Minutes of the Meeting of the Parish Council of Farningham, held at Shand Hall, High Street, Farningham on Wednesday 15th June 2022 at 7pm.

Present: Cllrs Liz Bourne (Chair), Daryl Burns (Vice Chair), Philip McGarvey (District Councillor), Latif Oztosun and Roger Gough (County Councillor) dialled in (in part) to provide an update.

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

1. **Chair's welcome and apologies and for absence.**
   The Chair welcomed four Parish Councillors including Sevenoaks District Councillor Philip McGarvey.

   Apologies were received and accepted for Cllr's Sam Pointer, Carol Salmon and Krishna Shanmuganathan

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 was called at 7pm and provided a verbal report;

3.1 20mph scheme

Cllr Gough advised that the consultation closed on Monday 30th May and that there had been one response and no objections. Therefore, the project can move onto the design stage and not have to go to the Kent County Council (KCC) Joint Transport Board (JTB).

3.2 Bridge feasibility study

Cllr Gough advised that the Highways team were waiting for a response to the quote that had been sent to carry out a feasibility study on the bridge to widen the footpath. Cllr Bourne advised that it was to be discussed later on in the meeting and that the Clerk would reply by the end of the week.

3.3 A20

Cllr Gough advised that the report on the patterns of crashes is complete and will be sent as soon as it has been signed off.

3.4 Mirror

Cllr Gough advised that he had sent the Clerk an email earlier in the week confirming that a mirror opposite the Beesfield Lane/White Post Hill junction with the A225 Eynsford Road does not meet the requirements for Kent Highways. Cllr Gough added that mirrors can be attached on private land which would have to adhere to planning permission but easier to pass than through Highways.

3.5 Kent Pension

Members agreed to discuss this item 'in camera' with Cllr Gough.

4. **Report from the District Councillor**
   Cllr McGarvey advised that Sevenoaks Planning Department is still sometimes not including all appropriate houses when issuing consultation letters for new planning applications.

   Additional residents are being contacted in relation to the recent applications from Franks Farm and additional papers are being submitted by the applicant.

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**
   Members agreed agenda item 3.5 will be discussed 'in camera'

6. **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.**
   Two members of the public attended at different times throughout the meeting. The first member of public arrived at 7:30pm wanting to better understand the Old Stables site, they were happy to receive this under agenda point 13.1 and left at 8:30pm. The second member of public originally arrived at 7pm and were asked to step outside so the confidential agenda item could be discussed with Cllr Gough. She returned at 8pm, and was mainly interested in proceedings of the Council and left at 9:40pm.

7. **Approve as a correct record the Minutes of the Parish Council meetings on 4th May 2022.**
   Members approved the minutes of the meeting on 4th May 2022

8. **To review the effectiveness of the system of Internal Control. Councillors are asked to consider the attached Statement of Internal Control in support of the Annual Governance Statement. The Chair of the meeting and the Clerk to sign.**
   The Council considered and approved the Statement of Internal Control for the year ending 31 March 2022. The Chair and Clerk signed the Statement on behalf of the Council.

9. **To approve the Annual Governance Statement for 2021-22, Section 1 of the AGAR for the year ending 31 March 2022. The Chair of the meeting and the Clerk to sign and date PLUS minute reference.**
   The Council considered and approved the Annual Governance Statement for 2021-22. The Chair and Clerk signed and dated the Statement on behalf of the Council.

10. **To approve the Accounting Statements for 2021-22, Section 2 of the AGAR for the year ending 31 March 2022 and the supporting Bank Reconciliation as at 31 March 2022 and if necessary, the explanation of the significant variations from last year (2020-21) to this year (2021-22). 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 2021-22. The Chairman signed and dated the Accounting Statement on behalf of the Council.

11. **Note the proposed dates for the Exercise of Public Rights as selected by the Council's Responsible Finance Officer; Monday 20th June to Friday 29th July 2022**
    The Council notes the period for the Exercise of Public Rights from Monday 13 June to Friday 22 July 2022.

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

12.1 Flint wall

The Clerk advised that Tim Germaney had been contacted and asked to carry out the repair work on the section of flint wall in front of the Village Hall. The work is expected to start mid-late August. Tim has asked a colleague to work with him which will halve time required on site and not affect cost. Tim also confirmed that he will monitor the wall and advise the Clerk of any repair work required in

the future. Cllr Oztosun is to forward his email chain with the SDC Planning Department so the Clerk can inform the department of the planned dates. **Action: Cllr Oztosun and the Clerk**

12.2 New Council phone number and contract

The Clerk advised that, following the previous Clerk being unable to transfer the phone, a new sim card, phone number and phone contract were in place for the Parish Council costing £4.95 per month.

