

**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, 18 May 2011 at 8.00 p.m.**

PRESENT: Mrs. M. Cole (in the Chair)  
Mr. D. Bennett, Mr. B. Buttifant, Mr. G. Croughton, Mr. P. Eaton,  
Mr. I. Rungay, Mrs. W. Ross, Dr. P. Walker, Mrs. R. Wedderburn

IN ATTENDANCE: District Councillor Mr. M. Butler  
Mrs. Y. Tredoux

APOLOGIES: Councillors Messrs R. Dawes & J. Jermain  
Resident Mrs. J. Course

*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. Buttifant seconded:

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

CARRIED 8 in favour (1 abstention)

**2. ELECTION OF VICE-CHAIRMAN**

Mrs. Cole proposed:

*"That Mr. Croughton be appointed as Vice-Chairman for the ensuing year."*

CARRIED 8 in favour (1 abstention)

**3. MEMBERSHIP OF COUNCIL COMMITTEES**

The appointment of Members to Council Committees for 2011/2012 were approved and is appended to the Minutes.

**4. APPOINTMENT OF REPRESENTATIVES**

The following appointments were made:

(a) Kemsing Allotment Holders Association : Mr. Buttifant

(b) Kemsing Sports Association : Mr. Dawes & Mr. Eaton

(c) Pavilion Management Committee : Mrs. Ross

(d) Kent Association of Parish Councils : There were no appointments.

(e) Kemsing Downs Nature Reserve Advisory Group (3) : The representatives will be appointed at the next Downland Management Committee Meeting as stipulated in the Terms of Reference of this Group.

(f) Oxenhill Meadow & Shaw Management Committee : Mr. Bennett & Mr. Buttifant

(g) Churchyard Maintenance Committee : The Chairman of the Council, Chairman of Finance Committee, Mr. Rungay and the Clerk

**5. APPOINTMENT OF OFFICERS**

(a) Mr. Croughton was appointed as Public Transport Officer for the ensuing year.

(b) Mr. Rungay was appointed as the Emergency Services Officer for the ensuing year.

(c) Mr. Buttifant was appointed as the Highways Officer for the ensuing year.

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

(a) The Council approved the appointment of Trustees as per letter dated 12 May 2011 received from the St. Edith Hall Committee.

- (b) The Balance Sheet and Statement of Accounts for the year ending 31<sup>st</sup> March 2011 were noted.

7. **COUNCIL AND COMMITTEE MEETINGS**

The calendar of meetings for the ensuing year was approved.

8. **MINUTES**

Mrs. Cole proposed:

*"To approve the Minutes of the Meeting held on 20 April 2011, Ref KPC/04/11."*

*CARRIED* unanimously

9. **MATTERS ARISING FROM THE MINUTES**

- (a) Capital projects (Minute 2(a) KPC/04/11)

No progress reported.

- (b) West End – safety issues on footpath (Minute 2(b) KPC/04/11)

A 'traffic counter' was installed and the outline scheme is awaited.

- (c) Annual Parish Meeting - Church Lane speeding (Minute 2 (f) KPC/04/11)

Members were pleased to note a letter from Vision Homes Ltd, in which they proposed to write to all residents at the new Cleves development, reminding residents to take greater care when using the private road, particularly when approaching the junction to Church Lane.

Vision Homes anticipated to reassess the situation and consideration would then be given to ascertain whether erecting a sign would prove effective.

Mr. Eaton proposed and Mr. Rungay seconded:

*"That the Parish Council provides a suitable sign on the section of land owned by the Parish Council, adjacent to the private road."*

*CARRIED* 8 in favour, 1 abstention

*RESOLVED: Clerk to thank Vision Homes for their gesture and inform them accordingly.*

*Clerk to arrange for a sign to be installed.*

- (d) Noah's Ark Residents' Association (NARA) - sign (Minute 2(h) KPC/04/11)

NARA thanked the Parish Council for considering their request; however they had decided not to gift the sign to the Parish Council.

- (e) Community Transport - Voluntary Action Within Kent (Minute 5 (c) KPC/04/11)

The Kemsing Over 60's Club's transport issues were discussed at a meeting with their Chairman. 12 People need transport to and from the Club meetings, which takes place twice a month. Enquiries were made and Age Concern and Kent Carrier Service (Compaid) were unable to assist. Mrs. Cole is making enquiries with a mini-bus owner who may be able to offer assistance and will report back to the Council if any progress was made.

10. **COMMITTEE AND OFFICER REPORTS**

- (a) Planning Committee

Mr. Croughton proposed and Mrs. Cole seconded:

*"That the Council receives the Minutes of the Meeting held on 18 April 2011, Reference P/07/2011."*

*CARRIED* unanimously

- (b) Report from Chairman

Mr. Butler was welcomed as newly elected District Councillor for Kemsing.

Sadly Mr. Wonga Mzimba, who had conducted the Parish Council's Internal Audit for the past 8 years, had suffered a fatal heart attack. Mrs. R. Banister, who is a qualified Internal Auditor, kindly offered her services to carry out the audit for the 2010/11 financial year.

