

## KEMSING PARISH COUNCIL

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### **Minutes of a meeting held in the Small Hall, St. Edith Hall, Kemsing, on Wednesday, 20<sup>th</sup> January 2016 at 7.30 p.m.**

PRESENT: Mrs. M. Cole (in the Chair)  
Mr. A. Andrews, Mr. D. Bennett, Mr. P. Burfield, Mr. B. Buttifant, Mr. G. Croughton,  
Mr. R. Dawes, Mr. P. Eaton, Mr. R. Lang, Mrs. M. Roberts, Mrs. Z. Taylor &  
Dr. P. Walker

IN ATTENDANCE: District Councillor Mr. S. Reay  
3 Members of the Public  
Mrs. Y. Tredoux (Clerk)

*Mrs. Cole welcomed everybody to the first meeting of this year and wished everyone a happy new year.*

#### 1. **APOLOGIES FOR ABSENCE**

An apology for absence was received and noted from Mrs. R. Wedderburn-Day.

#### 2. **DECLARATIONS OF INTERESTS**

The following declarations were made:-

- Mr. Croughton declared an interest in Item 13(b) as being the spouse of the Treasurer of the Kemsing Open Door Committee.
- Mr. Buttifant declared an interest in Item 13(b) as being a member of the Kemsing Open Door Committee.
- Mr. Bennett declared having a non-pecuniary interest in Item 13(a) as being a member of the Campaign to Protect Rural England.
- Mrs. Cole declared having a non-pecuniary interest in Item 13(a) as being a member of the Campaign to Protect Rural England.

7.32 p.m. *The meeting was adjourned to allow for public speaking*

#### 3. **QUESTIONS FROM THE PUBLIC & PRESS**

The Members of the public were welcomed to the meeting and invited to address any questions or observations to the Council. There were none.

#### 4. **DISTRICT COUNCILLORS REPORTS**

Mr. Reay reported that queries from residents had been relatively quiet since the start of the new year, with the exception of two small housing matters which had required his attention.

7.35 p.m. *The meeting was re-convened.*

#### 5. **MINUTES**

Mrs. Cole proposed:

*"That the Parish Council approves the minutes of the meeting held on 18<sup>th</sup> November 2015, Ref KPC/10/2015."*

**CARRIED** unanimously

#### 6. **MATTERS ARISING FROM THE PREVIOUS MINUTES**

##### (a) **Old Childsbridge Lane Woodland (Minute 6 (a) KPC/09/2015)**

There was no further information to report.

Mrs. Cole proposed: *"That the item is removed from the agenda until further information is received."*

**CARRIED** unanimously

(b) Village car park (Minute 6 (c) KPC/09/2015)

The sale had now been concluded and the Parish Council now owned the freehold. The Car Park Working Group and the Clerk were commended for their hard work on behalf of the Parish Council. It was assumed that the District Council's public liability insurance would still be in place for the car park until the lease expires on 1<sup>st</sup> April 2016.

- *The Car Park Working Group would meet to discuss the Parish Council's position when the lease expires on the 1<sup>st</sup> April 2016 and to explore further maintenance matters relating to the car park such as car park lighting, surfacing and vegetation and also to ensure that the car park is handed over in an acceptable condition. This may necessitate legal advice which would be obtained from Knockner and Foskett Solicitors.*

(c) Village Gateway – Childsbridge Lane (Minute 6 (d) KPC/09/2015)

A reply was still awaited from Mr. Chard and it was suggested that the matter be brought up with Mr. Chard at the Annual Parish Meeting in March. *It was AGREED to remove the item from the agenda until further information became available.*

Meanwhile Mr. Buttifant had indicated that he would contact Mr. Chard direct.

(d) Footpath between the Memorial Garden and the Green Area (Minute 6 (f) KPC/09/2015)

The path had been repaired on Monday, 7<sup>th</sup> December 2015.

(e) Play Place Youth Club (Minute 8 KPC/10/2015)

The project would be delivered between 15<sup>th</sup> February to 19<sup>th</sup> February 2016 in the village car park between 2 and 4 pm on all days with an additional session on the 19<sup>th</sup> February between 11 am and 1 pm.