12.3 Internal audit report

Cllrs reviewed the internal audit report and noted the VAT claim for 2021/22 is outstanding and that the Risk Assessment needs updating with VAT claims. **Action: Clerk**

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

13.1 Old Stables

Cllr Bourne ran through the history of the site for the benefit of the member of public and advised that the enforcement notice has been appealed, and once the appeal has been given a start date by the Planning Inspectorate, persons will be advised of the appeal and invited to make comments. After discussion it was agreed to contact The Kent Association for Areas of Outstanding Natural Beauty as they may be able to provide extra support. Action Cllr Bourne

13.2 Maplescombe Farm

Cllr Bourne advised that she, Cllr McGarvey and the Clerk had met with David Bedford, Director of Planning at DHA Planning, on site to discuss the objection and comments the Parish Council had made against the planning application to convert some of the barns to ten dwellings. Cllr Bourne added that Mr Bedford was informed that the Parish Council might be minded to change their submission from objection to support if the number of dwellings is reduced to eight, pathways are created to improve foot access to Farningham and West Kingsdown and parking areas are covered. Mr Bedford advised that he would discuss these comments with the landowner and Sevenoaks District Conservation Officer who is also opposed to the scheme.

14. Finance Items for noting and decision

14.1 Items paid and payable

See Appendix 1

14.2 Flexed budget report, May 2022

The final flexed budget is still in progress. There were no comments on the report provided.

14.3 Clerk's overtime

Members agreed to pay the Clerk's overtime for March, April and May. Cllr Burns will contact the independent payroll function to request that the hours are added and noted that HMRC and pension contributions will need to be adjusted accordingly for items payable. **Action: Cllr Burns and Clerk**

14.4 Transfer of UTB account to Handelsbanken

Cllr Bourne advised that a new deposit account with Handelsbanken will be requested as the Village Hall have not queried the change. **Action: Clerk**

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

15.1 Market Meadow grass cutting schedule – Lothlorien recommend fortnightly

Members noted that Lothlorien has advised that the meadow needs cutting more frequently, ideally fortnightly, however extra cuts have not been budgeted for and the Village Hall charges users of Market Meadow to have the grass cut for private events. The Clerk is to contact the Village Hall committee to ask if Market Meadow has been booked and establish if extra grass cutting will be happening as part of the rental agreement. **Action: Clerk.**

15.2 Feasibility study for footpath widening on bridge
Members agreed for the feasibility study to be carried out. **Action: Clerk**

15.3 Quote to remove sapling in cattle grid
Members noted that Lothlorien has already completed this free of charge

15.4 Quote to replace bench in Irving's Corner
Members agreed to replace the bench in Irving's Corner. **Action: Clerk**

16. Highways including:

16.1 Proposed 20mph zone in Farningham High Street
Discussed with Cllr Gough under agenda point 3.1

16.2 Gateway information
Members noted the information provided by the Highways Department and that a decision cannot be made until design and quote process is complete.

16.3 Road Junction at Beesfield Lane and Eynsford Road
Members discussed the comments from Cllr Gough further and agreed that there is no suitable position on private land for a mirror to be sited. The Clerk is to send all findings to the member of public that made the original request. **Action: Clerk**

17. Street lighting Valley View Terrace
Cllr Bourne advised that notification has been received and the post is being replaced.

18. Market Meadow Legal Position
The Clerk advised that Cllr Shanmuganathan is trying to make contact with the Albery family/Trust to discuss the section of wall in front of Market Meadow. **Action: Cllr Shanmuganathan**

19. Kent Pension Fund
Members agreed to fund the deficit over a 10 year period and Cllr Bourne will email the Pension Fund to confirm. **Action: Cllr Bourne**

20. Date of 2023 Annual Parish Meeting
Members agreed to book the Village Hall for Wednesday 26th April 2023. **Action: Clerk**

21. Public Comment – antisocial behaviour
Members agreed that antisocial behaviour and concerns around the treatment of animals should be reported to the Police and District Council. The Clerk is to reply to the email from the member of public. **Action: Clerk**

22. Trident
Cllr Burns confirmed that she would complete the July Trident report. **Action: Cllr Burns**

23. Charity of Anthony Roper

Members noted that until a trustee hands their notice in, no further intervention is necessary.

