

KEMSING PARISH COUNCIL

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**Minutes of the Annual General Meeting of the Council held in the
Small Hall, St. Edith Hall, Kemsing, on Wednesday, 21 May 2014 at 7.30 p.m.**

PRESENT: Mrs. M. Cole (in the Chair)
Mr. A. Andrews, Mr. D. Bennett, Mr. B. Buttifant, Mr. G. Croughton,
Mr. R. Dawes, Mrs. S. Dickinson, Mr. P. Eaton, Mr. R. Lang, Mrs. M. Robarts,
Dr. P. Walker, Mrs. R. Wedderburn

IN ATTENDANCE: 1 Member of the Public
District Councillor Ms. L. Stack
Mrs. Y. Tredoux (Clerk)

APOLOGIES: Resident, Mrs. J. Course

1. ELECTION OF CHAIRMAN

Mr. Croughton proposed and Dr. Walker seconded:
"That Mrs. Cole be appointed as Chairman for the ensuing year."

CARRIED unanimously

2. ELECTION OF VICE-CHAIRMAN

Mrs. Cole proposed:
"That Mr. Croughton be appointed as Vice-Chairman for the ensuing year."

CARRIED unanimously

3. MEMBERSHIP OF COUNCIL COMMITTEES

The appointment of Members to Council Committees for 2014/2015 was approved and is appended to the Minutes.

4. APPOINTMENT OF REPRESENTATIVES/TRUSTEES

The following appointments were approved:

- (a) Kemsing Allotment Holders Association : Mr. Buttifant
- (b) Kent Association of Parish Councils : Mrs. Dickinson
- (c) Kemsing Downs Nature Reserve Advisory Group (3) : The representatives proposed are Mr. Bennett, Mr. Buttifant and Mrs. Dickinson and would be appointed at the next Downland Management Committee Meeting as stipulated in the Terms of Reference of this Group.
- (d) Oxenhill Meadow & Shaw Management Committee : Mr. Bennett & Mr. Buttifant
- (e) Churchyard Maintenance Committee : The Chairman of the Council, Chairman of Finance Committee, Mr. Bennett and the Clerk
- (f) St. Edith Hall Management Committee

As Custodian Trustee of the Charity set up in 1962, Kemsing Parish Council, in accordance with the Governing Document, Indenture made 2nd June 1924, has the power to appoint 8 of the Trustees of the Charity.

The Parish Council noted a letter dated 14th May 2014 from the St. Edith Hall Management Committee, specifying the persons willing to be appointed for the ensuing year.

Mr. Eaton proposed and Dr. Walker seconded:
"To appoint the nominated Trustees to the St. Edith Hall Management individually."
CARRIED unanimously

The following nominations were proposed and seconded to be appointed as Trustees on the St. Edith Hall Management Committee:-

- Mrs. M. Cole – *CARRIED* by a majority vote
- Mrs. S. Dickinson – *CARRIED* by a majority vote
- Mrs. M. Roberts – *CARRIED* by a majority vote
- Mr. J. Berwick – *CARRIED* by a majority vote
- Mr. M. Cowlard – *CARRIED* by a majority vote
- Mr. B. Primarolo – *CARRIED* by a majority vote
- Mr. P. Eaton – *CARRIED* by a majority vote
- Mr. P. Burfield – *NOT CARRIED* by a majority vote

5. **APPOINTMENT OF OFFICERS**

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

6. **CALENDAR OF COUNCIL AND COMMITTEE MEETINGS**

The calendar of meetings for the ensuing year was approved.

7. **MINUTES**

Mrs. Cole proposed:

“That the minutes of the meeting held on 16 April 2014, Ref KPC/04/2014 be approved.”

CARRIED unanimously

8. **MATTERS ARISING FROM THE LAST MINUTES**

(a) Sewer at School Alley (Footpath SR35) (Minute 2(a) KPC/04/2014)

Thames Water had attended to the site on 16th April and the blockage had been cleared. Further sewer checks had revealed no problems and the case was closed. The Clerk thanked Thames Water for clearing the blockage but reminded them that the Parish Council had asked for a site visit, which did not happen. Thames Water had promised to contact the Clerk week beginning 5th May to arrange a visit to explain the problems with the sewerage system at this location. To date no reply from Thames Water had been received. The Clerk contacted them again and they proposed Tuesday, 27th May 2014 to conduct a site visit.

(b) Proposed changes in the bus time table (431/432) service for Kemsing (Minute 2(b) KPC/04/2014)

Mr. Croughton and the Clerk met with the owner of Go Coach Limited on Wednesday, 30th April 2014 to explore options available for introducing one or two journeys on Saturday afternoons after 3 p.m. Mr. Croughton reported on this discussion and notes of the Bus Services Working Group meeting which took place on Wednesday, 14th May 2014, were circulated prior to the meeting and would be appended to the minutes.

