

Minutes of the Meeting of the Parish Council of Farningham held at Shand Hall, High Street, Farningham on Wednesday 8th May 2024 at 7pm.

Present: Cllrs Daryl Burns (Chairman), Andie Fitzsimons, Philip McGarvey, ~~Kevin McGeough~~, Carol Salmon and Krishna Shanmuganathan. Laurence Ball and Alan White (SDC).

In attendance: seven members of the public (in part), and Helen Penney (Clerk).

1. Election of the Chairman and the Declaration of Acceptance.

Cllr Shanmuganathan nominated Cllr Burns, seconded by Cllrs McGarvey and Salmon. A vote was called and Cllr Burns was voted unanimously to the position of Chair. Cllr Burns signed the Declaration of Acceptance that was witnessed by the Clerk.

2. Co-option

Cllrs accepted a nomination from Mark Keith who was voted in by co-option to fill the vacant Councillor position. Cllr Keith received the necessary forms to be completed and the Clerk will inform Sevenoaks District Council. Action: **Cllr Keith and the Clerk.**

3. Election of the Vice-Chairman Apologies and reasons for absence.

None. Apologies and reasons for absence covered under agenda point 4.

4. Apologies and reasons for absence.

Apologies were received and accepted for Cllrs McGeough and Gough (KCC).

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

None

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

A. Finance – Cllrs Fitzsimons and McGarvey, Cllr Fitzsimons also confirmed that she could be set up as a user to each banking mandate, Handelsbanken and UTB. **Action: Clerk.**

B. Planning – All Cllrs.

C. Footpaths and Highways – All Cllrs.

D. Transport Matters – All Cllrs.

E. Street Lighting – All Cllrs.

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

G. Darent River Preservation Society – All Cllrs.

H. Age Concern – Remove. **Action: Clerk.**

I. Charity of Anthony Roper – Vikki Saunders and Irene Staples until April 2026.

J. Kent Association of Local Councils, Sevenoaks Branch – All Cllrs with Cllr McGarvey as the primary Member.

K. Council for the Protection of Rural England – Clerk.

L. Correspondent for Trident – Cllr Salmon.

M. Tree Warden – Cllr Keith.

N. Brands Hatch Liaison Group – Cllrs Burns and McGarvey.

O. Responsibility for website – the Clerk.

P. Internal Auditor – Julia Chamberlain.

7. Adoption of Parish Council documentation for 2024/25.

Members agreed to adopt the following documents for 2024/25 with any changes indicated below:

Standing Orders

Adopted with no change.

Financial Regulations

Members agreed to continue with the current policy until the update regulations from NALC are available.

Asset Register

Leaf blower and CCTV units added.

Defibrillator moved from the cricket pavilion to the Pied Bull car park.

Code of Conduct

Adopted with no change.

Scheme of Delegation

To include a new point 3, in section 'To Take Action:'

3. Call additional ordinary meetings in addition to those the Council resolves to meet on at the Annual Meeting of the Parish Council (May).

To replace points 7 and 8 with the following text under 'Planning Matters'

Planning applications shall be received by the Clerk who will provide details to Councillors and where no queries arise by joint decision of all Councillors, the Clerk shall be delegated to inform the Planning Department within the time allocated of the decision of the Council. All Councillors will report directly back to the Clerk thereby avoiding discussion between members. Where queries arise the Chairman will call for a site meeting which may require an Extraordinary Meeting to decide upon the application. Adhering strictly to legal procedures set by NALC.

Risk Assessment

To include additions for cyber security, the council not being a quorate and the new grants policy.

8. 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

Members agreed to discuss the agenda in the following order:.

13. Report from the County Councillor.

None

14. Report from the District Councillors.

Cllr White reported that:

Matthew Scott has been re-elected as the Kent Police Crime Commissioner. Antisocial behaviour is worsening in Horton Kirby where recently, a property has been burnt out, allotments and sheds broken in to as well as public toilets, play areas and trees vandalised. Cllr White advised that he has, and will continue to request, a greater presence of the Beat Officer in the ward.

He has followed up reports of light pollution from Pedham Place with the Enforcement team at SDC and requested that Cllr Gough send details to the KCC ecology team who might be able to support and provide advice on the impacts of light pollution on specific species of wildlife found at this site.

He and Cllr Ball had met the SDC Environmental Enforcement team at Dunbrik to discuss reoccurring fly tipping in the ward.

Some trees have recently received winter maintenance at Oliver Crescent with no further works scheduled to take place. The work had been delayed due to bad weather.

Pauric McCloskey from RES Group is due to meet with Cllr Ball to discuss the open planning application for solar farm, Chimmens Way.