The District Council, which the Clerk had informed accordingly, had no objection to the car park being used during the half-term break on the condition that it should still be accessible by other users and that it was left clean and tidy.

(f) Oaks Christmas Lunch Steering Group (Minute 7(b) KPC/07/2015)

A letter of appreciation dated 11<sup>th</sup> December 2015 received from the Oaks Steering Group thanking the Parish Council for its financial contribution was noted.

In turn, the Parish Council commended the of the Steering Group members' for organising this event and *the Clerk was asked to send a letter of appreciation to the Group, thanking the Group for their involvement in organising the Senior Christmas dinner.*

(g) Kemsing War Memorial (Minute 6(h) KPC/10/2015)

Historic England had advised in a letter dated 24<sup>th</sup> November 2015 that the Secretary of State for Culture, Media and Sport had included the Kemsing War Memorial to the List of Buildings of Special Architectural or Historic Interest and that the building had been listed at Grade II.

(h) Business rates on public conveniences managed by Parish Councils Minute 15(a) KPC/09/2015

Councillors noted correspondence dated 18<sup>th</sup> November 2015 and 5<sup>th</sup> January 2016 received from the RT Hon Michael Fallon MP which included a copy of letter dated 21 December 2015 from the RT Hon Greg Clark MP. The Parish Council's concerns regarding business rates would be considered in the Government's forthcoming review of business rates.

7. **STREAM AT THE REAR OF THE GARDENS OF PROPERTIES AT PARK LANE, KEMSING**

A local resident had expressed concern (letter received on 14<sup>th</sup> December 2015 and copied to Councillors), about some residents' lack of interest in keeping the stream clear of leaves and overgrowth. It was believed that it could result in potential flooding of the area. The Parish Council was asked to remind residents in writing of their riparian responsibilities.

During a recent telephone conversation with the Clerk, the resident advised that the County Council's Flood Department had arranged to visit the site. It was understood that the County Council could exercise its power to enforce the riparian responsibilities on to land owners should this be required.

- *RESOLVED: That no further action was necessary as this was in the remit of the Kent County Council.*

*Mrs. Taylor expressed a non-pecuniary interest (her daughter attends the Day Nursery at the Pavilion).*

**8. KEMSING PAVILION TRUST**

Members considered the contents of a letter dated 12<sup>th</sup> November 2015 received from the Kemsing Pavilion Trust regarding the updating the document concerning the Pavilion Trust Deed. A written confirmation that the Parish Council had no objection to the amendment was required.

Mrs. Cole proposed:

*"That the Parish Council has no objection to the updated document concerning the Pavilion Trust Deed which dates from 1986."*

*CARRIED* unanimously

The Pavilion Trustees had been exploring ideas to secure the long-term future of the Pavilion and how the facilities could be modernised. The Trustees had invited Mrs. Cole, Mr. Andrews and the Clerk to a meeting where these initial thoughts were shared with the Parish Council. The report of the meeting on the 19<sup>th</sup> November 2015 was tabled at the meeting.

**9. NATIONAL CAMPAIGN - CLEAN FOR THE QUEEN (4<sup>th</sup> to 6<sup>th</sup> March 2016)**

The Kemsing WI supported the national campaign and asked the Parish Council to participate in the celebrations by organising a litter picking day in the village during the weekend (4<sup>th</sup> to 6<sup>th</sup> March 2016). This would involve completing the necessary risk assessments and obtaining relevant insurance cover for volunteers. It was understood that the Sevenoaks Direct Services would be willing to collect litter bags from pre-arranged sites.

Many Councillors were concerned about the level of work involved, particularly relating to obtaining insurance and risk assessments and some Councillors were of the opinion that the Parish Council already employs litter wardens for clearing up litter.

- *Mr. Buttifant and Mrs. Robarts offered to investigate options to arrange a litter picking exercise on behalf of the Parish Council.*

**10. AUDIT PROCEDURE FOR SMALLER AUTHORITIES**

NALC had advised that the auditing procedures for smaller authorities continued as before, but the procurement process would change from 2017. Smaller authorities, from 2017/18 would be able to choose to have an external auditor appointed to them by a new sector led body or they can decide to procure their own. Members noted correspondence dated 18<sup>th</sup> November 2015 and also comments dated 14<sup>th</sup> December 2015 received from the Parish Council's Internal Auditor relating to this matter.