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

24.1 Facebook post

Cllr Bourne advised that she had been made aware of a post on the Facebook group "Eynsford and Farningham Massive" where a resident was complaining about the poor maintenance of vegetation around the bench next the Thames Water pumping station. Members advised that this has been discussed previously and that Thames Water and the land owner take joint responsibility for the upkeep of the area. The Clerk is to investigate further to ensure the area is maintained. **Action: Clerk**

24.2 Eynsford and Farningham Joint Event

Cllr Oztosun advised that the day event was very well attended with 1,200 people and that 600 attended the evening event. The organisers are to arrange a de-brief which Cllr Oztosun will attend and request a breakdown of the total spend and budget and how much was received from the grant that was received. **Action: Cllr Oztosun**

24.3 Quote to replace the bench at the end of Beesfield Lane

Members agreed for the bench to be replaced. **Action: Clerk**

24.4 Weed maintenance of Churchyard flint wall

Members agreed for the flint wall in the Churchyard to be treated with weed killer at the same time as the sections of wall in front of the Village Hall car park and Market Meadow. **Action: Clerk**

24.5 Cattle Screen Information Board

Members agreed for the cattle screen information board on the Lion Hotel's lawn to be repaired. **Action: Clerk**

24.6 Planning application SE/22/01470/HOUSE

Members agreed to respond with '"no comment" to planning application SE/22/01470/HOUSE, Farningham Hill House, Farningham Hill Road, Farningham DA4 0JR and as "no comments" had been agreed it was not necessary to be discussed at a separate planning meeting. **Action: Cllr McGarvey**

24.7 Meadowside

Cllr McGarvey advised that Sevenoaks Development Control Committee is meeting on the 30th June to discuss and determine an outcome on the development at Meadowside, and that one member of the public can attend to speak for three minutes in favour of the development, one in objection to the development and a member of the Parish Council either in favour of or against the development. Cllr Bourne and Oztosun agreed that one of them would attend, to be agreed near the date and the Clerk is to inform Democratic Services. Cllr Oztosun will also create a pack of information and photos to be used by Cllr McGarvey as supporting evidence as he has requested a site visit on the morning of the 30th so as attendees of the meeting will see the development in person. **Action: Cllr Bourne, Oztosun and Clerk**

Date of next meeting Wednesday 20th July 2022

The meeting closed at 9:59pm

Appendix 1

7 June 2022 (2022-2023)

Farningham Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
31	Delayed 2021 Lothlorien pay	11/05/2022	May 22, 12.1	FPC Current Account (		Grass cutting 2021	Lothlorien Landscapes	S	1,010.00	202.00	1,212.00
32	Churchyard Grasscutting	11/05/2022	May 22, 12.1	FPC Current Account (		Churchyard maintenance	Lothlorien Landscapes	S	280.00	56.00	336.00
33	Maintenance Assets/Open Sp	11/05/2022	May 22, 12.1	FPC Current Account (		Amenity Area Maintenance	Lothlorien Landscapes	S	132.50	26.50	159.00
17	Village Hall Hire	11/05/2022	April 2022 - 10.2	FPC Current Account (		Hall Hire	FPCC	X	240.00		240.00
21	Council Expenses	11/05/2022	April 2022 - 11.9	FPC Current Account (		Membership SLCC	Miss H Penney	X	183.00		183.00
22	Insurance	11/05/2022		FPC Current Account (		Insurance Renewal	Miss H Penney	X	152.63		152.63
23	Travel and subsistence	11/05/2022		FPC Current Account (		Mileage	Miss H Penney	X	6.21		6.21
18	Telephone /Broadband	11/05/2022	S/O April 2022, I	FPC Current Account (		Acrobat	Miss H Penney	S	12.64	2.53	15.17
19	Telephone /Broadband	11/05/2022	S/O April 2022, I	FPC Current Account (		Acrobat	Miss H Penney	S	12.64	2.53	15.17
20	General contingencies	11/05/2022	April 2022 - 11.1	FPC Current Account (		Defibrillator expenditure	Miss H Penney	S	544.95	108.99	653.94
30	Village Hall Works/Grants/Ex	11/05/2022		FPC Current Account (		Tree Surgery	Aspen Tree Care	X	500.00		500.00
29	Kent Assn of Parish Councils	13/05/2022		FPC Current Account (		KALC Subscription	Kent Association of Local Cou	S	527.00	105.40	632.40
27	Ted Saxton Expenditure	13/05/2022		FPC Current Account (		Village Hall expenditure	Farningham Parish Council	X	13.20		13.20
34	Bank charges	16/05/2022		FPC Current Account (		Bank charges	Handelsbanken	X	11.70		11.70
25	Salary On Costs (Tax, NI etc	19/05/2022		FPC Current Account (		Tax/NI	HM Revenue and Customs	X	91.35		91.35
47	Eynsford & Farningham Joint	20/05/2022		FPC Current Account (		Eynsford & Farningham Joint E	Eynsford Parish Council	X	3,000.00		3,000.00
35	Electricity Charges	23/05/2022	S/O	FPC Current Account (		Electricity supply	npower	L	220.14	11.01	231.15
45	Village Hall Works/Grants/Ex	24/05/2022		FPC Current Account (		Village Hall expenditure	Farningham Parish Council	X	500.00		500.00
26	Clerk's salary (net)	27/05/2022	S/O April 2022, I	FPC Current Account (		Clerk's salary	Miss H Penney	X	933.11		933.11
24	Pension (Parish Council and	27/05/2022	S/O April 2022, I	FPC Current Account (		Pension contribution	Nest Pensions	X	84.35		84.35
								Total	8,455.42	514.96	8,970.38