Following Franks Lane being flooded for three months, the Environment Agency supported in having a blockage downstream removed. There is an ongoing discussion between the land owner and EA regarding costs associated with the work.

SDC are due an imminent cabinet reshuffle and the committees that Cllr Ball and White sit on may change.

Both Cllr Ball and White were pleased to see the defibrillator cabinet installed at the Pied Bull car park.

15. 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.

6 members of the public were present after Cllr Keith was co-opted under agenda point 2.

Farningham Oak was queried and the resident was advised that the site is still with pre-planning which is confidential between the owner and local planning authority (SDC).

A representative from 'Protect Our Greenbelt Together' provided an update on recent activities and that the group is still meeting regularly.

Cllr Keith raised a water leak outside Forge Cottage that has been ongoing for four weeks. Members asked the Clerk to contact Thames Water and inform Highways as the constant

running water is starting to damage the surface of the road. **Action: Clerk.**

16. Approve as a correct record the Minutes of the Parish Council meetings on 10th April 2024.

The Minutes from the Parish Council meeting on the 10th April 2024 were approved and signed.

17. Clerks report.

The Clerk reported that she has annual leave booked 28th to 31st May and that the defibrillator cabinet has been installed at the Pied Bull with no charge to the council.

18. Planning.

18.1 Planning log circulated by the Clerk on 2nd May 2024.

Members noted the log.

18.2 Planning Applications. To consider any planning applications and to include any received by the Clerk after the agenda has been served to Councillors.

18.2.1 Reference: 24/00469/HOUSE

Site: Chiddingstone Eynsford Road Farningham Kent DA4 0BQ

Proposal: Single story rear extension with roof lights, Hip to gable roof with replacement of existing dormer with six new front and rear dormers. New Portico porch.

Comments by: 18th May 2024

No comment

18.2.2 Reference: 24/00799/HOUSE

Site: Hill View Maplescombe Lane Farningham Kent DA4 0JY

Proposal: Demolition of the existing garage, store rooms and front entrance porch.

Construction of a two-storey side and rear extensions with Juliet balconies. Roof alteration with addition of roof lights. Replacement front entrance porch addition of two bay windows to the front elevation. Alteration to fenestration.

Comments by: 21st May 2024

No comment

18.2.3 Reference: 24/01018/FUL

Site: Lincoln House Gorse Hill Farningham Kent DA4 0JU

Proposal: Change of use of dwelling (C3) to Small children's care home (C2).

Comments by: 23rd May 2024

No comment

Planning application received by the Clerk after the agenda had been served to Councillors.

Reference: 24/01018/FUL

Site: Little Hatch 1 Hillside Farningham Kent DA4 0DD

Proposal: Construction of rear dormer to form additional rooms in loft space and single storey side extension. Roof lights. Side extension.
Comments by: 25th May 2024

No comment

18.3 Planning applications for noting but not for comment.

Reference: 24/01051/WTCA

Site: Pinehurst High Street Farningham Kent DA4 0DB

Proposal: Oak tree in rear garden overhanging neighbouring property, cut back to previous approved cut.

Noted

18.4 Planning Applications replied to under delegated powers.

18.1 References: 24/00603/HOUSE and 24/00604/HOUSE

Site: Ambleside Eynsford Road Farningham Kent DA4 0BQ

Proposal 1: Loft conversion/alterations to roofline to create first floor with dormer windows and rooflights plus enlargement of front porch.

Proposal 2: Single storey rear extension and enlargement of garage to side.

Comments due by the 1st May.

No comment

18.2 Reference: 24/00639/HOUSE

Site: Meadowside Beesfield Lane Farningham Kent DA4 0BZ

Proposal: Single storey extension to rear with rooflights. Alteration to fenestration. Change of external materials of original dwelling.

Comments by: 3rd May

Comment - Dwelling has been extended in the past, no objection so long as the proposal does not result in disproportionate additions over and above the original dwelling.

18.3 Appeals with the inspectorate - Maplebank Poultry Farm.

18.3.1 Reference: 24/00008/ENF, APP/G2245/C/24/3338158

Appeal against Enforcement notice for: Without planning permission the operational development of a single storey building.

Additional comments to be submitted by the 24th May 2024.

No further comments to be submitted to the inspectorate.

18.3.2 Reference: 24/00004/RFPN, APP/G2245/A/24/3337438

Proposed refurbishment / replacement of redundant farm building, to provide a new B8 (storage and distribution) facility to complement the existing (approved) B8 (storage and distribution) use of the site.

Additional comments to be submitted by the 4th June 2024.

No further comments to be submitted to the inspectorate.