Mrs. Cole proposed:

*"That Mrs. R. Banister be appointed as Internal Auditor to conduct the internal audit for the financial year 2010/11."*

*CARRIED* unanimously

The office computer is out of date and should be replaced. Mrs. Cole reminded Members that the Council had agreed to replace the computer at the Finance Committee Meeting held in October 2009, but this decision had not yet been implemented and was overdue.

*RESOLVED: The Clerk to investigate options available and report back at the next Parish Council Meeting.*

(c) Reports from Councillors

Mr. Croughton reported that the Rail Action Plan for Kent had been submitted to the Transport Minister. There was a proposal to reduce the current 30 minute service to an hourly service between Swanley, Otford, Sevenoaks, however, the Director of Network Rail had given assurance that the service would not be reduced.

Mr. Croughton reported that the existing 5 journey per day service between Swanley and Sevenoaks had been extended to Dartford.

*RESOLVED: This information to be included on the Parish Council's website.*

Mr. Bennett drew attention to the various potholes in Pilgrims Way, particularly near Row Dow. *RESOLVED: Clerk to report to Kent Highway Services.*

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

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

12. **DONATIONS & SUBSCRIPTIONS**

(a) Kemsing Festival Committee

The Committee asked the Parish Council's financial assistance to cover the premium for Public Liability Insurance for the Festival events. To recover costs the Committee is considering selling tickets for some events. The proceeds of the ticket sales would be donated to the Parish Council when the Festival was concluded.

Dr. Walker proposed and Mr. Bennett seconded:

*"That the Parish Council makes available £250 to cover the Kemsing Festival Committee's Insurance costs."*

*CARRIED* 8 in favour, 1 abstention {Mr. Eaton}

13. **CODE OF RECOMMENDED PRACTICE ON LOCAL AUTHORITY PUBLICITY**

The Code, which had been approved by the Houses of Parliament and came into force on 31 March 2011, was noted.

14. **FUTURE STANDARDS OF CONDUCT FOR MEMBERS OF LOCAL AUTHORITIES IN ENGLAND**

A briefing note L02-11 issued by National Association of Local Councils (NALC) on 20 April 2011, was noted. The briefing note explained the impact of the Localism Bill provisions in relation to the standards of the code of conduct. NALC recommend that Parish Councils withdraw their existing codes of conduct without replacing it.

Mr. Croughton proposed and Mrs. Cole seconded:

*"That the Parish Council adopts the Nolan principles when the Localism Bill comes into force."*

*CARRIED* 8 in favour, 1 abstention

15. **BEAVER SCOUTS 25<sup>TH</sup> ANNIVERSARY CELEBRATION**

On behalf of the Kemsing Beaver Scouts, Mrs. C. Coplestone (their Leader and Tree Warden for Kemsing), would like to present the Parish with a tree to celebrate the Beaver Scouts' 25<sup>th</sup> anniversary.

Councillors supported the 25<sup>th</sup> anniversary celebration, but rather than planting a tree, it was suggested that they create a native 'bluebell wood', under the trees in the north east corner of the Common Field.

*RESOLVED: Clerk to inform the Beaver Scouts accordingly.*

16. **OXENHILL SHAW DRAFT MANAGEMENT PLAN 2011-2031**

Sevenoaks District Council was keen to speed up coppicing in the area as some of the trees were considered to be unsafe. Mr. J. Webb, Sevenoaks District Council Woodland Management Consultant, was concerned that the necessary Forestry Commission felling licences might not be obtained this year, due to re-organisation activities currently being conducted by the Commission. Mr. Webb had prepared a management plan for the maintenance and coppicing of the Oxenhill Shaw. Mr. R. Froud, Sevenoaks District Council's Countryside Ranger, had recently met with a representative from the Forestry Commission, who had shown enthusiasm for the coppicing to be carried out this autumn, however, this was subject to receiving the relevant felling licences.

17. **PARISH COUNCILLOR VACANCIES**

There are currently two vacancies which would be advertised. Deadline for responses would be Friday, 10 June 2011. Candidates would be invited to the June Parish Council Meeting, when co-option would take place.

18. **BUSINESS REQUIRED BY STATUTE**

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

*RESOLVED: Charges to be increased to £10.00 per annum for posted documents and £3.00 per annum for document being collected.*

(b) PCC Annual Accounts for 2011

Copies are available on request from the Clerk.

(c) Statement of Accounts for the Year ended 31<sup>st</sup> March 2011

The draft statement of accounts for the year ending 31 March 2011, which is subject to Internal Audit, was noted.

19. **ACCOUNTS FOR PAYMENT**

Mrs. Cole proposed:

*"To approve the payment list (cheque numbers 204228, 204229, 204231-203437, 204239 – 204244, Direct Debit for £5-66 (Car park lights) and to note receipts)."*

*CARRIED* unanimously

20. **INFORMATION REPORT**

The Information Report was noted.

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

*9.05 p.m. The public and press were excluded from the Meeting due to the confidential nature of the following item.*

22. **STAFF APPRAISAL (Minute 8 KPC/03/11)**

A report of the discussion is contained in a confidential report.

*9.10 p.m. The Meeting was re-opened for the Public and Press.*

23. **DATE OF NEXT MEETING**

Wednesday, 15 June 2011.

The Meeting closed at 9.12 p.m.