KCC also advised that they usually run one or two projects for each Parish at a time and Farningham currently have two active projects. They added projects can be stopped if something with a higher priority needs to take precedence. Members agreed to revisit the HIP in September in preparation for October.

#### **13. Communication**

Cllr Bourne reminded everyone that only notification of planning applications or anything with urgency need to be circulated throughout the month. Everything else is to be added to the agenda and pack to be discussed at the Parish Council meeting. **Action: All**

#### **14. Internal Audit docs**

Members signed off the Financial Regulations, Standing Orders and Payment Controls, Risk Management documents and the new Asset Register ready for the internal audit. Once the final bank reconciliations are finished the Clerk can book and proceed with the internal audit. **Action: Clerk**

#### **15. Pension - leaving the Kent Pension Fund (KPF) (70288)**

This is a confidential matter under agenda point 5

#### **16. Grass cutting**

Cllr Salmon advised that Lothlorien had completed their first cut earlier in the week. She also requested a grass cutting schedule from SDC. **Action: Clerk**

#### **17. A20 London Road lay-by toilet facilities**

Members asked the Clerk to contact the Kent resilience forum to request support and advice to pass onto SDC for their street cleansing team. **Action: Clerk**

#### **18. Eynsford Joint Event 2022**

Cllr Burns advised that due to ill health the tea dance has been cancelled. Cllr Oztosun advised that the limit of 500 tickets for the evening event had been discussed with EPC as a concern and that EPC have agreed to increase the number by 200 tickets at a cost of £900 bringing the total number of evening tickets up to 700. It was not confirmed who would pay the extra £900. Cllr Haxby, EPC, advised that the tickets are currently allocated at an approx. 50/50 split between Eynsford and Farningham residents and that 535 tickets have already been allocated. Cllr Oztosun also noted that the bus service has not been discussed and will raise this at the next meeting as FPC are not sure if it is still part of the plans. **Action: Cllr Oztosun**

## **19. Christmas tree 2022**

Cllr Bourne confirmed that the 26<sup>th</sup> November has been booked with the village hall and this is the date of the Christmas Tree lights switch on event. Cllr McGarvey reiterated to the Clerk that the dates of events should be added to the agenda moving forwards. It was agreed at the event can be discussed further in September's Parish Council meeting. **Action: Clerk**

## **20. Affordable housing**

Cllr Bourne advised that a covering paragraph and the introduction from the Affordable Housing report will be sent out to those on our mailing list, added 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**

No agreement was reached in relation to as suitable location for Affordable Housing but it will be added to next month's agenda again for more discussion

## **21. Trident**

Cllr Salmon confirmed that she would complete the Trident report this month. Cllr Burns confirmed that she can make the report accessible and will forward to Cllr Bourne to be uploaded to the website **Action: Cllr Salmon, Cllr Burns and Cllr Bourne**

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

### **22.1. Flint wall**

Cllr McGarvey advised that he met with PAYE on Friday 1<sup>st</sup> April. The beech tree had only been removed above ground as the grinder was not available. The tree surgeon has confirmed that they will return to remove the stump and will provided photos so PAYE can establish how the root system has grown around and under the wall.

PAYE confirmed to Cllr McGarvey that the integrity of the wall has significantly deteriorated since the last assessment 18 months ago. PAYE will provide a quote for the section of the wall owned by FPC. They advise that work should start June/July so that it is completed over the summer months. They also advised that a maintenance plan is needed for weed management control and the method of best practise is spraying. The Clerk confirmed that she will chase a previous quote with Lothlorien for this work. Cllr McGarvey confirmed that PAYE will also provide a quotation to repair the remainder of the wall (owned by the Village Hall) Cllr Bourne added that once we have the quote, it can be discussed with the village hall committee should they want their section repairing at the same time. Cllr Salmon also noted that the filming company who donated £300 towards the repair of the wall should be thanked in any correspondence and not forgotten. **Action: Clerk**

### **22.2 Farningham Oak**

Cllr Oztosun advised that SDC planning team have met with the land owners to discuss the site. Once the pre-app has been completed and it is appropriate any future plans will be shared with the public.

### **22.3 A20 burger van**

Cllr Oztosun advised that he has been told the burger van operates at night however he has chased SDC for a removal date as it has been two months since they said that this would happen. Cllr Salmon stated that the van is not operational and there are several heavy items leaning against the door which further backs this information as no one can get in or out.

### **22.4 Newsletter**

Cllr Bourne advised that the newsletters have been delivered to Cllrs for distribution to households.

## **23. Date of next meeting Wednesday 4<sup>th</sup> May 2022 at 7.00pm at Shand Hall.**

### **N.B. Annual General Meeting to include;**

- To elect the Parish Council Chairman (and sign the Declaration of Acceptance)
- To elect the Vice-Chairman (and sign the Declaration of Acceptance)
- To elect the Finance Member
- To elect the Planning Member

## Appendix 1 – 10.1 Items paid and payable

### Farningham Parish Council

#### PAYMENTS LIST

Voucher	Code	Date	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
158	Projects	03/03/2022	FVH United Trust (Bequest Village Hall)		Village Hall expenditure	United Trust Bank	X	7,585.00		7,585.00
159	Clerk's salary (net)	04/03/2022	FPC Current Account (HB)		Clerk's salary	Miss H Penney	X	931.74		931.74
161	Bank charges	09/03/2022	FPC Current Account (HB)		Bank charges	Handelsbanken	X	2.00		2.00
157	Bank charges	14/03/2022	FPC Current Account (HB)		Bank charges	Handelsbanken	X	11.15		11.15
152	Telephone /Broadbar	16/03/2022	FPC Current Account (HB)		Zoom	Miss H Penney	S	11.99	2.40	14.39
153	Telephone /Broadbar	16/03/2022	FPC Current Account (HB)		Acrobat	Miss H Penney	S	12.64	2.53	15.17
154	Telephone /Broadbar	16/03/2022	FPC Current Account (HB)		Telephone and Broadbar	Mrs A Barlow	Z	16.00		16.00
151	Projects	16/03/2022	FPC Current Account (HB)		Notice Board	Lothlorien Landscapes	S	460.00	92.00	552.00
155	Projects	16/03/2022	FPC Current Account (HB)		Notice Board	The Parish Noticeboard	S	65.00	13.00	78.00
156	Pension (Parish Council)	18/03/2022	FPC Current Account (HB)		Clerk's salary	HM Revenue and Customs	X	51.15		51.15
150	Donations to Voluntary	22/03/2022	FPC Current Account (HB)		DONATION	West Kingsdown Food	X	150.00		150.00
148	General contingencies	22/03/2022	FPC Current Account (HB)		Information Commission	ICO (Information Comm	Z	40.00		40.00
149	Village Hall Hire	28/03/2022	FPC Current Account (HB)		Shand Hall Hire	FPCC	X	20.00		20.00
160	Clerk's salary (net)	31/03/2022	FPC Current Account (HB)		Clerk's salary	Miss H Penney	X	931.74		931.74
<b>Total</b>								<b>10,288.41</b>	<b>109.93</b>	<b>10,398.34</b>

ITEMS PAYABLE - Adhoc			
Payee	Description	Cost	Total
SDC	Installation of goalposts	£110+VAT	£132.00
Beray builders	FVH Cupboard	£680+VAT	£816.00
KCC	TRO	£2,500	£2,500
SDC	FVH window application	£58.50	£58.50
Cllr Bourne	Printing, Vistaprint	£66.42+VAT	£79.70
Cllr Bourne	KALC training	£50+VAT	£60.00
Clerk	KALC training	£50+VAT	£60.00
Clerk Expenses	Stationary, ring binder	£2.50	£3.00
Clerk mileage	17.2 miles @ 0.45 p/m	£7.74	£7.74
Clerk	ILCA Qualification	£120+VAT	£144.00
Clerk	Salary	£931.74	£931.74
Clerk	Salary backpay	£32.76	£32.76
Amanda Barlow	Salary backpay	£140.79	£140.79
Amanda Barlow	Parish Phone	£16	£16
SLCC	Shand Hall Hire	£20	£20

Cllr McGarvey requested that the Clerk calculate total expenses to individuals. Cllr Bourne asked that the breakdown of expenses be itemised in Scribe so that a record is held on file.  
Action: Clerk

## **Appendix 2 - 10.2 Standing orders and direct debits 2022/23**

Members agreed that the items listed below can be added as standing orders or Direct Debits to the bank account. An adjustment payment can be made annually for the Clerk's pension and salary if required. The Clerk's HMRC payments will be monitored because it is believed that they change each month. If they remain stable then a standing order can be considered. The Clerk will enter information to the Minute Ref column to refer back to these notes. **Action: Clerk**

- FPC Village Hall hire
- Clerk's Pension
- Clerk's salary
- Acrobat (Direct Debit)
- Electricity supply (Direct Debit)