18.4 Enforcement requests and cases with SDC.

Members noted the log and asked the Clerk to confirm if the comply by date for Farningham Hill Stables is correct. **Action: Clerk.**

18.5 Sevenoaks District Council Local Plan 2040.

The Clerk advised that Crockenhill and Eynsford Parish Council both agree, in principle, to hiring a planning consultant for Regulation 19 but it is dependent on costs/budget.

Members noted the dates where the Local Plan might be discussed at SDC and asked the Clerk to circulate and advertise information as it becomes available. **Action: Clerk.**

4th July – SDC has mentioned the date but no further details known

11th July – Development & Conservation Advisory Committee

16th July - Cabinet

25th July – Full Council

19th September - Cabinet

3rd October - Development & Conservation Advisory Committee

15th October – Cabinet

14th November - Cabinet

19th November – Full Council

5th December - Development & Conservation Advisory Committee

12th December – Cabinet

18.6 To receive a written report from Cllr McGeough that may include updates from Protect Our Greenbelt Together and a planning consultant brief.

Members considered the draft brief, queried if bi-weekly is twice a week or once a fortnight and noted some grammatical amendments. Cllr McGarvey agreed to check the document to make corrections. Members actioned the Clerk to circulate to Crockenhill, Eynsford and Horton Kirby/South Darenth Parish Councils Thursday 9th May 2024, requesting they submit comments to the Clerk by Friday 17th May so that Farningham PC can consider these before sending the tender documents out by the close of business on Friday 24th May 2024 which is before the Clerk's annual leave starts. The bi-weekly query is to be clarified by Cllr McGeough. **Action: Cllrs McGeough, McGarvey and the Clerk.**

18.7 Neighbourhood Plan.

Members considered implementing a Neighbourhood Plan and resolved that it is currently not feasible due to costs and resources. The Clerk also advised that the Housing Needs Survey will be revisited by SDC in 2026 which would be a better time to consider a Neighbourhood Plan again.

19. Finance Items for noting and decision.

19.1 To approve items payable and note items paid and receipts.

Members approved the items payable and agreed that the invoice for the internal auditor could be added to May's payments and approving an increase to the annual fee £15 to £175.

19.2 Flexed budget April 2024.

Members noted the budget and asked the Clerk to create a new cost code for the donation to the Space. **Action: Clerk.**

19.3 To approve standing orders and direct debits for 2024/25.

Members approved the standing orders and direct debits for 2024/25.

20. Highways including

20.1 Parking on Till Avenue

Members asked the Clerk to escalate to Kent Highways as the fire service have confirmed they cannot access properties if vehicles are parked inconsiderately and SDC will not block the unofficial parking spots or create more spaces. **Action: Clerk.**

21. River Darent Himalayan Balsam removal and litter picking, Wednesday 29th May 2024, 10:00

Members noted the event.

22. Stall at Farningham Fete on Saturday 15th June, midday to 3pm.

Members asked the Clerk to confirm if there are enough councillors available on the day to help man a stand before confirming. **Action: Clerk.**

23. KALC 7oaks 14 June 2024 meeting and AGM.

Members noted the date.

24. Friends of Farningham

Cllr Salmon advised that the work parties so far have been successful with a good number of volunteers each time. The Public Rights of Way path at the bottom of Catahoula Fields regularly floods. Members asked the Clerk to report this to the team at KCC. **Action: Clerk.**

25. Newsletter

Members agreed to produce a newsletter and aimed to deliver before August and the summer break so the Family Fan Day can be included. **Action: Cllrs Burns, Salmon and the Clerk.**

Six members of public left.

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

Cllr Ball advised that he will be elected to Chair from Tuesday 14th May and that there will be a civic service at St Peter and Paul on the 23rd June inviting Members of the Parish Council to attend.

Cllr Ball and White left the meeting.

9. To review the effectiveness of the system of Internal Control. The Chair of the meeting and Clerk to sign.

The Council considered and approved the Statement of Internal Control for the year ending 31 March 2024. The Chair and Clerk signed the Statement on behalf of the Council.

10. To approve the Annual Governance Statement for 2023-24, Section 1 of the AGAR, for the year ending 31st March 2024. The Chair of the meeting and Clerk to sign and date, plus minute reference.

The Council considered and approved the Annual Governance Statement for 2023-24. The Chair and Clerk signed and dated the Statement on behalf of the Council.

11. To approve the accounting statements for 2023-24, Section 2 of the AGAR, for the year ending 31st March 2023 and the explanation of significant variances from last year (2022-23) to this year (2023-24). The Chair of the meeting to sign and date, plus minute reference.

