

**KEMSING PARISH COUNCIL**

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**Minutes of the Annual General Meeting of the Parish Council held in the Small Hall,  
St. Edith Hall, Kemsing, on Wednesday, 19 May 2010 at 8.00 p.m.**

PRESENT: Mrs. M. Cole (in the Chair)  
Mr. P. Burfield, Mr. B. Buttifant, Mr. G. Croughton, Mr. R. Dawes,  
Mr. P. Eaton, Ms. K. Hawker, Mr. I. Rumgay, Dr. P. Walker,  
Mr. A. Waters, Mrs. R. Wedderburn

IN ATTENDANCE: District Councillors Mrs. E. Moore and Miss L. Stack  
3 Members of the Public  
Mrs. Y. Tredoux (Clerk)

APOLOGIES: Mr. D. Bennett, Mrs. W. Ross

*Councillors were reminded to disclose personal and prejudicial interests on matters to be considered at this Meeting.*

**1. ELECTION OF CHAIRMAN**

Dr. Walker proposed and Mr. Croughton seconded:

*"That Mrs. Cole be appointed as Chairman of the Council for the ensuing year."*

*CARRIED* unanimously

**2. ELECTION OF VICE-CHAIRMAN**

Dr. Walker proposed and Mr. Croughton seconded:

*"That Mr. Burfield be appointed as Vice-Chairman of the Council for the ensuing year."*

*CARRIED* unanimously

**3. MEMBERSHIP OF COUNCIL COMMITTEES**

The draft Membership of Council Committees for 2010/2011 was accepted and is appended to the Minutes.

**4. APPOINTMENT OF REPRESENTATIVES**

The following appointments were made:

- (a) Kemsing Sports Association : Mr. P. Eaton & Mr. R. Dawes
- (b) Pavilion Management Committee : Mr. A. Waters, Mrs. W. Ross
- (c) Kent Association of Parish Councils : Mr. P. Burfield
- (d) Joint Management Committee for Kemsing Down Nature Reserve :  
Mr. D. Bennett, Mr. B. Buttifant & Mrs. M. Cole, Mrs. R. Wedderburn
- (e) Oxenhill Meadow & Shaw Management Committee :  
Mr. D. Bennett & Mr. B. Buttifant
- (f) Churchyard Maintenance Committee : Mrs. M. Cole, Mr. P. Burfield,  
Mr. I. Rumgay & the Clerk

**5. APPOINTMENT OF OFFICERS**

- (a) Public Transport Officer : Mr. G. Croughton
- (b) Emergency Services Officer : Mr. I. Rumgay
- (c) Highways Officer : Mr. B. Buttifant

6. **St. EDITH HALL MANAGEMENT COMMITTEE**

- (a) The appointment of Trustees as per letter dated 13 May 2010 from the St. Edith Hall Committee was approved.
- (b) The Balance Sheet and Statement of Accounts for the year ending 31<sup>st</sup> March 2010, was received.

7. **COUNCIL AND COMMITTEE MEETINGS**

The calendar of meetings for the ensuing year was approved.

8. **MINUTES**

Mrs. Cole proposed:

*"That the Minutes of the Meeting held on 14 April 2010, Reference KPC/04/10, previously circulated, be approved".*

*CARRIED* unanimously

9. **MATTERS ARISING FROM THE MINUTES**

(a) Archive Store KHCA (Minute 2(a) KPC/04/10)

Construction of the archive store has been completed. Mr. Burfield and Mr. Croughton met with representatives from the Kemsing Heritage Centre Association (KHCA) to clarify final payments relating to the building work. The Parish Council's contribution totalled £3,058-68. Mr. Burfield proposed and Mrs. Cole seconded:

*"To request the Parish Council to approve payment of £3,058-68 and that the 50/50 agreement with the KHCA is now terminated as the project has been signed off. Any future requests for payments should be considered separately."*

*CARRIED 8 in favour, 2 abstentions [Mr. Buttifant & Mr. Waters]*

(b) Request from PACT meeting to install speed indicator devices - safer roads (Minute 2(b) KPC/04/10)

Kent Highway Services (KHS) had secured funding for an interactive speed sign in Childsbridge Lane. The Parish Council would be consulted as to the exact location and details in due course.