Mrs. Cole proposed:

*"That the Parish Council adopted the Internal Auditor's comments and resolves that the Parish Council go with the Sector Led Body option rather than try to find its own external auditors."*

*CARRIED* unanimously

11. **BANK ACCOUNT SIGNATORIES – UPDATE**

The bank mandate required updating and a list of signatories to be included and a list of signatories to be removed were noted.

Mrs. Cole proposed:

*“That the Parish Council approves the list as circulated which indicates the list of signatories to be included and the list of signatories to be removed from the bank mandate.”*  
CARRIED unanimously

The list would be appended to the minutes.

12. **CONSULTATIONS**

(a) East Facing Slips on M25 at an appropriate location in the vicinity of Junction 5

Kent Association of Local Councils (KALC) had asked Parish Councils to provide information around the potential local, regional and national economic benefits and the potential impacts of potential east facing slips identified in KALC’s correspondence dated 10<sup>th</sup> December 2015 (copies of the letter were circulated to Councillors prior to the meeting).

Although Kemsing would not be directly affected by an East facing slip road on the M25, attention was drawn to two areas of particular concern; Pilgrims Way being used as a “rat run” to avoid the Bat & Ball junction and difficulty in joining the A25 at the Childsbridge Lane junction in Seal.

- *It was AGREED to pass this information to KALC to be included in their comments to the consultants who were conducting the review.*

(b) Proposed permanent M20 lorry area

Members noted the Highways England’s consultation to stakeholders on its proposal to construct a permanent lorry area adjacent to the M20. This was a non-statutory consultation to enable Highways England to obtain a broad range of feedback on general options and in due course a formal consultation on any preferred sites, design and layout would be conducted.

Mrs. Cole proposed:

*“That the Parish Council is in favour of a permanent lorry area along the M20.”*  
CARRIED unanimously

13. **DONATIONS & SUBSCRIPTIONS**

(a) Campaign to Protect Rural England

Members considered renewing the annual membership of £36. *This was AGREED.*

(b) Kemsing Open Door

Members considered a request to increase the annual financial contribution from £200 to £300 due to increased costs associated with hiring a venue for the weekly sessions.

Dr. Walker proposed, seconded by Mrs. Cole:-

*“That the Parish Council increases the annual financial contribution to £300.”*  
CARRIED 10 in favour, 2 abstentions (Mr. Buttifant and Mr. Croughton)

(c) Kemsing Over 60’s Club

A letter of appreciation from the Kemsing Over 60’s Club thanking the Parish Council for its financial contribution to the Club, was noted.

(d) London Green Belt Council

The Parish Council was asked to consider renewing the annual subscription of £10 and to consider a further request for a donation of £15 to help the Council fight new threats to London’s Green Belt.

Mr. Dawes proposed, seconded by Mr. Andrews:-

*“That the Parish Council renews the annual subscription of £10 and also agree to make a one off donation of £15 as requested.”*  
CARRIED unanimously

14. **ACCOUNTS FOR PAYMENT**

Mr. Eaton proposed, seconded by Dr. Walker:

*“That the Parish Council approves the list of payments (Vouchers 202 to 241), and to note the list of receipts (Voucher 20).”*

*CARRIED* unanimously

15. **COMMITTEE REPORTS**

(a) Planning Committee

Mr. Dawes proposed, seconded by Mr. Croughton:

*“That the Parish Council accepts the minutes of the meeting held on 23<sup>rd</sup> November 2015, Reference P/18/2015”.*

*CARRIED* unanimously

Mr. Dawes proposed, seconded by Mr. Croughton:

*“That the Parish Council accepts the minutes of the meeting held on 7<sup>th</sup> December 2015, Reference P/19/2015”.*

*CARRIED* unanimously

(b) Finance Committee

Mr. Eaton proposed, seconded by Dr. Walker:

*“That the Parish Council accepts the minutes of the meeting held on 9<sup>th</sup> December 2015, Reference F/136/15”.*

*CARRIED* unanimously

The Parish Council was asked to consider the following recommendations:-

➤ Item 4 (a) Proposed additional bank account

Mr. Eaton proposed and Dr. Walker seconded:

*“To recommend to full Council to open a bank account at Santander.”*

*CARRIED* unanimously

➤ Item 10 Appointment of Internal Auditor

Mr. Eaton proposed and Dr. Walker seconded:

*“To recommend to full Council to appoint Mrs. Rosemary Banister as Internal Auditor for the 2016/17 financial year.”*

*CARRIED* unanimously

*It was AGREED to defer the next item to be discussed after Item 16 (c) below.*

➤ Item 5 Salaries review

Please see comments below after Item 16 (c).