Go Coach Limited confirmed their interest to provide 3 journeys on a Saturday. County Councillor Mr. N. Chard expressed his full support for this venture, and pledged £1,000 from his Members' Fund towards it, subject to the agreement of both Seal and Kemsing Parish Councils to match this. Seal Parish Council has yet to consider this proposal and would do so at its meeting scheduled for 12 June.

Miss Stack also supported this scheme and offered to apply for a grant from the Sevenoaks Big Community Fund.

It was suggested that this scheme be experimental for a trial period of 6 months, during which time the usage would be monitored in order to conduct an assessment to establish the feasibility of extending the scheme in the longer term. It was recommended that Sevenoaks Town Council be asked to contribute as the proposed three services would benefit their residents also. This would be explored if the scheme proves to be successful and the Parish Council considered it to be extended in the long term.

Mr. Croughton proposed and Dr. Walker seconded:

“That the Parish Council supports a six month trial of providing three late afternoon Saturday bus journeys from Sevenoaks to Kemsing, provided by the local Sevenoaks operator Go-Coach, in replacement of a similar facility withdrawn by Arriva, with a contribution from the Parish Council of £1,000, paid in accordance with Section 137 of the Local Government Act 1972, to be extracted from the Parish Council’s General Contingency Fund.”

CARRIED by a majority vote

(c) CCTV (Minute 2(c) KPC/04/2014

A report would be given at the next Parish Council meeting.

(d) Number of Parish Councillors for Kemsing (Minute 4(c) KPC/04/2014)

Councillors noted the Clerk’s report which detailed the legal requirements relating to the number of Parish Councillors and Council sizes. Included in the report was information relating to the specific procedure to reduce the number of Councillors.

Mr. Bennett proposed and Mr. Andrews seconded:

“That the Parish Council does not reduce the current number of Councillors.”

CARRIED by a majority vote

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

There were no questions from the Public or Press.

10. **COMMITTEE AND OFFICER REPORTS**

(a) Planning Committee

Mr. Dawes proposed and Mr. Croughton seconded:

“That the Parish Council notes the minutes of the meeting held on 14 April 2014, Ref No P/07/2014.”

CARRIED unanimously

Mr. Dawes proposed and Mr. Croughton seconded:

“That the Parish Council notes the minutes of the meeting held on 28 April 2014, Ref No P/08/2014.”

CARRIED unanimously

(b) Report from Chairman

Play Place – The Youth Club organisers were investigating possibilities to acquire an alternative venue following the demise of the Church Hall. They were currently doing detached work with the young people on the Common Field Recreation Ground, which was not ideal. The Bell Public House had offered to make available the ‘Garden Room’ for the Youth Club on Monday evenings between 7 p.m. and 9 p.m. This offer was being considered by the Youth Club.

Dr. Walker said that the club had thrived before the Church Hall was destroyed and commended the young people for their good behaviour and the services provided by Play Place.

(c) Reports from Councillors

There were no reports received from Councillors.

(d) Reports from District Councillors

Speed Watch – Councillor Stack and PCSO Harwood believed that a Speed Watch would be useful, particularly at Noah’s Ark. They asked the Parish Council’s support for the introduction of a Speed Watch Scheme in Kemsing.

Councillor Stack reminded Councillors that she and PCSO Harwood had been lobbied by the Noah’s Ark Residents’ Association at the Annual Parish Meeting, with their concerns regarding inappropriate speeding for the road conditions in Noah’s Ark. Motorists should be made aware of the risks to other road users, for example dog walkers, pedestrians, cyclists and mums with pushchairs who all use this road. In consultation with PCSO Harwood, Miss Stack obtained the relevant information regarding the process of setting up a Speed Watch group.

Sevenoaks District Council provides all the necessary training free of charge and subsidises the equipment which is made available on loan to Parishes. Otford Parish Council, who purchased the equipment, had also indicated to Miss Stack that they would be willing to make their equipment available to Kemsing Parish Council on loan.

Miss Stack had confirmation from 4 members of the Noah's Ark Residents' Association who have expressed their interest to be part of a Speed Watch group for Kemsing. Mrs. Dickinson offered to join the Group.

Mrs. Cole proposed:

"That the Parish Council supports the establishment of a Speed Watch Group for Kemsing, led by Miss Stack, supported by PCSO Harwood."

CARRIED unanimously

11. **BUSINESS REQUIRED BY STATUTE**

(a) Independent Internal Auditors' Report for the Year ended 31st March 2014

Members noted the Internal Auditors' Report, and in particular, a recommendation relating to the Annual meeting of the Common Field Trust. Two years ago, the Parish Council resolved to include the financial matters pertaining to the Trust on its own Annual General Meeting agenda. Advice in the report was "that the Parish Council reverts to its previous administration of the Common Field Recreation Ground Trust in order to comply with the Charity Commission's guidance and charity law". This would enable the recording of the Trust's affairs separately to the Parish Council's documents.

Mrs. Dickinson proposed and Mrs. Cole seconded:

"That the Parish Council accepts the Internal Auditor's recommendation and removes the Trust's business from the Parish Council's agenda and revert back to the previous administration of the Trust, all papers to be filed separately from the Parish Council's documents."