(c) Parish Council land to the rear of 33,35,37,39 Park Lane (Minute 2(c) KPC/04/10)

The Kent Wildlife Survey report dated 1 April 2010 and letter from Mr. Willmore dated 19 May 2010 were noted. Mr. Willmore did not agree with the statement in the survey report that bonfires were acceptable in the Nature Reserve and felt that he could not take up the role of Warden on behalf of the Parish Council for this reason. Mr. Willmore wished to continue looking after only the land under the terms of his licence, and did not wish to take on the responsibility of being Warden for the whole Nature Reserve.

(d) BT's proposal for the Council's adoption of red telephone kiosk (Minute 2(f) KPC/04/10)

The contract was signed and returned to BT with payment of £1.

(e) Application for a premises licence - Kemsing Newsagents (Minute 2(f) KPC/04/10)

The licence was granted.

(f) In the Zone Family Fun Days - Summer programme (Minute 5(a) KPC/04/10)

Since the last Parish Council Meeting, Sevenoaks District Council advised that they had been successful in securing funding from Kent County Council to cover staffing costs of £350 per day for a basic fun day for the whole five weeks of the summer programme. Parish Councils were therefore not required to provide funding for basic fun days, however, they were invited to fund additional specialised workshops and activities (ranging between £100 to £850). The fun day is scheduled for 11 August on the Common Field Recreation Ground (near the tennis courts). Funding for two activities was approved totalling £200.

10. **COMMITTEE AND OFFICER REPORTS**

(a) Planning Committee

Mr. Dawes proposed and Mr. Croughton seconded:

*"That the Minutes of the Meeting held on 19 April 2010, Reference P/05/2010, previously circulated, be approved."*

*CARRIED unanimously*

Mr. Dawes proposed and Mr. Croughton seconded:

*"That the Minutes of the Meeting held on 4 May 2010, Reference P/06/2010, previously circulated, be approved."*

*CARRIED unanimously*

(b) Report from Chairman

*Post and rail fence along West End (opposite the Kemsing Library)*

The Parish Council received a copy of a complaint from a resident to KHS. A three year old girl was riding her bicycle along this footpath, lost her balance and fell head first down the ditch. The resident is pursuing Kent Highway Services to erect a fence along this section of the footpath. Acknowledging that this is Kent Highway Services' responsibility, Councillors were supportive of the request for the post and rail fence to be extended.

*Safer Kent Awards*

The Parish Council is asked to nominate people who have made a difference in our local neighbourhood. Mr. Rungay proposed and Ms. Hawker seconded:

*"That the School Patrol be nominated through Kemsing Primary School and Mrs. Boulind (who arranged for the pedestrian crossing petition at Childsbridge Lane) be nominated."*

*CARRIED unanimously*

*Grant Schemes through KCC's Sevenoaks Local Board for 2010/11*

Three community grant schemes were available for local projects in the County.

*Community Climate Change Seminar*

Invitation to the Ashford Community Climate Change Conference 2010 on 5<sup>th</sup> June was noted.

*Kemsing Over 60's Club*

A letter of thanks for the Parish Council's financial contribution was noted.

*Brown garden waste sacks*

These are now only available from Richlands Convenience Store.

*Internal Auditor*

Mrs. Cole suggested that the Finance Committee considers changing Auditor.

*Village name sign*

Mrs. Cole noted that a new sign had been erected at the junction of Childsbridge Lane with Pilgrims Way.

(c) Reports from Councillors

Mr. Rungay briefly summarised discussions between representatives from the Parish Council, Football Club, Kemsing Lawn Tennis Club, Pavilion Management Committee and the Scouts at the consultation meeting held on Tuesday, 11<sup>th</sup> May. Although there were no strong objections to the proposal in principle, some concerns were raised and discussed in detail, which resulted in the Scouts proposing to re-locate the building further south.