➤ Item 8 Precept

Mr. Eaton proposed and Mrs. Cole seconded:

*“The Finance Committee recommends to full Council to approve a precept requirement of £97,000 for the 2016/17 financial year.”*

*CARRIED* unanimously

(c) Recreation Grounds Committee

Dr. Walker proposed, seconded by Mr. Lang:

*“That the Parish Council accepts the minutes of the meeting held on 25<sup>th</sup> November 2015, Reference RG/06/2015”.*

*CARRIED* unanimously

The Parish Council was asked to consider the following recommendation:-

➤ Item 2(a) Wrotham Bowls Club request

Dr. Walker proposed, seconded by Mrs. Cole:

*“Members had no objection in principle for the construction of a bowling green on the Common Field and would recommend to the full Council to support the proposal and to progress to the next stage, which would be to obtain more detailed information.”*

**CARRIED** unanimously

Mrs. Robarts asked if the cable way at Nightingale Road Recreation Ground would be re-instated. The Clerk responded that the Recreation Grounds Committee would consider re-instating the unit in the Summer. Dr. Walker pointed out that a number of play area equipment items had to be repaired at a substantial cost. Most of the faults were attributed to wear and tear and malfunctioning parts.

Referring to Item 4, Mrs. Cole asked that if Councillors had knowledge of any local persons with maintenance skills who may be interested to be contacted to carry out repairs to the play area equipment when required, to let the Clerk know. The Recreation Grounds Committee had difficulty in locating a local person who could perform immediate remedial works at short notice.

16. **INFORMATION REPORTS**

(a) Chairman's Report

The Chairman had nothing to report.

(b) Reports from Councillors

Mr. Andrews asked if the faded centre white lines along Pilgrims Way could be re-instated. In addition a request was made for 30mph speed roundels to be painted on the road along Pilgrims Way as well as the “SLOW” signs on the road which had faded, to be re-instated.

- *This was AGREED and the Clerk would make the necessary requests to Kent County Council Highways and Transportation.*

Mr. Croughton noticed that the sign indicating the double bend is hidden away in the hedge (stretch of road along Pilgrims Way between Childsbridge Lane and The Landway).

- *This would be referred to the Kemsing Downs Nature Reserve Group (which meets on Wednesday next week), to arrange for the vegetation to be cut back.*

*8.37 p.m. Under the Public Bodies (Admission to meetings) Act 1960, the public and representatives of the press were excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business transacted.*

➤ Item 5 Salaries review

The discussion is contained in a separate confidential report.

8.43 p.m. *The meeting was reconvened and opened to the Public and Press.*

(c) Publications for information – the following were noted:-

- \* KALC – Parish News December 2015
- \* Department for Communities and Local Government's draft document on the referendums relating to Council Tax Increases dated December 2015 - The Secretary of State does not plan to extend the principles to the Parish Sector in 2016/2017.
- \* Campaign to Protect Rural England – Field Work magazine (Winter 2015 edition) and Countryside Voice magazine (Winter 2015 edition).

- \* CCTV Code of Practice Certification (Public Sector) – The code applies to the use of surveillance camera systems that operation in public places in England and Wales, regardless of whether or not there is any live viewing, or recording of images or information or associated data.
- \* Sevenoaks District Council Community Safety Partnership – Community Safety News – December 2015 edition.
- \* Clerks and Councils Direct magazine – January 2016 issue.
- \* Society of Local Council Clerks – The Clerk magazine – January 2016 issue.

17. **MATTERS TO BE RAISED AT THE NEXT MEETING & GOOD NEWS**

There were no matters raised.

18. **DATE OF NEXT MEETING**

Wednesday, 17<sup>th</sup> February 2016

The meeting closed at 8.46 p.m.

Signed by Chairman : ..... Date: .....