CARRIED unanimously

The Parish Council recorded its praise to the Clerk for the conduct of the accounts.

(b) Statement of Accounts for the Year ended 31st March 2014

Mr. Eaton proposed and Dr. Walker seconded:

"That the Parish Council approves the Statement of the accounts for the year ending 31 March 2014, as circulated."

CARRIED unanimously

(c) Annual Return for Audit Commission – Annual Governance Statement 2013/14

Mrs. Cole proposed:

"That the Parish Council approve Questions 1 to 9 of the Governance Statement, as circulated."

CARRIED unanimously

(d) Notice of Appointment of date for the Exercise of Electors' rights for viewing the accounts for the year ended 31st March 2014

The notices have been displayed on the Parish Council's notice boards in accordance with the Audit Commission Act 1998, Sections 15 and 16 and The Accounts and Audit (England) Regulations 2011 (SI 2011 NO 817).

(e) Appointment of Internal Auditor for the ensuing financial Year ending 31st March 2015

Mrs. Cole proposed:

"That the Parish Council appoints Mrs. Banister as Internal Auditor for the next Financial Year, i.e. 2014/15."

CARRIED unanimously

- (f) Review of charge for the provision of Council and Committee Agenda & Minutes
Mr. Croughton proposed:
"That there is no increase in the current costs, i.e. £15.00 per annum for posted and £3.00 per annum collected."
CARRIED unanimously

- (g) PCC Annual Accounts for 2014
Members noted that copies were available from the Clerk on request.

12. DONATIONS & SUBSCRIPTIONS

(a) Girlguiding in Kemsing

The Rainbow, Brownie and the combined Guide/Senior Section Groups all used the St. Mary's Church Hall. The groups all lost their equipment which was stored in the Church Hall during the recent fire. The 1st Kemsing Brownies & District Commissioner Girlguiding Kemsing & Otford asked the Parish Council for financial assistance towards the cost of replacing some of the items lost in the fire.

Mr. Eaton proposed and Dr. Walker seconded:

"That the Parish Council, as a good will gesture, makes a donation of £140 towards the cost of one flag for the Kemsing Brownies."

CARRIED unanimously

8.50 p.m. *A proposal was made and carried, to exclude the Press and Public for the duration of the next item, due to the confidential nature of the business to be transacted.*

13. VILLAGE CAR PARK

The confidential discussion in relation to the future of the village car park is contained in a separate document.

9.07 p.m. *A proposal was made and carried, to reconvene the meeting and invite the Press and Public to be re-admitted.
Mr. Dawes left the meeting.*

14. ACCOUNTS FOR PAYMENT

Mr. Eaton proposed and Dr. Walker seconded:

"That the Parish Council approves the list of payments (Vouchers 303 to 314, Vouchers 1 to 34) and to note receipt list (Vouchers 1 to 4)."

CARRIED unanimously

15. COMMON FIELD RECREATION GROUND TRUST (Charity Registration No.292464)

(a) Charity Commission

The Annual Return of Income and Expenditure update 2012 was sent to the Charity Commission on 29 January 2013.

- (b) Income and Expenditure for the Year 2013/14
The Statement of Accounts for the year 2013/14 was noted.

- (c) Annual Report 2013/14
The Annual Report was noted.

- (d) Reports
Mr. N. Rawlings had retired from Redmayne Bentley Stockbrokers as from 11th April 2014.

- (e) 2013/14 Contribution towards Maintenance of the Common Field
The Trust agreed to contribute £400 towards the maintenance of the Common Field in 2012/2013, which had been paid on 30th July 2013.

- (f) 2014/15 Contribution towards Maintenance of the Common Field.
Dr. Walker proposed and Mrs. Cole seconded:
“That the Trust contributes £400 towards the maintenance of the Common Field for 2014/2015.”
CARRIED unanimously

16. **INFORMATION REPORT** – *The following information was noted:-*

- (a) Sevenoaks District Council Inshape newsletter
- (b) Action with Communities in Rural Kent – Rural Newsletter issue 136 (circulated 14th April 2014)
- (c) Campaign to Protect Rural England – Countryside Voice – Spring 2014
- (d) Campaign to Protect Rural England – Kent Voice – Spring/Summer 2014
- (e) Kent Wildlife Trust – Wild Kent magazine – Spring 2014
- (f) National Association of Local Councils – Direct Information Service Issue 831, 832, 833
- (g) Clerks and Councils Direct – May 2014
- (h) Kent Association of Local Councils – Parish Newsletter – April 2014
- (i) Society of Local Council Clerks – The Clerk Magazine – May 2014

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

There were no matters raised.

9.11 p.m. Mr. Dawes returned to the meeting.

19. **DATE OF NEXT MEETING**

Wednesday, 18th June 2014.

The meeting closed at 9.12 p.m.

Signed by Chairman : Date: