

## KEMSING PARISH COUNCIL

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### **Minutes of a meeting held in the Small Hall, St. Edith Hall, Kemsing, on Wednesday, 17<sup>th</sup> February 2016 at 7.30 p.m.**

PRESENT: Mr. A. Andrews (in the Chair)  
Mr. D. Bennett, Mr. P. Burfield, Mr. B. Buttifant, Mr. G. Croughton,  
Mr. R. Dawes, Mr. P. Eaton, Mr. R. Lang, Mrs. M. Robarts, Mrs. Z. Taylor,  
Mrs. R. Wedderburn-Day

IN ATTENDANCE: District Councillor Mr. S. Reay {arrived at 7.33 p.m.}  
Mrs. Y. Tredoux (Clerk)

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mrs. M. Cole and Dr. P. Walker.

2. **DECLARATIONS OF INTERESTS**

There were no declarations of interest in accordance with the Parish Council's Code of Conduct.

Mr. Andrews referred to a document dated 15<sup>th</sup> February 2016 (received from the District Council and tabled at the meeting). The report highlighted the importance for Councillors to have regard to the rules on declaring pecuniary interests in matters where they participate in the discussions and vote on.

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

There were no questions from the public or press.

4. **DISTRICT COUNCILLORS REPORTS**

Mr. Reay reported that the District Council had set its budget at a meeting earlier this week. Parish Councillors were reminded to contact Mr. Reay should they require any support in any matters relating to the village or District Council.

Mr. Andrews asked if Mr. Reay could provide an update on the current situation at 5a Noah's Ark at the next Planning Committee meeting. Mr. Reay said he would be happy to oblige.

7.34 p.m. Mr. Reay left the meeting.

5. **MINUTES**

Mr. Andrews proposed:-

*"That the Parish Council approves the minutes of the meeting held on 20<sup>th</sup> January 2016, Ref KPC/01/2016."*

CARRIED unanimously

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

(a) Village car park (Minute 6 (b) KPC/01/2016)

The report of the Car Park Working Group meeting held on Friday, 29<sup>th</sup> January 2016 was noted. The purpose of the meeting was to discuss the Parish Council's next step in relation to receiving the land in good condition before the current Sevenoaks District Council lease expires on 31<sup>st</sup> March 2016. A site meeting will take place on the 3<sup>rd</sup> March 2016 with a representative from the District Council to discuss the current condition of the car park and any potential remedial work that may be necessary.

Members welcomed a suggestion to hold a formal opening/celebration event (publicised through the local press) in April 2016.

- (b) Bank account signatories – update (Minute 11 KPC/01/2016)  
Mr. Eaton and the Clerk would make arrangements with the Parish Council's Bank for the newly appointed signatories to sign the relevant documents.
- (c) National Campaign – Clean for the Queen (Minute 9 KPC/01/2016)  
Members noted the report of the meeting held on Wednesday, 3<sup>rd</sup> February 2016 with Mr. B. Buttifant, Mrs. M. Robarts and the Clerk. The purpose of the meeting was to identify the requirements of arranging a public litter picking event on Saturday, 5<sup>th</sup> March 2016. Mr. Buttifant apologised that he was no longer able to assist Mrs. Robarts in leading the event.

The Parish Council's insurance company confirmed that the existing public and employers' liability will only apply if all employees and volunteers work at the sole request of and under the sole control of the Parish Council. Mrs. Robarts had considered the template risk assessment provided by the Clerk (which was obtained from the District Council), but felt that some of the procedures could not be met. Publicising the event also proved a problem with very little time available for a note to be included in the local press. Mrs. Robarts understood that the local Women's Institute was organising a litter pick event on the 5<sup>th</sup> March 2016 and that the Leaders of the Scouts and Brownies were keen to participate.

Members acknowledged that, as a public body, the Parish Council has to comply with the regulations which seemed to be unachievable at this stage.

- *RESOLVED: It was therefore concluded that the Parish Council would not organise a public litter picking event.*

## 7. **EMERGENCY SERVICES EQUIPMENT**

Members noted the Clerk's report which briefly summarised the history of the former Emergency Services Committee and associated emergency equipment, which were now obsolete and were being stored in the Parish Council office at the St. Edith Hall premises. The Parish Council was asked to consider the future use of these items and to agree to arrange for the disposal thereof in order to create more storage space.

- *Mr. Burfield offered to assist the Clerk to*
- (a) list the equipment related to the Emergency Services Committee and*
  - (b) to estimate a potential value of the equipment and*
  - (c) to make a recommendation for the future use of the equipment at a future Parish Council meeting.*

## 8. **DONATIONS & SUBSCRIPTIONS**

### (a) Society of Local Council Clerks

Mr. Andrews proposed:

*"That the Parish Council renews the annual subscription of £187."*

**CARRIED** unanimously

### (b) Sevenoaks Volunteer Transport Group

Mr. Andrews proposed:

*"That the Parish Council makes a financial donation of £100 towards the Sevenoaks Volunteer Transport Group."*

**CARRIED** unanimously

## 9. **ACCOUNTS FOR PAYMENT**

Mr. Eaton proposed, seconded by Mr. Andrews:

*"That the Parish Council approves the list of payments (Vouchers 242 to 276), excluding Voucher 253 and to note the list of receipts (Voucher 21)."*

**CARRIED** unanimously

*It was agreed that the payment of Voucher 253 would be discussed later on during the meeting. [Please refer to Item 11(b)]*

**10. COMMITTEE REPORTS**

(a) Planning Committee

Mr. Dawes proposed, seconded by Mr. Croughton:

*“That the minutes of the meeting held on 18<sup>th</sup> January 2016, Reference P/01/2016 is accepted.”*

**CARRIED** unanimously

Mr. Dawes proposed, seconded by Mrs. Robarts:

*“That the Parish Council accepts the minutes of the meeting held on 1<sup>st</sup> February 2016, Reference P/02/2016.”*

**CARRIED** unanimously

(b) Recreation Grounds Committee

Mr. Lang proposed, seconded by Mrs. Taylor:

*“That the Parish Council accepts the minutes of the meeting held on 27<sup>th</sup> January 2016, Reference RG/01/2016.”*

Drawing attention to Item 2(b), Mr. Lang said that at the time of the meeting, the coppicing work had not yet been completed.

**CARRIED** unanimously

**11. INFORMATION REPORTS**

(a) Chairman’s Report

There was no report.

(b) Reports from Councillors

*Coppicing at Church Lane track adjacent to the Common Field Recreation Ground*

Mr. Andrews referred to the recent coppicing. The Parish Council has received complaints from residents regarding the work, but more importantly on the state that it had been left in after the coppicing. Members noted that the work had not been conducted in a satisfactory manner. Members expected to receive comments regarding coppicing work, as is the Parish Council’s experience with historic tree management over the years, but it was also acknowledged that the trees and vegetation will regenerate again. Oxenhill Shaw was given as an example, which after four years, has recuperated.

The concern seemed to be around how the area was left, with wood littering the grass area to the north of the play area and the five heaps of shredded brush wood chippings which had been left on the site. Mr. Eaton said that the contractor had provided a verbal quote of around £1,200 to clear the wood chippings. This would be in addition to the payment for the coppicing work.

A suggestion was made to distribute the wood chippings on the bridleway at the Eastern edge of the Common Field Recreation Ground which becomes very muddy; however such an activity would require approval from the Kent County Council’s Public Right of Way office.

A suggestion was made to dispute the work and to withhold part of the payment in order for the site to be cleared satisfactorily.

Mr. Andrews proposed:

*“That the Parish Council is unhappy with the work carried out which has, in its mind, not been performed in a “workman like” manner. The wood chippings were also not removed. In addition the grassed area adjacent to the coppiced area and north of the play area is littered with small pieces of wood debris which will have to be removed before the gang mower commences its work in the Spring. Therefore the Parish Council agrees to withhold part (£200) of the full payment (£1,500), pending the Recreation Grounds Committee discussing this dispute with the contractor to tidy the area at its meeting on 9<sup>th</sup> March 2016.”*

**CARRIED** 10 in favour, 1 abstention

Mr. Andrews proposed:

*“That the Parish Council issues a cheque for £1,300 for the coppicing work.”*

CARRIED 10 in favour, 1 abstention

(c) Publications for information

*Kent Electoral Review* – The final recommendation on the new electoral arrangements for Kent County Council has been published.

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

(a) Coppicing at Church Lane track adjacent to the Common Field Recreation Ground.

13. **DATE OF NEXT MEETING**

Wednesday, 16<sup>th</sup> March 2016

The meeting closed at 8.25 p.m.

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