Three new litterbins have been installed on the Common Field, one of which had already suffered damage as a result of vandalism. The mower has been replaced.

Mrs. Wedderburn asked if the wording on the topograph on Green Hill could be improved.

Mr. Buttifant would contact Mr. Saunders to consider what action to take.

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

There were no questions from Members of the Public or Press.

12. **DONATIONS & SUBSCRIPTIONS**

(a) Play Place

A report by Mr. Hennis was noted. Dr. Walker said that it was unlikely that a SAYT Youth Worker would be employed this financial year. Mr. Burfield proposed and Mrs. Cole seconded: *“That the Council donates £2,000 to Play Place to continue work in Kemsing.”*  
**CARRIED** unanimously

(b) Kent Agricultural Society

A request for financial support for the 'Living Land' event (which aims to educate young children in farming, agriculture, countryside and environment), was declined.  
*The Primary School would be asked if they had been invited to this event.*

(c) Unlock Democracy

The Parish Council declined a request for financial contribution.

13. **LAUNCH OF SEVENOAKS DISTRICT COUNCIL COMMUNITY PLAN 2010-2013**

An invitation to attend the launch of the Community Plan on Wednesday, 2<sup>nd</sup> June 2010 between 11.00 a.m. and 2.30 p.m, was noted.

14. **NEW WATER MAIN FROM KEMSING WATER TREATMENT WORKS TO OAK BANK RESERVOIR**

South East Water is planning to install approximately 1.4 km of new water main from Kemsing Water Treatment Works to the existing water service reservoir near Seal Chart. This will secure water supplies for future growth in the area.

15. **REQUEST FROM RESIDENT FOR THE RE-INSTatement OF A REGULAR BUS SERVICE BETWEEN KEMSING AND SEVENOAKS VIA OTFORD**

Mr. Croughton briefly reminded Councillors that, due to the Parish Council's efforts, a limited service had been introduced a few years ago. However, the cost of supporting this service by KCC proved to be excessive, in particular based on the low usage resulting in the service being withdrawn two years ago. *Mr. Croughton would draft a suitable reply to the resident.*

Sainsbury's in Otford had put in a planning application 4 months ago, however, the application to extend their premises was withdrawn. District Councillor Miss Stack said that it was likely to be re-submitted and suggested the Parish Council explored avenues of looking into the possibility of securing a Section 106 agreement to finance a service between Kemsing and Otford. Miss Stack undertook to notify the Parish Council when the application is re-submitted.

16. **RESURFACING OF CAR PARK NEAR TENNIS COURTS**

An updated quotation to resurface the car park was considered. Mr. Burfield drew attention to the Scout hut proposal and was concerned that if the project was approved, heavy goods vehicles were likely to damage the surface. Mrs. Cole proposed:

*“That the Council accepts the quotation of £3,957 for the resurfacing of the car park.”*  
**CARRIED** 11 in favour, 1 abstention

17. **BUSINESS REQUIRED BY STATUTE**

(a) Review of charge for the provision of Council and Committee Agenda & Minutes

It was agreed that there was to be no increase in the current charges:  
£8.00 per annum for posted and £2.50 per annum collected.

(b) PCC Annual Accounts for 2010

A copy could be obtained from the Clerk.

- (c) Statement of Accounts for the Year ended 31<sup>st</sup> March 2010  
The statement of accounts for the year ending 31 March 2010 was approved and the Internal Auditor's Report noted. The Annual Governance Statement was approved and signed by the Chairman.
18. **ACCOUNTS FOR PAYMENT**  
Mr. Burfield proposed and Mr. Croughton seconded:  
*"To approve the payment list (Vouchers 18-20, 26-52) and to note receipt list (Vouchers 21- 25)."*  
*CARRIED unanimously*
19. **INFORMATION REPORT**  
The Information Report was noted.
20. **MATTERS TO BE RAISED AT THE NEXT MEETING & GOOD NEWS**
21. **DATE OF NEXT MEETING**  
Wednesday, 16<sup>th</sup> June 2010.

The Meeting closed at 9.20 p.m.