The Council considered and approved the Accounting Statements and supporting documents as provided by the Responsible Financial Officer who had prior to the meeting signed and dated Section 2 of the AGAR for 2023-24. The Chairman signed and dated the Accounting Statement on behalf of the Council.

12. Note the proposed dates for the Exercise of Public Rights as selected by the council's Finance Officer.

The Council noted the period for the Exercise of Public Rights from Monday 10th June to Friday 19th July 2024.

The meeting closed at 8:25pm.

Date of next meeting Wednesday 11th June 2024

Requests for the next agenda due by 3rd June 2024.

Items Paid

Farningham Parish Council PAYMENTS LIST

Voucher	Code	Date	Description	Supplier	VAT Type	Net	VAT	Total
5	Computer	03/04/2024	Acrobat	Adobe Acrobat	S	16.64	3.33	19.97
9	Pension (PC & Clerk's contributions)	11/04/2024	Pension contribution	Nest Pensions	X	97.53		97.53
6	Bank charges	15/04/2024	Bank charges	Handelsbanken	X	11.40		11.40
12	Postage/Stationery/Print	18/04/2024	Printing	Miss H Penney	X	5.00		5.00
10	Electricity Charges	18/04/2024	Electricity supply	npower	L	361.86	18.09	379.95
1	Administration Fees	18/04/2024	Membership SLCC	SLCC	X	183.00		183.00
3	Donations to Voluntary Organisations	18/04/2024	DONATION	The Space	X	1,000.00		1,000.00
4	Street Lighting Repairs	18/04/2024	Street Light Repair	Streetlights	S	41.25	8.25	49.50
8	Salary On Costs (Tax, NI etc)	18/04/2024	Tax/NI	HMRC	X	66.86		66.86
7	Clerk's salary (net)	23/04/2024	Clerk's salary	Miss H Penney	X	1,075.08		1,075.08
28	Computer	29/04/2024	Acrobat	Adobe Acrobat	S	16.64	3.33	19.97
				Total		2,875.26	33.00	2,908.26

Receipts

Farningham Parish Council RECEIPTS LIST

Voucher	Code	Date	Bank	Description	VAT Type	Net	VAT	Total
1	VAT Refund received	04/04/2024	FPC Current Account (HB)	HMRC VAT Refund	R		3,530.06	3,530.06
2	Anonymous Donation	15/04/2024	FPC Current Account (HB)	Anonymous Donation	X	149.50		149.50
3	Precept received from SDC	30/04/2024	FPC Current Account (HB)	Precept received from SDC	X	24,380.00		24,380.00
4	Bank Interest	30/04/2024	FPC Deposit (HB)	Bank Interest	X	13.50		13.50
				Total		24,543.00	3,530.06	28,073.06

Items Payable

Farningham Parish Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Date	Description	Supplier	VAT Type	Net	VAT	Total	
13	08/05/2024	KALC Subscription	Kent Association of Local Councils	S	571.53	114.31	685.84	
16	08/05/2024	Family Fun Day	Farningham Village Hall	X	188.00		188.00	
19	08/05/2024	Market Meadow Grasscutting	Farningham Village Hall	X	360.00		360.00	As per budget, 5x cuts
20	08/05/2024	Village Hall Insurance	Farningham Village Hall	X	672.43		672.43	As per budget, donation
					1,220.43		1,220.43	
21	08/05/2024	Acrobat	Adobe Acrobat	S	16.64	3.33	19.97	
22	08/05/2024	Bank charges	Handelsbanken	X				
27	08/05/2024	Printing	Miss H Penney	X	5.00		5.00	
15	08/05/2024	Mileage	Miss H Penney	X	6.21		6.21	Clerks forum @ Sevenoaks
14	22/05/2024	Information Commissioners	Miss H Penney	X	35.00		35.00	
					46.21		46.21	
2	08/05/2024	DVLP Scheme	Kent County Council	X	1,500.00		1,500.00	Last month bounced back
17	08/05/2024	Street Light Repair	Streetlights	S	106.25	21.25	127.50	
18	08/05/2024	Street Lighting maintenance contract	Streetlights	S	995.88	199.18	1,195.06	
					1,102.13	220.43	1,322.56	
26	08/05/2024	Electricity supply	npower	L				
23	08/05/2024	Clerk's salary	Miss H Penney	X	1,073.85		1,073.85	
24	08/05/2024	Tax/NI	HM Revenue and Customs	X	65.63		65.63	
25	08/05/2024	Pension contribution	Nest Pensions	X	97.53		97.53	
			Total		5,693.95	338.07	6,032.02	

Plus invoice for internal auditor - £175

Clerks salary corrected to £1,075.08