9 June 2022 (2022-2023)

Farningham Parish Council

PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
28	Postage/Stationery/Print	15/06/2022		FPC Current Account (		Office stationery	Miss H Penney	X	7.00		7.00
36	Telephone /Broadband	15/06/2022	S/O April 2022, I	FPC Current Account (		Acrobat	Miss H Penney	S	12.64	2.53	15.17
37	Bank charges	15/06/2022	S/O	FPC Current Account (		Bank charges	Handelsbanken	X			
38	Clerk's salary (net)	15/06/2022	S/O	FPC Current Account (		Clerk's salary	Miss H Penney	X	933.11		933.11
39	Salary On Costs (Tax, NI etc	15/06/2022	S/O	FPC Current Account (		Tax/NI	HM Revenue and Customs	X	49.45		49.45
40	Pension (Parish Council and	15/06/2022	S/O	FPC Current Account (		Pension contribution	Nest Pensions	X	84.35		84.35
41	General contingencies	15/06/2022		FPC Current Account (		Information Commissioners	Miss H Penney	X	35.00		35.00
42	Electricity Charges	15/06/2022	April 2022 - 10.2	FPC Current Account (		Electricity supply	npower	L	250.12	12.51	262.63
43	Street Lighting Maintenance	15/06/2022		FPC Current Account (		Street Lighting maintenance cc	Streetlights	S	1,236.73	247.35	1,484.08
44	Computer	15/06/2022		FPC Current Account (		Scribe Accounts	Scribe Accounts	S	288.00	57.60	345.60
46	Training	15/06/2022		FPC Current Account (		KALC course	Miss H Penney	S	35.00	7.00	42.00
48	Telephone /Broadband	15/06/2022		FPC Current Account (		Telephone and Broadband cha	Miss H Penney	X	5.83		5.83
49	Churchyard Grasscutting	15/06/2022		FPC Current Account (		Churchyard maintenance	Lothlorien Landscapes	S	280.00	56.00	336.00
50	Maintenance Assets/Open Sp	15/06/2022		FPC Current Account (		Amenity Area Maintenance	Lothlorien Landscapes	S	132.50	26.50	159.00
51	General contingencies	15/06/2022		FPC Current Account (		PO Box	Miss H Penney	S	174.25	34.85	209.10
52	Salary On Costs (Tax, NI etc	15/06/2022		FPC Current Account (		Tax/NI	HM Revenue and Customs	X	49.45		49.45
53	Audit fees	15/06/2022		FPC Current Account (		Audit fee	Mrs Julia Chamberlain	X	160.00		160.00
								Total	3,733.43	444.34	4,177.77

Cllr Bourne queried the amount due to npower as it does not match the invoice. The Clerk explained that npower is paid by standing order and the amount changes each month. The Scribe entry is created from a standard template by the Clerk who had not amended the price to reflect the invoice for this month. The Clerk will check and ensure the items payable is correct moving forwards. **Action: Clerk**